**Absent Member Letter Sample**

{Date}

{Name}

{Contact info.}

Dear {Name},

Greetings. We hope that you are doing well and that you are seeing God’s grace in the beauty of this season. At {Church Name}, we are deeply committed to helping each member grow in their relationship with Jesus Christ, to experience more and more of the life that Jesus’ desires for us, and to serve the world in his name. To do this best, we believe that active participation in the life of a Christian congregation is vital.

The Session of {Church Name} takes seriously its responsibility to encourage the members of the congregation to participate actively in the ministry of the church. It is in this regard that we write to you. Your absence from the fellowship and worship of this congregation is of concern to us, as the Session, and to your Pastor.

Soon, a member of the Session or the Membership and Rolls Review Committee will contact you to learn of any concerns that you have and to talk with you about your membership here at {Church Name}. We look forward to discussing your present relationship with Jesus Christ and your involvement here in the church family at {Church Name}. It is our hope that you will renew your active participation in the fellowship, worship, and ministry of this congregation in the near future. We believe that God is doing exciting things in and through our congregation, and we are eager for you to participate in the renewing power of God’s grace that comes from regular worship and fellowship.

If you have any questions regarding this correspondence, please contact any member of the Session or your pastor.

In Christ,

{Pastor(s) Name(s) and or Session Members Names}

**Inactive Member Letter Sample**

{Date}

{Name}

{Contact info.}

Dear {Name},

Greetings. We hope that you are doing well, and that God is richly blessing you. As the Session of {Church Name}, we desire each of the members here to be growing in faith, to be experiencing more deeply life in Jesus Christ, and to be serving the world in his name. We hope that this is happening for you.

Our records indicate that you are not presently active in the worship and fellowship of {Church Name}. We also have no record of you having joined another Christian church. Because of this, the Session is **considering** your name to be placed on the Inactive Roll.

According to our church, “an inactive member of a particular church is one who does not participate in the church’s work and worship. An inactive member is entitled to all the rights and privileges of an active member except the right to speak in the meetings of the congregation and to vote and hold office.”

When the Session transfers someone to inactive membership, it does not imply that this person’s love for God is in question (nor God’s love for that person!). In Jesus Christ, we are the beloved children of the Father! When the Session does transfer someone to the Inactive Roll, it merely indicates that, for some reason, this person has decided not to participate in the church’s worship and fellowship. Also, being an inactive member does **not** mean that a person has been removed from the Church Membership Roll.

As a Session, we view the transfer of any person from the active roll to the inactive roll with a deep sense of regret, feeling that, in some way, this congregation has failed to serve and encourage you in Christian faith as we would desire to do. We want you to join us in the work and worship of this congregation. If you are a member of another congregation, please let us know so that we can update our records. And, if there is any way that we can serve or encourage you, please contact us.

If you have any questions regarding this correspondence, please contact any member of the Session or your pastor.

In Christ,

{Pastor(s) Name(s) and or Session Members Names}

**Non-resident Member Letter Sample**

{Date}

{Name}

{Contact info.}

Dear {Name},

Greetings. We hope that you are doing well and that you are seeing God’s grace in the beauty of this season. Our church records indicate that you are now residing at a rather significant distance from {Church Name}. It is our earnest desire, as the Session at {Church Name}, to encourage you to grow in your relationship with Jesus Christ and your service to the world through him. Since the geographic distance between us precludes your regular fellowship and worship with our congregation, we recommend that you seek to become part of a local church family. If you are already actively involved in another Christian congregation and desire your membership to be transferred there, we will gladly prepare a letter of transfer upon the request of your new church or remove your name from our rolls at your request.

If it is your desire to retain your church membership here at {Church Name}, the Session would feel obligated to place you on the ‘Non-resident Inactive Roll.’ It does remain our deep hope that you are in regular worship and fellowship with a Christian congregation, and that you are growing in faith in Jesus Christ and experiencing more and more of the life that he desires for you.

May God bless you richly in your life! We look forward to hearing from you about your desires with regards to membership here at {Church Name}.

If you have any questions regarding this correspondence, please contact any member of the Session or your pastor.

In Christ,

{Pastor(s) Name(s) and or Session Members Names}

**Inactive Roll Member Letter Sample**

{Date}

{Name}

{Contact info.}

Dear {Name},

Greetings. We hope that you are doing well. We are writing to inform you that, in accordance with the Presbyterian Church (USA) Book of Order and our previous correspondence, you have been placed on the Inactive Roll of {Church Name}. We view this action with deep regret, feeling that in some way we have failed to help you grow in your relationship with Jesus Christ and into the life that he desires for each of us – a life that includes regular worship and Christian fellowship. In being transferred to the Inactive Roll, neither your love for God nor God’s love for you is being brought into question. It simply means that you, for whatever reason, have chosen not to participate in the worship and ministry of this congregation, at this point.

With our growth and the vitality that we feel as a result of God’s presence and work among us, there are exciting things happening at {Church Name}. We want you to be a part of it!

If our records are inaccurate regarding your presence here, please inform us as soon as possible. If there are any matters or concerns, we could discuss, please contact us. Also, if you have joined another Christian church, please inform us so that we can adjust our records accordingly.

In Christ,

{Pastor(s) Name(s) and or Session Members Names}

**Considering Removal from Rolls Member Letter Sample**

{Date}

{Name}

{Contact info.}

Dear {Name},

Greetings. We hope that you are doing well and that you are seeing God’s grace in the beauty of this season. The Session of {Church Name} desires each of the members here to grow in his or her relationship with Jesus Christ, to experience more and more the life that Jesus’ intends for us, and to grow in service to the world through him. Our deep hope is that this is happening for you.

Our records indicate that you are presently on our Inactive Roll and that you have not been active in the worship and fellowship of {Church Name}. We also have no record of you having joined another Christian church. Because of this, the Session is **considering** removing your name from our Rolls here at {Church Name}.

Our Book of Order suggests that the Session is to remove members from the Membership Roll after they have been on the Inactive Roll for two years and the Session has made a diligent attempt to restore that person to active membership in the congregation.

When the Session removes someone from our rolls, it does not imply that this person’s love for God is in question (nor God’s love for that person!). Indeed, in Jesus Christ, we are the beloved children of the Father! Removal from our Rolls indicates that you have, for whatever reason, chosen to be no longer a part of our fellowship, and we wish to respect that.

As a Session, we view the removal of names from our rolls with a deep sense of regret, feeling that, in some way, this congregation has failed to serve and encourage these persons in Christian faith as we want to do. We want you to join us in the work and worship of this congregation. If you are a member of another congregation, please let us know so that we can update our records. And, if there is any way that we can serve or encourage you, please contact us.

If you have any questions regarding this correspondence, please contact any member of the Session or your pastor.

In Christ,

{Pastor(s) Name(s) and or Session Members Names}

**Official Removal from Rolls Member Letter Sample**

{Date}

{Name}

{Contact info.}

Dear {Name},

Greetings. We hope that you are doing well. We are writing to inform you that, in accordance with the Presbyterian Church (USA) Book of Order and our previous correspondence, you have been removed from {Church Name} rolls. We view this action with deep regret, feeling that in some way we have failed to help you grow in your relationship with Jesus Christ and into the life that he desires for each of us – a life that includes regular worship and Christian fellowship. In being removed from our rolls, neither your love for God nor God’s love for you is being brought into question. It simply means that you, for whatever reason, have chosen not to participate in the worship and ministry of this congregation, and we wish to respect that.

Looking at our growth and vitality, we believe that God is present and at work in our midst – and that exciting things will continue to happen at {Church Name}. We want you to be a part of it!

If our records are inaccurate regarding your presence here, please inform us as soon as possible. If there are any matters or concerns that we could discuss, please contact us. Also, if you have joined another Christian church, please inform us so that we can adjust our records accordingly.

In Christ,

{Pastor(s) Name(s) and or Session Members Names}