

Screening in Faith

SAMPLE ACCEPTANCE LETTER

for a ministry position in the parish. Use congregation’s letterhead. Personalize the following to fit your situation

[date]

[address]

Dear [name],

[I am delighted /It is my pleasure] to [confirm/inform you] that you have been [accepted/appointed] to the position of [name of the position] beginning [start date] for a period of [length of time].

[I or the name of the leader(s)], [am/is/are] the leader(s) of the [Sunday School/Senior Leader of the Youth/Pastoral Visitor Leader/committee chair/other]. [I/She/He] will be in touch with you to review training and meeting times. Each year [I/name of head of the ministry] will meet with you to review and evaluate your experience with the [name of the ministry or Committee]. Should you have any questions about your responsibilities, [I am/name is] the person to contact. [I/He/She] will answer any questions you might have about the position and will ensure that you have the information and resources you need. For your information, [my/her/his] contact information is included below.

For those serving in high-risk positions, the screening policy requires that you attend a sexual misconduct training at the beginning of your ministry and every three years thereafter. [I/We] understand from our discussions that you will require your next sexual misconduct training in the year [200_]. For your information, there [is a/are] sexual misconduct training(s) scheduled for [date(s), place(s), time(s) and how to register].

[Options for closing paragraphs:

Please accept my thanks for your gift of service to our parish. May you find in serving others, that you receive rich blessings.

In gratitude for your service, ...

OR

We are looking forward to our ministry together and pray God’s richest blessing on you as you use your gifts to serve the community faith in this parish.]

Sincerely,

Signature

Name of ministry leader

[title]

Signature

Name of Incumbent

Incumbent

Add Ministry Leader Contact Information

Screening Prayer:

God of abundance and God of life, infuse your children with courage and love, that we may build communities of hope, which are healthy, thriving and safe. Help us to be responsible with our ministry so that both the weak and the strong find their home in our churches, through the profound love of our Lord and Saviour, Jesus Christ. Amen.