

(When mailing, print on church letterhead)

December 1, 2010

Dear (Names of New Members of each committee listed in Leadership Directory)

Thank you on behalf of Bethel UMC, and the Lay Leadership Ministry Team, for serving on the (Specific Committee) in 2011. Attached is a copy of the guidelines for this ministry team, detailing meeting dates and times you will meet. You will be sent a reminder by e-mail or post card one week prior to each meeting. Thank you for being in prayer about how God might use you to bless others through this important ministry of Bethel UMC, and may God bless you!

Sincerely,

A handwritten signature in cursive script that reads "Todd Davis". The signature is written in black ink on a white background.

Todd Davis

Minister, Bethel United Methodist Church