



Sample Letter of Appointment (Volunteer)

C/2.1.2.5

Purpose

This letter of appointment is for use in appointing people to a role with the Church. It informs the new worker (paid or volunteer) about the following:

- Start date
- Role
- Conditions
- Supportive processes and development opportunities.

Scope

This document is to be utilised by church council members and their delegates who are appointing a worker (paid or volunteer) or a Junior Worker, Junior Leader or Church Helper to a role within the Church including a role volunteering with children or vulnerable adults.

Suggested steps for preparing and using a letter of appointment:

1. Create your letter of appointment. An editable template for use is provided on the next page.
2. Consider whether you need advice/assistance from Synod Support Services.
3. Personally meet with the new worker and provide the letter of appointment.
4. All adults must hold a valid linked Blue Card if they are working with children. Remove this sentence if the role does not require a Blue Card.
5. Keep a copy of the signed Statement of Personal Commitment and provide the new worker with a copy.

Additional steps suggested for the Junior Worker ('Church helper') Role

6. Consider whether the Junior Worker or Church Helper has the ability and maturity to complete Safe Church training. If not, delete the sentence in the letter, and note this on their file. An assessment of the ability and maturity of Junior Worker or Junior Leader's (aged 12 – 18 years) to complete training should be reviewed annually.
7. All adults in a Junior Worker, Junior Leader or Church Helper role must hold a valid linked Blue Card if they are working with children. Remove this sentence if the role does not require a Blue Card.

Revisions

Document number		C/2.1.2.5			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
3.0	16.05.2024	General Manager Risk and Safeguarding	16.05.2024	General Manager Risk and Safeguarding	Safe Church Assurance & Support Officer
Next scheduled review		16.05.2026			

< 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

Welcome to the Uniting Church in Australia, Queensland Synod! We're thrilled to have you as part of our team.

I am pleased to welcome you to the role of < insert role title > with us at < insert congregation name, group or activity name >. Your supervisor is < insert supervisor's name > and their contact number is < insert phone >.

We're here to create a safe and welcoming environment for everyone. Our mission is to uphold Christian values, promote teamwork, and ensure the well-being of all participants.

Before you can commence, you are required to complete Safe Church training (or have completed Safe Church Training in the past two years). The next training dates are <contact your presbytery for details if unknown>. *[delete these sentences if completion of training is assessed as 'not suitable']*

We have received confirmation from Blue Card Services of your suitability to work with children <delete this sentence if the role does not require a blue card or exemption card>.

[Add the following sentences for adult volunteers]

Enclosed please find:

- Role description
- Safe Church Policy (for your records)
- Mandatory Reporting Process for Lay Workers, Lay Preachers & Volunteers (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. *[delete these sentences if they are not required]*

If you have any questions, please feel free to reach out to your supervisor or church council delegate. We hope your time with us is enjoyable and fulfilling.

Kindest regards

< Insert name >

< Insert position >

< Insert phone number >