

[Date]

[Pastor]  
[Street Address]  
[City, State, Zip Code]

Re: Letter of Assignment to Azusa Pacific University

Dear Pastor \_\_\_\_\_:

This letter confirms that we are assigning you to Azusa Pacific University to perform the services described below in furtherance of our religious purposes and mission. As an evangelical Christian church, our primary purposes include glorifying God and obeying the teachings and commands of Jesus Christ as revealed in the Bible. These commands form the basis for our mission, which is to communicate the gospel message of Jesus Christ to all peoples, and to serve the physical, spiritual and emotional needs of others, based on [e.g., Matthew 28:18-20; Acts 1:8; 2 Corinthians 5:20; Mark 12:29-31]. We seek to fulfill this broad mission through our own programs and activities and in cooperation with other religious organizations committed to the same general purposes and mission, such as Azusa Pacific University.

We are firmly committed to the higher educational program of Azusa Pacific University and we wish to contribute to such activities as part of our mission. We recognize that there are many aspects to the work that must be completed to fulfill our common mission. In this respect, we view all work directed toward the fulfillment of the mission as inherently Christian in nature, and therefore benefiting from the participation of Christian leaders. It is our desire to provide Christian leaders for all aspects of the mission of Azusa Pacific University where there is a need. Therefore, we are assigning you to Azusa Pacific University to perform the following services in furtherance of our purposes and mission to communicate the gospel of Jesus Christ.

[Teaching Faculty Positions] providing instruction as part of the curriculum of Azusa Pacific University; preaching at evangelistic meetings; conducting Bible studies with non-believers and new believers; praying for nonbelievers and new believers with whom you come in contact; establishing friendships with individuals as a means of creating an opportunity to explain to them the gospel of Jesus Christ; training believers to serve as leaders in local churches; conducting religious worship and performing sacerdotal functions in local churches and as part of religious meetings; developing materials to be used in evangelism and training; and performing any other activities designed to communicate the truths of the gospel to others.]

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[Administration, Executive and Accounting Services] providing administrative/executive services necessary to facilitate the ministry activities of other individuals; offering spiritual counsel to those charged either with performing direct ministry services or with management and policy-making for Azusa Pacific University; providing regular prayer support for all persons associated with Azusa Pacific University; conducting religious worship and performing sacerdotal functions as part of the worship life at Azusa Pacific University; sharing the gospel with those with whom the college has professional contact.]

We confirm that you have been [ordained] [commissioned] [licensed] by \_\_\_\_\_ for the purpose of providing spiritual leadership [as a minister] to the church and for performing ministry activities including those described in this letter.

With respect to this assignment, we anticipate receiving periodic reports (at least on an annual basis) from you and Azusa Pacific University describing the activities undertaken to fulfill our common religious purposes and mission, and your role in the performance of these activities.

This assignment shall be valid for one year and shall [automatically] renew for additional one year terms [upon our providing a written reconfirmation] [unless we notify you that the assignment will not be renewed at the end of the current term].

Sincerely,

\_\_\_\_\_

Title: \_\_\_\_\_