# *This template document is issued by the Connexional Team and may be used and amended to suit particular local circumstances. Text in BLUE font should be adjusted.*

# Letter of Completion of Probation and Confirmation of Local Lay-Pastor Licence - Template

**PRIVATE AND CONFIDENTIAL**

(*Full Name*)

(*Address Line 1*)

(*Address Line 2*)

(*Address Line 3*)

(Postcode)

(*Date*)

Dear (*First name*)

**CONFIRMATION OF COMPLETION OF PROBATION AS A LOCAL LAY-PASTOR**

Dear ( )

Following your successful Probation Assessment Meeting on (date), I am pleased to confirm that you have passed your probation with (Circuit) in the role of Local Lay-Pastor and that your licence has been confirmed for the period of your employment.

Your employment continues on the basis of successfully completing the core Local Lay-Pastor training in the next eighteen months and maintaining accreditation as a Local Lay-Pastor. To gain accreditation, you are required to complete the remaining four Local Lay-Pastor modules at Cliff College and successfully demonstrate that you are meeting all of the early and core competencies of the office of a Local Lay-Pastor.

If you wish to raise any queries, please e-mail or telephone me on (e-mail, telephone number).

With every good wish.

Yours sincerely,

**Name**

**Job Title**

Last updated: July 2022