



**PRIVATE AND CONFIDENTIAL**

Marie-Anne Kent  
Southport Methodist Circuit Office  
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Dear

**POST OF MISSION ENABLER**

Thank you for your interest in The Methodist Church and for requesting further information for the above vacancy. I am pleased to enclose an Application Pack which contains the following information:

- Job Description
- Person Specification
- Application form
- Information on the Church and Circuit

If you wish to make an application, please complete the form and return it to the Southport Methodist Circuit office by 12 noon on the closing date which is Friday 30<sup>th</sup> November at 12 noon. It is essential that every section of the application form is completed. Please read the job description and person specification carefully as these form the basis of our shortlisting process.

It is anticipated that shortlisted candidates will be notified as soon as possible after the closing date and will be called to an interview on Wednesday 12<sup>th</sup> December 2018. We will do our best to write to applicants who are not shortlisted, but if the response to the advertisement is substantial this may not be possible. In this case if you do not receive an invitation within three weeks of the closing date please assume that on this occasion you have not been shortlisted.

It is good to have your interest in this post and we look forward to receiving your application.

Yours sincerely

**Marie-Anne Kent**  
**Superintendent Minister**