Dear ,

Thank you for your recent application for the position of [ ] with INSERT CHURCH NAME.

I am delighted to advise that you have been selected for interview on [ ]. Details of your interview are outlined below:

Time:

Venue: On that day, please report to

You will be interviewed by a panel consisting of members:

1.

2.

3. etc.

The Panel do/do not require you to make a presentation [GIVE DETAILS]. Add any extra tests or assessment information.

The interview should last approximately 45/60 minutes.

Please ensure that you bring evidence of your Right to Work in the UK with you to the interview.

If you require any special arrangements to be made for your interview on account of a disability, please let me know in advance.

Please confirm that you are available to attend this interview by replying to this email.

Many thanks,

Position