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| Insert Parish Name or use Letterhead |
| Insert Address |
| Insert Date |

Dear [new parishioner(s) name]

Thank you for choosing to join our parish of [parish name].  We are happy you are here.

On behalf of the parishioners, I/we want to welcome you to our parish family.  It is our goal to be the most welcoming parish we can be, as we journey together towards God. We have built our foundation on the three pillars of teaching, sanctifying and shepherding and we invite you to share our common faith in our Lord Jesus Christ. 

I/We believe you will discover many wonderful people here and opportunities to share your gifts and talents. Together we will enhance the life of the parish and contribute to making our journey of faith more fulfilling for each of us.

This welcome kit is intended to provide you with an overview of the church and parish, the activities, services, and opportunities to share your gifts. You can check out more about the parish at [website] or call [tel. no.], email [email address] or text [cell phone no.] me or any one of the Welcoming Committee members.

Please consider participating in one or more of the activities of our parish.  Your participation will be a source of great blessing and enrich us all through the sharing of your time and talents.  Your unique contributions and your presence with us here will help us all to continue to grow in the image and likeness of our Creator.

I am/We are eager to serve you as we all try to live faithful lives that are pleasing to God.  If you or your family have any particular needs or concerns, please contact me/us.

I/we hope that you will find a truly happy home in [parish name] parish and a lasting welcome as members of our parish family.   
  
Sincerely,

Pastor

Welcoming Committee Chair