# *This template document is issued by the Connexional Team and may be used and amended to suit particular local circumstances. Text in BLUE font should be adjusted.*

# Volunteer Role Appointment with Provisional Local Lay-Pastor Licence to be sent with Volunteer Agreement - Template

**Volunteer Appointment**

**Circuit**:

**PRIVATE AND CONFIDENTIAL**

(*Full Name*)

(*Address Line 1*)

(*Address Line 2*)

(*Address Line 3*)

(Postcode)

(*Date*)

Dear (*First name*)

**ROLE OF LOCAL LAY-PASTOR**

Dear ( )

Following your interview on (date), I am pleased to inform you of your appointment as a volunteer with (Circuit) in the role as Local Lay-Pastor.

Your initial appointment will be on the basis of a probationary period of six months with a provisional licence as a Local Lay-Pastor. Confirmation of a full licence will be received and your probation period passed upon successful completion of two Local Lay-Pastor modules at Cliff College and successful demonstration that you are meeting all of the early competencies of the office of a Local Lay-Pastor.

Your volunteer agreement is (enclosed/attached). Please find (enclosed/attached) two copies. For our records please sign both copies and the duplicate copy of this letter confirming your acceptance of this appointment, and return to us one copy of each.

If you wish to raise any queries, please e-mail or telephone me on (e-mail, telephone number).

I would like to welcome you to (Circuit) and trust that you will have an enjoyable and successful career with us.

I very much hope you will enjoy your period as a Local Lay-Pastor.

With every good wish.

Yours sincerely,

**Name**

**Job Title**

(For volunteer to sign:

**ROLE OF LOCAL LAY-PASTOR**

I hereby accept this position under the above terms and I have read and understood and accept the above terms and those contained in the written statement of terms and conditions.

Signed ………………………………………………................. Date………………………………………

**My bank/building society details for expenses are as follows**:

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| Name of bank/building Society |  |
| Name of branch |  |
| Account name |  |
| Sort code |  |  | **–** |  |  | **–** |  |  |
| Account Number |  |  |  |  |  |  |  |  |
| Building society account number |  |

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Last updated: July 2022