Dear (Name of pastor, chief operating officer, elder or deacon),

I’m writing to you today with a few requests on how we can make our church more inclusive of transgender people. We see in Jesus’s incarnation, life, and ministry that God is found in the margins and that God’s heart is aligned with justice. As such, I feel that our church taking a stand for transgender justice is not just a social issue, but also a deeply faithful one.

I noticed a few areas where, despite our best intention, we’re falling short. This does a disservice not only to transgender members or guests, but to all of us who would be enriched by these changes.

I think it is important for our church to *(modify to reflect your church’s needs)*

* Designate all the single-stall restrooms as All Gender Restrooms
* Designate all the restrooms as All Gender Restrooms and put up signs indicating guests can use the single stall restrooms if they desire more privacy
* Put up signage by our gendered restrooms to indicate guests should feel comfortable using the bathroom consistent with their gender identity or expression
* Update our church’s employment nondiscrimination policy to include gender identity and expression
* Update our church’s statement of welcome to explicitly include transgender and gender noncomforming visitors, as well as visitors who are exploring their gender
* Make it clear that transgender women are included in women’s groups, and that transgender men are included in men’s group (and make sure that group facilitators are trained to use appropriate, welcoming language and to respond to confusion or aggression from other members)
* Discontinue our “Men’s” and “Women’s” ministries and instead focus on shared interests such as entrepreneurship, parents, or arts
* Make it clear that congregants can receive pastoral care from the pastor they feel most comfortable with instead of the “Men’s Minister” or the “Women’s Associate”
* Include transgender people in the stories you tell from the pulpit (if you need help with this, please contact Fr. Shannon Kearns, a transgender priest at shay@queertheology.com)
* Discover if our church’s health insurance policy covers transition-related medical costs. If it doesn’t, find a policy that does and/or put into place structures to support staff who may want to medically transition (ex. We could establish a fund that staff could tap for non-covered costs)
* Include transgender issues in the issues that our church organizes around, in addition to the work we are already doing on poverty/homelessness/hunger/violence/etc. Transgender people are disproportionately affected by these issues and so it’s important that we intentionally include them in our work.

I know that these changes might seem daunting, but I know that our congregation is up to it. The founders of QueerTheology.com are available for training and consulting as we go through this process if we need additional support.

If you’d like to discuss this further, you can contact me at (your contact information).

Blessings,

(your name)