# *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.*

# Offer of Appointment Letter with Provisional Local Lay-Pastor Licence to be sent with Written Statement - Template

**Offer of Appointment**

**Circuit**:

**PRIVATE AND CONFIDENTIAL**

(*Full Name*)

(*Address Line 1*)

(*Address Line 2*)

(*Address Line 3*)

(Postcode)

(*Date*)

Dear (*First name*)

**POST OF LOCAL LAY-PASTOR**

Dear ( )

Following your interview on (date), I am pleased to make you a formal offer of employment with (Circuit) in the role as Local Lay-Pastor on the terms set out below.

Your initial employment 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 terms and conditions are set out in the written statement of terms and conditions (enclosed/attached). Please find (enclosed/attached) two copies of the written statement of terms and conditions. For our records please sign both copies and the duplicate copy of this letter confirming your acceptance of this position, and return to us one copy of each.

If you wish to raise any queries on any of your terms and conditions, 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.

Please ensure you bring your P45 and bank/building society details with you on your first day.

I very much hope you will enjoy your period of service in this post.

With every good wish.

Yours sincerely,

**Name**

**Job Title**

(For employee to sign:

**POST 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 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