Example Letter of Appointment

The letter of appointment is a useful document when approving people to commence their voluntary role in a church program or ministry. The letter informs the new volunteer about the terms and conditions of their work within the congregation, including:

* Start date
* Role
* Conditions
* Supportive processes and development opportunities

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### Sample letter of appointment text

*Print on your church letterhead*

<Date>

<Insert volunteer’s full name>

<Insert volunteer’s residential address>

Dear <insert name>

**Letter of appointment**

Thank you for choosing to support the ministry of the **<insert name of church>** Church by volunteering your skills and time. Volunteers are a vital resource as they enable us to support all people through ministry activities. I am pleased to welcome you to the role of **<insert role title>** with us at **<insert congregation name, group or activity name>**. Our ministry with all people strives to be safe and this positive environment is dependent on the volunteers and leaders in each congregation.

You have been approved to volunteer in the following programs/activities **<insert details of programs/ activities>**. Your ministry coordinator is **<insert supervisor>** and their contact number is **<insert phone>**. Your first month will be a settling in period, and after this time a member of the church leadership will check in with you. This gives you the opportunity to reflect on the role and its suitability to you and the congregation.

Before you can commence, you are required to complete the Safe Ministry Check online training (or have completed equivalent training in the past twelve months). A link will be provided. In addition, we must receive confirmation from Blue Card Services of your suitability to work with children before you commence.

Enclosed please find:

* Role description
* Restricted Person Declaration Form [if relevant – person is under 18 or volunteers with children for less than 7 calendar days in a year]
* Safe Church Policy (for your records)
* Reporting Process for Volunteers (for your records)

Your start date will be set after you have completed the Safe Ministry Check training and after we have confirmed your blue card via Blue Card Services.

We are delighted to have you on our team and look forward to working with you. Should you have any queries, please contact your supervisor or a member of staff. We trust your time with us is enjoyable and rewarding.

Kindest regards,

<Insert name>

<Insert position>

<Insert phone number >