

**[FPCC VOLUNTEER APPOINTMENT LETTER]**

First Presbyterian Church of Conroe  
2727 N. Loop 336 West  
Conroe, Texas 77304

[DATE]

[FULL NAME & ADDRESS OF VOLUNTEER]

Dear [FIRST NAME, OR MR/MRS/MS + LAST NAME]:

Thank you for your willingness to volunteer your time and talent at the First Presbyterian Church of Conroe ("FPCC")! We are delighted to have join us as a volunteer [JOB TITLE] reporting to [SUPERVISOR NAME]. The required background check was satisfactory to us, and we truly appreciate your taking the time to participate in this important aspect of providing for the safety of our members, workers and others who are part of our church community.

Please contact [NAME OF CONTACT] or me at 936-756-8884 as soon as possible so we can discuss your new role, start date and time, and announce your arrival to other members of our community.

We sincerely hope that you will be joining the First Presbyterian Church of Conroe as a volunteer soon! If I can help you in any way, please don't hesitate to let me know.

Sincerely,

Rev. Dr. David H. Green  
Senior Pastor and Head of Staff  
936-756-8884