(parish stationery)

Date

Dear \_\_\_,

Thank you for offering to serve on the \_\_\_ School Board. The purpose of the school board is to support the principal, monitor the finances, plan for the long-term sustainability of the school, and bring in more students and families.

You are appointed to the \_\_ School Board effective \_\_\_\_ for a term ending \_\_\_\_. I hope this proves to be a fruitful use of your time and an effective partnership.

Board members can be appointed for terms up to three years and can subsequently be appointed for another term, not to exceed six years total. This letter will be shared with the Board Chair and Principal and I’m sure they will make you aware of upcoming meetings.

Thanks again for your willingness to serve.

Sincerely in Christ,

(pastor)