



SAMPLE Letter of Appointment

Purpose

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.

Scope

This document is to be utilised by church council members/delegates who are approving people to commence their voluntary role with children.

Suggested steps for preparing and using a letter of appointment:

1. Create your letter of appointment.
2. Consider whether you need advice/assistance from the Synod safechurch@ns.uca.org.au
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 Safe Leaders and Volunteers Commitment and provide the volunteer with a copy.



Sample Letter

< Print on your church council 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 Uniting Church in Australia 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 council 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 Ministry with Children training (or have completed Child Safe Church Training in the past two years). The next training dates are <contact your presbytery for details if unknown>. In addition, we must receive confirmation from **SafeNT / Department of Communities WA / DHS South Australia** of your suitability to work with children before you commence <delete this sentence if a legal exemption applies>.

You are required to provide immediate notification of any child related charges or offences and maintain a valid working with children check. Our commitment to keeping children safe means we retain the right to step-down or dismiss anyone from the appointed role if they breach any of the organisation's child safety policies or codes of conduct.

Enclosed please find:

- Role description
- Safe Leaders and Volunteers Commitment (2 copies)
 - Please sign both copies and return one to your Church Council.

Your start date will be set after you have completed the mandatory training and after the church council has received the Letter of Positive Notice for Working With Children check (Ochre Card in the NT).

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 Council. We trust your time with us is enjoyable and rewarding.

Kindest regards,

<Insert name>

<Insert position>

<Insert phone number>