

Sample Letter of Invitation to Pastors and Churches

Dear Pastor,

The classis committee to form a Classis Safe Church Team is moving ahead. The committee has met and we are ready to recruit members to serve on the Team.

We would appreciate the names of one or two persons from your church to serve on this Team. Team members will receive 11 hours of training, learn the dynamics of church-leader misconduct, and understand how to implement the advisory panel process if convened. Presently, there are four mandates for our Safe Church Team. Team members can decide their individual commitment to one of those four mandates after training has concluded.

One of the committee members will contact you before the next classis meeting (or by a certain date) for the name(s) and phone number(s) of the person(s) whom you nominate. We'll talk to this person(s) and give them more information about the Safe Church Team.

The benefits to your church if a member serves on the Team:

- it signifies your church's commitment to the Safe Church Team
- it assures representation of your church on the Team
- the church will have a person trained to respond to allegations of church-leader misconduct
- the church will have a resource for education and support services

If you have questions about identifying a church member to serve, please contact me at the phone number below.

Sincerely,

Person's Name, Chairperson

(Optional) Name of another team member

Sample Letter to Pastor and Church Confirming the Nomination

Dear Pastor,

You have nominated _____ (name) to serve as a member of the Classis _____ Safe Church Team. (Her or his) name should be submitted to the stated clerk for approval at the next classis meeting.

If approved, (she or he) can participate in the Safe Church Team training scheduled on _____ (date).

_____ (name) will be acting on behalf of your church when (she or he) serves according to the scope and duties outlined for the Safe Church Team. If (her or his) nomination is approved, (she or he) should be covered with the liability coverage offered to other volunteers and staff serving in ministry at your church.

The following sample of a minute confirming this liability coverage should be entered into the church's records:

_____ has been nominated and approved as a volunteer on behalf of this church to serve according to the scope and duties of the classis Safe Church Team. (He or she) will be provided general liability insurance coverage according to this church's policy.

Thank you for nominating _____ for participation as a member of the Classis Safe Church Team. Your prayers are coveted for the activities of the team as it serves classis and its churches.

Sincerely,

Person's Name, Chairperson

(Optional) Another team member's name

Letter of Confirmation to the Nominated Team Member

Date _____

Dear _____,

We are glad you agreed to be nominated as a member of the Classis _____ Safe Church Team. We look forward to working with you in this area of ministry.

Your name will be submitted for approval to the classis meeting on _____ (date). Your service on the team is a three-year term, subject to one renewal term with your approval at the conclusion of your first term.

You are scheduled to receive training on the Safe Church Team on _____ (date) at _____ (place). If you are unable to attend, please notify me as soon as possible. In some instances, Team members may not serve unless training has been completed.

Regarding liability insurance coverage, your church has agreed to provide you that coverage under the church's general liability policy. You can confirm that decision by contacting the clerk of council of your church.

We welcome you to the classical Safe Church Team. If you have questions or concerns, please contact me at your convenience.

Sincerely,

Person's Name, Chairperson

(Optional) Another team member's name