

22 June 2017

Dear Sir/Madam,

Thank you for your interest in the post of Administrator at City Church Belfast.

Please find enclosed/attached a job description, role criteria and a monitoring form.

If you are interested in applying for the position please send an up to date CV, a covering letter clearly detailing how you fulfil the criteria and along with the completed monitoring form.

The closing date is 17th July 2017 and if successful you will be invited to an interview taking place on the 25th July 2017.

For further information about City Church please go to [www.citychurchbelfast.org](http://www.citychurchbelfast.org) and if you would like to have an informal conversation about the role please call Damian Wharton or Joan Vaughan on 028 9023 8443.

Yours Sincerely

DAMIAN WHARTON

Pastor & Team Leader

City Church Belfast