

## Sample Invitation letter

(to be used to invite members to the Generous Giving Presentation Event)

***Insert Parish Name***  
***Insert Parish Church Address***  
***(Use parish headed paper, if available)***

Dear .....

I have the pleasure of writing to you on behalf of the select vestry and the Generous Giving Team to invite you to a special service and presentation on Sunday [*insert date*] at [*insert time*] in [*insert venue*]. This special service will launch the Generous Giving Programme and will give us an opportunity to say 'Thank You' for the support so generously given to the parish in the past.

We will be serving [e.g. coffee and donuts]/[*insert alternative catering arrangements*] before the service so do please join us then. During the presentation we will look at the good news stories of our parish and the impact we have in our community as well as introduce an outline of our vision and plans for the future. Please come along to find out how you can play your part in the future mission and ministry of our local church. Nobody will be asked to make any commitments or donations at this service, but just to reflect on what has been shared and consider how they can best help. A supportive response can make a real difference to the future ministry of our parish.

On [the following two Sundays after this presentation]/[*insert dates of teaching Sundays*] there will be biblical teaching on Generosity, and a chance to prayerfully respond.

Please keep your enclosed invitation card as a reminder of the dates, but it would be most helpful if you could return the Reply Card to church [*insert name to whom/location to which card should be returned*] for catering purposes, by the [*insert date*].

We do hope that you will be able to come, and can promise each of you a warm welcome to this important occasion.

Yours sincerely

[Rector]/ [Giving Co-ordinator]