

## Sample follow-up dues letter

Use your church's letterhead

Date

Dear Minister:

Greetings from your Ministers Council. This letter comes with the hope that you are having a great year in your ministry. Your Ministers Council is an important part of our ministry together. Our mission statement says, "We are women and men who advocate for and covenant with each other to deepen our spiritual journey and to increase our effectiveness..."

The following is an update of our current [year] memberships. If you have paid your dues for [year], check to see if your name is on the list. If you have not paid your dues and plan to join for [year], please send your dues as soon as possible.

\$\_\_\_ Regional dues

\$\_\_\_ National Ministers Council dues

\$\_\_\_ Total

Mail dues to:

Local Ministers Council Treasurer

Treasurer's Church

Treasurer's Church address

Treasurer's Church city, state, zip

In Christ's Service;

Your name

Your position, local council