



## **SAMPLE** **INTRODUCTORY LETTER – AUSTRALIAN CAPITAL TERRITORY**

### **Welcome to Ministry amongst young people.**

We are so pleased that you have decided to work with the young people in the life of our Church. You will probably already know that we are committed to making our ministries as child friendly as possible. One way we do this is by our abuse prevention strategy. This strategy, known as **Breaking the Silence**, applies to all ministers, elders and leaders who work or may work with children.

To help you meet the requirements of our policy you will be given:

- A. This Information Pack
- B. Your Job Description Pack
- C(i). The Forms Pack

If you are going to be working in schools then you will also be given:

- C(ii). The Special Religious Education (SRE) Information and Forms Pack

Please read through the Information Pack and keep it for future reference. You should read through the Job Description Pack, complete and sign both copies, keeping one for yourself and returning one to us. You should read through the Forms Pack, complete and sign them and return them to us for processing.

### **WHAT IS IN EACH PACK?**

#### **Information Pack:**

- This Introductory Letter
- Our Policy
- Our Code of Conduct
- Quick check for leaders Card
- ACT Screening Guidelines Summary (provides a summary of the screening process)

#### **Job Description Pack:**

- Job description for your area of Ministry (eg youth group leader, Sunday school teacher, etc) Please note that ministers and elders do not require a Job Description Pack.

#### **(i) Forms Pack:**

- Application For Working with Children or Young People - ACT
- ACT Prohibited Employment Declaration
- ACT Employment Screening Consent Form
- Australian Federal Police Criminal History Check Application Form

#### **C. (ii). Special Religious Education Package:**

- SRE information sheet (for you to keep)
- SRE authorisation form (to be signed and returned)

Please note, personal information collected is used only for purposes relating to the spiritual, pastoral, social, educational, administrative, legal and historical functions of the Church in accordance with relevant privacy legislation. Your acceptance of this written advice will be regarded as your consent to collect and so use the information as described. If you do not consent please tell us immediately. Personal information will not be used for any other purpose without first obtaining your consent. If you need more information or have any questions please do not hesitate in speaking to [name]. Thank you so much for taking the time and effort to make our young people's ministries safer for everyone.

Yours in Christ Name