

Sovereign Court One (Unit 3)  
Sir William Lyons Road  
University of Warwick Science Park  
COVENTRY  
CV4 7EZ

0300 123 0780  
patronage@cpas.org.uk

25 October 2021

Vicar St John Woodbridge with St Andrew Bredfield  
**Diocese of St Edmundsbury and Ipswich**

Thank you very much for asking for the details of this post. I have pleasure in attaching a copy of the Benefice Profile and CPAS application form and any other relevant documents.

Please complete this form, and send it **with a covering letter** (no more than 1100 words) outlining how your gifts and experience match the post described in the parish profile. Please be aware that the CPAS application form does slightly differ from the standard Church of England application form for parochial posts. There is lots of guidance outlined within the form, so do take time to read the small print!

If you do decide that it is right for you to apply for this post, return the completed form together with your covering letter outlining what attracts you to this post. Do pay particular attention to how your gifts and experiences match the needs of the Benefice as outlined in the profile. The letter will analyse what you feel this post most needs in a new incumbent (or priest in charge) from the profile they have provided, and it should demonstrate how you can provide evidence that your gifts and experience match the needs. The letter will be circulated to members of the shortlisting panel together with your application form.

If you are appointed to this post you will be required to complete a DBS form so that a check at enhanced level can be made with the Disclosure and Barring Service

If you would like to discuss the profile further, or any of the background issues, please do not hesitate to contact me.

Yours sincerely

Kathy Burch  
PA to the Patronage Secretary