

Lead Elder email template Feel free to use your own words and make it your own.

Dear WATC Elders, (name them specifically)

It is a privilege to serve alongside you for the upcoming weekend.

I will be serving as the “Lead” Elder for this weekend. This role includes scheduling an Elder zoom meeting to pray and go over our assignments. If this is your 1st time serving as an Elder I will also schedule a 2nd zoom meeting for further mentoring in this role.

Please let me know which of the following dates and times work for you:

(include 2-3 dates and times for them to choose from)

Month / Day / Time

(include time zone time, there may be elders serving from other regions so this is important to add in order to avoid confusion)

Please get back with me asap so we can get this scheduled.

You will find Elder Resource Documents on the website (Password - Beloved2023) under staff portal/ WATC Leadership Documents. Please feel free to read these over and come with any questions. First time elders will discuss most of this during our 2nd meeting.

Please let me know if you have any questions or concerns. I am looking forward to meeting with you soon.

Your Name

Phone #