

Letter of Appointment for new Parish Volunteer
(Template to be modified accordingly) SG03-ACH

Diocese of Achonry

Parish of _____

Telephone _____

Parochial House
Parish / Townland
Postal Town
County XX

Date: _____

Letter of Appointment

for

(Name of person and Volunteering Role)

Dear (Parish Volunteer),

I am writing to confirm that you are now in a position to take up your volunteering role and to thank you for your patience and co-operation.

Enclosed are:

- A copy of the *Safeguarding Children, Policy and Procedures, of the Diocese of Achonry*, which you should read and understand.
- **Form SG04-ACH** Safeguarding Policy and Procedures **Commitment Form**. This should be completed and returned to the parish office once you have read and understood the above policy and procedures.

If you have any further questions or wish to discuss a situation arising from your voluntary role, please contact either your group leader or your Parish Priest.

May I take this opportunity to welcome you and thank you for your commitment to the parish.

Yours sincerely:
