

Re: Draft Letter for Members We've Lost Contact With

From: M Bret Blackford (bret_blackford@yahoo.com)

To: aowens@mcknightcrossings.org

Cc: mxelders@mcknightcrossings.org; mbardowell@gmail.com; emcpherson@cfserve.org

Date: Wednesday, March 4, 2026 at 05:18 PM CST

Jeff McGlawn,

You might be a good starting point to assist Andrew in determining who would be appropriate candidates to receive the letter.

— Bret

On Wednesday, March 4, 2026 at 10:52:44 AM CST, Andrew Owens <aowens@mcknightcrossings.org> wrote:

Perfect, I will update it and have it ready to send out.

Could someone help me know which of the people we said no to need the letter? I realized that some have moved, were never members, or we are aware of their circumstances and don't need to send them this letter.

Blessings

Andrew

On Mon, Mar 2, 2026 at 8:45 PM M Bret Blackford <bret_blackford@yahoo.com> wrote:

Brothers,

Attached is the example form letter we discussed tonight for members with whom we have lost contact

As you will notice, this is still a boiler-plate template and will need to be updated (including some of the names and details) before we begin sending it out.

I am sharing it now as one of our action items coming out of tonight's discussion regarding the member directory.

Andrew, I think the ball is now with you.

— Bret



MX_MemberLetter.pdf

2.5 KB

MX Shepherds Meeting
January 3, 2022

Attachment A

Below is an example, a draft, of a letter to be sent to members where we have lost contact.

[date]
[name]
[address]
[address]

Dear [name],

It has been a while since we last heard from you or seen you. We sincerely hope this letter finds you well and thriving.

In the process of working on our new online pictorial directory, we made several attempts to contact you but were unsuccessful. Presently, you are still in our database as an active participant of McKnight Crossings Church of Christ, and therefore in our directory.

If circumstances have kept you away, but you are still planning to pursue an active relationship with our church, please contact the office by calling (314) 962-7026 or emailing Dolores at dmiller@mcknightcrossings.org. Let us know specifically that you would like to maintain your active status.

On the other hand, if you have moved or changed situations and can no longer join us, feel free to respond to this letter and let us know. We would love to have an update on your family!

Please note, however, that if we do not receive any response within the next few weeks, we will presume we should inactivate your status at McKnight Crossings Church and proceed accordingly.

We look forward to hearing from you soon.

Kindest Regards,
The McKnight Elders