APPENDIX 9

Letter of appointment

This is a simple model appointment form template for a volunteer, which can be used, amended or substituted by a local model as required. It must be sent **only** after the criminal records check has been considered and approved.

Name of Church

Dear

APPOINTMENT TO THE POST OF

Thank you for agreeing to volunteer with us. As you will no doubt be aware, volunteers are essential part of Church life. We do hope that you enjoy volunteering with us and feel part of the team.
XXXXXXX will induct you into the role and show you around.

I should be grateful if you would contact me to arrange a convenient time for your induction and tour and also to confirm when you would like to start.

In the meantime, please find attached:

- Your role outline;
- a copy of the Church's Statement of Safeguarding principles; and
- what to do if……. notes on what to do if there are serious concerns.

Safeguarding training will be provided in the next round of training delivery.

If there is anything further I can help you with at this stage, please do let me know.

On behalf of the PCC, I thank you for your interest and I look forward to welcoming you to our team.

Yours sincerely,

On behalf of the PCC