

Sample membership 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..."

Whether you have been a Ministers Council member for years or considering membership for the first time, we urge you to participate this year. Your presence not only helps us fulfill the overall mission expressed above, it also strengthens our capacity to provide fellowship and mutual encouragement to each other and to learn together in communities of practice. Our local council has plans for the coming year that include [list here any plans in place]

Of course, your dues are an important part of participation. Please send your dues in as soon as you can, to insure that our program planning for the year can go forward. We are confident that the you membership and participation will return a value well above these amounts.

\$___ 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

P.S. Your church may budget for these dues in your accountable plan for ministry-related expenses. We have enclosed a letter that you can use, revising as you see fit, to encourage that practice.

Attach list of names of those who have paid their dues and those who are life members