

Date

Dear \_\_\_\_\_:

Your work in ministry is important to me and to our parish family. As you know, our diocese has an established policy that requires certain screening and training for those who regularly work with minors. These requirements are part of our common effort to ensure a safe environment for children and young people in our church.

Unfortunately, you have not completed all of the necessary screening and training requirements. Therefore, I write to inform you that until all of these requirements are fulfilled, you are ineligible to serve in any ministry that involves regular work with minors.

I am willing to do all that I can to assist you in completing the requirements of our policy. If you have any questions about the policy requirements and how to fulfill them, please contact \_\_\_\_\_, the parish Safe Environment Coordinator, at \_\_\_\_\_. If it would be helpful for you to meet with me or \_\_\_\_\_, please let one of us know. We are both willing to do all that we can to support your important work for the Lord and our Church.

Sincerely yours in Christ,

Pastor

Sample letter – inactive - Parish