

# Sample Closing Letter

Colleagues,

I trust you had a great Advent service today!

At FaithBridge in Rockwall this morning, Frank Rahm announced to his congregation that this coming Sunday, Dec 11 will be their last Sunday as a worshipping community. This decision comes as a result of an extended time of assessment, which included participants at the new church start as well as from the mother church. We chose to end weekly worship now so that congregants would be able to enjoy Christmas in a new setting.

- Frank has handled the assessment season with great professionalism and concurs with this decision of the Bishop and Cabinet.
- Frank -- along with the mother church (1<sup>st</sup> Rockwall), and the DS – will be actively caring for the pastoral needs of congregants, and assist in getting those who wish connected with other churches.
- Frank will preach next Sunday and be joined by the DS. He will continue to care for all the logistics and details of closing down the project.
- Until he is appointed elsewhere, Frank will continue to receive his compensation and benefits....and is available—through my office—to assist in ministry needs around the Conference.

In my assessment visits I heard wonderful stories of changed lives through FaithBridge and Frank's ministry there. Unfortunately, the attendance and giving could never get to self-sustaining viability. In due time we will conduct an 'after report' to explore --and learn from--the multiple factors that came together to bring about this turn of events. Obviously there is grief over this new church start not making it to viability, but we do celebrate the lives that were touched and the witness of the Gospel there.

There is no need to reply to this email, but I'm sure Frank, his family, and the church would appreciate your prayers, thoughts, and notes.

[frank@faithbridgechurch.net](mailto:frank@faithbridgechurch.net)

Frank and Tracy Rahm  
1253 Waters Edge Dr  
Rockwall 75087

May your Advent & Christmas season be filled with blessings!