



MAGDALEN ROAD CHURCH

A summary of our intended recruitment process for applicants:

1. We will be advertising until 1st July 2024, but considering applications as they arrive.
2. When an applicant initially makes contact by e-mailing recruitment@mrc-oxford.org we will:
 - a. supply them with links to:
 - i. "Some Info for Applicants" initial information about the church and community
 - ii. A copy of the Person Specification for the role
 - iii. A copy of this intended process document
 - iv. A copy of the application form (for later in the process)
 - b. Offer an opportunity for an initial zoom conversation with an elder if desired, to get an idea of the church and answer any questions.
 - c. Request:
 - i. A current CV
 - ii. A covering letter
 - iii. Links to 3 sermons, if possible
3. We will long-list applications as they arrive, for long-listed applicants we will:
 - a. Give a time period of roughly 3 weeks to complete the application form
 - b. If possible, offer a chance to preach at MRC as a visiting speaker.
4. After application forms are received we will shortlist, and arrange an interview date (after interview the candidate's name would be known to the church- although we would ask them to be discreet)
5. If, after interview, we feel it is wise to move forward with a candidate we would invite them to visit the church and preach, giving the congregation a better opportunity to meet them. We would then hope to present them as a candidate in a church meeting shortly afterwards.