



Subject: Welcome to the Children's Ministry Team!

Dear [Recipient's Name],

I hope this email finds you well. We are thrilled to welcome you to our Children's Ministry Team! Thank you for your dedication and commitment to making a positive impact on the lives of our young ones.

Here is the link background check. Please let me know if you have any questions or concerns regarding this. I need to have this back before I am able to place you into the classrooms for insurance purposes.

Additionally, you can find each week's curriculum through the following link: [Curriculum Link]. Familiarizing yourself with the materials will ensure a smooth transition into your role.

To ease you into your new responsibilities, we have scheduled shadowing sessions with [Person and Dates]. This will provide valuable insights and preparation before you take charge of your own classroom starting in January.

I share your excitement about [name of position] – it's fantastic to have you on board! [Name] your willingness to substitute in the nursery is truly appreciated. Your flexibility contributes immensely to the success of our ministry.

If you have any questions or need further information, feel free to reach out. We look forward to working together and creating a positive and nurturing environment for our children.

