



STANDARD 1

CREATING AND MAINTAINING SAFE ENVIRONMENTS GUIDANCE FOR INDICATOR 1.1



1.1C Template 1: Acknowledgement Letter for Request for Ministry

Dear _____(insert name),

I write in response to your letter dated _____(insert date), regarding your wish to minister within this diocese/congregation.

Thank you for your enquiry and your willingness to be of service. Prior to considering any temporary appointment, our procedures require that you contact your local ordinary/superior to inform them of your request.

Please complete the attached forms and forward them to your local ordinary/superior for completion, if they wish to recommend you for ministry in this diocese/congregation.

With every blessing,

(Insert signature of Church authority)