

CONFIDENTIAL

Letter of appointment

Sample wording

The letter of appointment is a useful document when approving people to commence their voluntary role with children. 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

Suggested steps for preparing and using a letter of appointment:

1. Create your letter of appointment
2. Consider whether you need advice/assistance from Churches of Christ in Queensland Church Support
3. Personally meet with the new volunteer and provide the letter of appointment
4. Give your new volunteer time to consider the letter of appointment
5. Keep a copy of the signed code of conduct and provide the volunteer with a copy

<Print on your church letterhead>

<Date>

Private and confidential

<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 of Christ by volunteering your skills and time. Volunteers are a vital resource as they enable us to support children and their families 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 children strives to be fun,

innovative, creative and 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 supervisor is <insert supervisor> and their contact number is <insert phone>. Your first month will be a settling in period, and after this time a church elders' delegate 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 Church Awareness Workshop (or have completed equivalent training in the past twelve months). The next training dates are <contact Churches of Christ in Queensland for details if unknown>. In addition, we must receive confirmation from Blue Card Services of your suitability to work with children before you commence <delete this sentence if a legal exemption applies>.

Enclosed please find:

- Role description
- Blue card application/Authorisation to confirm a valid card/application form <delete the form not used>
 - Please complete the application and meet with <insert name and phone number of church elders' delegate>, who will sight your identification and authorise your application on behalf of the church elders before it is sent to Blue Card Services.
- Safe People, Places and Programs policy (for your records)
- [Reporting Process for Volunteers](#) (for your records)
- Code of conduct
 - Please sign both copies and return one to <insert name of church elders' delegate>.

Your start date will be set after you have completed the mandatory training and after the church elders have received the Letter of Positive Notice from Blue Card Services (unless legal exemptions apply).

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 church elders' delegate. We trust your time with us is enjoyable and rewarding.

Kindest regards,

<Insert name>

<Insert position>

<Insert phone number>