

Template Letter Samples regarding determining status of membership with GCRC – to be modified to suit situation:

Hello _____,

Thank you for taking my call yesterday where we had a brief conversation about your membership at GCRC.

At the present you are recorded as being an 'Inactive Member' (defined as someone who does not attend GCRC services, either in-person or online, and does not participate in its ministries).

As mentioned, the GCRC Council is reviewing our Elder's District lists for our upcoming meeting in September and to that end, an accurate updated membership list is required.

It would please us to have you participate as a **Member** which infers that that you would **attend GCRC services (in-person or online)** and support its ministries. However, IF that's not where you're at this stage of your spiritual life, you might consider **lapsing your membership** (this category is possible if you worshiped in a Christian faith community other than GCRC).

If you don't find any of these 'categories' applicable or suitable for your situation, you could also choose to have your membership resigned from the GCRC church. It's important to note that if you had a change of heart, you could request a change in your status with GCRC at any time.

Please don't hesitate to contact me if you'd like to discuss this further.

Thank you for giving this matter your attention and careful consideration and I look forward to your response.

In His service,
Elder YYY
Ph #
Email address

Sample 2:

Dear _____,

Thank you for getting back to me. I understand from your text that you are not interested in being a member of Georgetown Christian Reformed Church any longer

At present, you are recorded as being a baptized member of Georgetown Christian Reformed Church. Below are the following options that you may choose for going forward:

An '**Inactive Member**' which is defined as someone who does not attend GCRC in person or online and does not participate in its ministries.

A '**Lapsed Member**' which is defined as someone who no longer worships at GCRC but has found another Christian faith community to participate in.

If either of those categories are not applicable or suitable for your situation, you could also choose to have your membership **resigned** from the GCRC.

It is important to note that if you had a change of heart, you could request a change of status with GCRC at any time.

Please don't hesitate to contact me if you'd like to discuss this further. Thank you for giving this matter your attention and careful consideration. I look forward to your response.

In His service,
Elder _____
Ph #, email address