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| Open | Model Letter of Appointment to a Volunteer Working with Adults at Risk or Children |

*This model template can be amended as appropriate.  
\*Items marked with a red asterisk require editing.  
Please delete all words printed in red.*

[Name of applicant]\*Edit [Name of person making the appointment]\*Edit

[Address – Line 1] [Address – Line 1]

[Address – Line 2] [Address – Line 2]

[Address – Line 3] [Address – Line 3]

[Postcode] [Postcode]

[Date]\*Edit

[Name of Role]\*Edit

[Name of Church]\*Edit

Dear [Name of applicant]\*Edit

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

[Name of supervisor]\*Edit will induct you into the new role.

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

Safeguarding training will be arranged in the near future. In the meantime, please find attached:

* Your role description;
* Our *Parish Safeguarding Statement*;
* A ‘*What to do if…’* leaflet.

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