

Cover Letter

EMMANUEL BAPTIST CHURCH

Date: _____

Name & Address of Personal Reference

Dear _____:

Your name was given to us by _____ as a reference. This person either has joined or is considering joining our Children's or Student Ministry team as a volunteer/employee at Emmanuel Baptist Church. Enclosed is a reference form; we would appreciate it if you would complete the form and return it to us by _____, 2015 in the enclosed self-addressed stamped envelope.

Emmanuel Baptist Church desires to offer a safe, excellent and a child friendly atmosphere for all our ministry programs. We ask all our volunteers/employees to complete applications and provide recommendations to us through references. Thank you in advance for assisting us in this matter through your thoughtful responses.

All information is held in strict confidence, with limited access to this private information. If you would prefer to provide this reference information by telephone interview, please call me at the Church, at 406-652-3161.

Again, thank you for your timely assistance.

Sincerely,

(name and title)