The Uniting Church in Australia
QUEENSLAND SYNOD

SAFEMINISTRY
with**children**

CONFIDENTIAL

Letter of appointment: | TOO-SMC-01.1.05_v1.0
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:

For more information or assistance, contact the Human Resources manager, Synod Support Services on 07 3377 9867.

1. Create your letter of appointment
2. Consider whether you need advice/assistance from Synod Support Services
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 Statement of personal commitment and provide the volunteer with a copy.

< Print on your church council letterhead>

 <Date>

Private and confidential

<Insert volunteer's full name>

<Insert volunteer's residential address>

Dear <insert name>

<div align="center">

Letter of appointment

</div>

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 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 council chair> who will sight your identification and authorise your application on behalf of the church council before you send it to Blue Card Services.

- Safe Ministry with Children policy (for your records)

- System for handling concerns (for your records)

- Statement of personal commitment

  ◦ Please sign both copies and return one to <insert name of church council delegate>.

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 from Blue Card Services (unless parent helper 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 council delegate. We trust your time with us is enjoyable and rewarding.

Kindest regards,

<Insert name>

<Insert position>

<Insert phone number>

Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	22.01.2016	Created to support Safe Ministry with Children policy, Overseeing safe ministry with children and Selecting leaders and helpers processes	• Safe Ministry (children) administrator • General counsel • Risk & Insurance manager • Human Resources manager	Associate general secretary
Due	22.01.2017	Review cycle – every year		