



St John the Baptist
Newland Lane
Normanton
West Yorkshire
WF6 1BA

Parish Priest: Canon Peter Maguire
Tel: 01924 892172

01 January 2008

Mr J Bloggs
1 South Street
Normanton
West Yorkshire
WF6 1AA

Dear Mr Bloggs

Thank you for volunteering to undertake the role of Eucharistic Minister in our parish of St John the Baptist, Normanton.

I am very pleased to confirm your appointment.

You may want to make the appointment provisional for a short period...

We put a very high value on all our work with children and vulnerable adults and we want to help you give the best possible service to your group. We want to make sure that you should not work unsupported or unsupervised.

The particular responsibilities of your work have been given to you in a role description and this has been discussed with you. You have also been made aware of the Diocesan safeguarding policies and procedures. The person who has overall responsibility for this group is Mrs Joan Smith.

The person designated to give you support is Mr Jack Jones.

This is a very responsible position but it carries its own rewards and satisfactions, and I hope you will enjoy the work. Please will you sign one copy of this letter and return it to me?

Yours sincerely

Canon Peter Maguire

I have read and agreed to the job description and the diocesan safeguarding policies and procedures. The safety and welfare of children and vulnerable adults will always be my first priority.

Signed _____ Date _____