The letter of appointment informs the new volunteer about the terms and conditions of their role 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 Synod’s People and Culture Unit (03) 9251 5477.

1. Create your letter of appointment
2. Consider whether you need advice/assistance from People and Culture
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 KCS Code of Conduct (KCS4) and provide the volunteer with a copy.

Print the letter on your congregation’s letterhead

Date

# Private and confidential

Volunteer’s full name

Volunteer’s residential address

Dear Name

# Letter of appointment

Thank you for choosing to support the ministry of the Name Uniting Church by volunteering your skills and time. Volunteers are a vital resource as they enable us to support children and other people. I am pleased to welcome you to the role of role title with us at Name of congregation, group or activity. Our ministry with children and others strives to be fun, innovative, creative and safe and this positive environment is dependent on the volunteers and leaders.

You have been approved to volunteer in the details of programs / activities. Your supervisor is Name and their contact number is 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 Church Training, or have completed Safe Church Training in the past two years. The next training dates are Insert here. In addition, we must receive confirmation from Working With Children Check/Registration of your suitability to work with children before you commence.

Enclosed please find two copies of the Keeping Children Safe Code of Conduct. Please sign both copies and return one to us.

We also expect you to read and adhere to the Uniting Church Keeping Children Safe Policy (KCS1) at [ucavictas.org.au/keepingchildrensafe](http://www.ucavictas.org.au/keepingchildrensafe) If you need a paper copy, we can print one for you.

Your start date will be set after you have completed the required training and after the Church Council has received the Letter of Positive Notice from the Department of Justice regarding your Working with Children Check/Registration.

We are delighted to have you on our team and look forward to working with you. Should you have any queries, please contact me. We trust your time with us is enjoyable and rewarding.

Kindest regards,

Name

Position, phone number