

School/Parish Letterhead

Date _____

Dear _____,

Your service as a volunteer is important to me and our parish/school. Your willingness to share your time and talent is a living sign of your faith in the Lord and your commitment to His mission and ministry.

Our parish/school continues to commit ourselves to protecting God's children by providing a safe and secure environment for all children and youth who participate in parish/school activities. As part of that effort, all those who regularly work with minors must complete the diocesan safe environment requirements within 30 days of beginning their work.

According to our records, the items checked below are outstanding and require your completion. If you do not complete these items on or before _____, then you will not be able to volunteer in ministries involving minors until they are completed.

1. ___ Volunteer Application
2. ___ NH Criminal Records Release
3. ___ Other State background check form _____
4. ___ *Safe Haven* online training (including electronic acknowledgment of the diocesan Code of Conduct and Policy for the Protection of Children)

If it would be helpful for you to meet with me or _____, the Safe Environment Coordinator, please let one of us know. We are both willing to do all that we can to support your important work.

Sincerely Yours,

Pastor/Principal