

**Church address:**

Assembly Walk

Carshalton

SM5 1JH

**Information Pack:**

**What is a Horizon internship?**

A ten-month internship that fulfils two purposes:

* Supporting and serving the activities of Horizon Church Sutton in the local community
* Training, development and personal growth for the intern

The internship will start in September 2018 and run until July 2019.

**Who can apply for the internship?**

Any committed Christian over the age of 18 years can apply. You should have a personal relationship with Jesus Christ and be a committed member of your local church.

You will be enthusiastic, willing to learn, adaptable, committed and able to bring ideas and suggestions. You will need to have or be willing to learn IT and creative media skills. You will have experience of working within a Christian team and experience of/willingness to learn leading a team.

**What will it offer me?**

You will be supported to grow and develop personally and spiritually. You will gain experience in a range of ministry areas throughout the church and in a speciality ministry in an area of your personal interest e.g. youth, children's work. You will gain experience in organisational skills, office work, project work and team work. Your internship will support your personal and spiritual growth in your walk as a Christian.

You will have a personal learning plan developed for you which will include funding for attendance at two conferences, one leadership conference and one speciality ministry conference. These will be fully funded by the church.

**What kind of skills and activities will I be involved in?**

You will be involved in office-based work. This will include using packages such as word and PowerPoint and creative media such as creating videos and news reels. You will gain experience in administration including rota planning, event planning and advertising new projects.

You will support church-based ministry including toddler groups, after school clubs, older persons ministry and youth work. You will work closely with the Ministry Assistant and Families Worker to organise events and run projects. You may find yourself leading a small team, running a Christian union at a local school or being quiz master for our seniors meetings. You will be involved in planning and running special events such as Christmas events, summer fairs and volunteer evenings. You will support the set up, running and pack down of Sunday services including serving on a specific ministry team according to your gifts and interests.

**Phone**: 0208 685 0805

**Email**: [office@horizonchurchsutton.org](mailto:office@horizonchurchsutton.org)

**Web**: [www.horizonchurchsutton.org](http://www.horizonchurchsutton.org)

**Registered Charity No.** 1143831

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**What will a typical week look like?**

A typical week will vary depending on your specific skills and ministry interests but will include a Sunday serving on a ministry team.

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| Day | Morning | Afternoon |
| Sunday | Set up, running and pack down of Sunday service  Service in one ministry area | Assisting in running of Youth |
| Wednesday | Helping to run community groups where needed, assisting in projects and admin support | Office/Ministry Support |
| Thursday | Helping to run community groups where needed, assisting in projects and admin support | Help run a Christian Union in a school and help set up, run and pack down The Hub, Education Project |

**Role description:**

Intern role description

Your role will include working flexibly across a range of church-based ministry areas and community groups.

Your role will include:

* Office based work such as administration, answering or making calls, emails, rota planning
* Creative media such as planning and developing videos, news reels or website or social media updates
* Organisational skills such as planning and arranging events
* Supporting our community groups including preparation, set up, meal or hot drink preparation or service, working with small groups, leading group activities, creative or craft activities, tidying up and pack down
* Ministry skills such as small group prayer events, welcoming and supporting individuals or groups, sharing your faith with others and leading small group bible studies
* Prayer – praying for the church-based ministry areas, prayer for other church staff and volunteers, prayer for areas of need identified in church, organisation and support for prayer events
* Bringing ideas and suggestions for new activities or new ways of working
* Working closely with the ministry assistant, children's and family’s worker, pastors and other church workers and volunteers to meet the needs of the church in reaching our community for Christ

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**Required for role:**

* A personal relationship with Jesus Christ and a desire to grow as a Christian
* Current active service in a local church
* DBS check and safeguarding training (both arranged by the church)
* Enthusiasm, adaptability, reliability and the ability to work as part of a team
* Willingness to grow and develop in personal, spiritual and ministry areas

**Horizon Church Sutton will offer you:**

* A supportive, kind and loving team to work in
* A personal mentor to support your growth and development
* Experience in ministry, team work, leadership and event organisation
* Expenses for intern related costs
* A personalised training budget to cover attendance at two conferences as appropriate to your ministry area and agreed with your personal mentor
* An opportunity to serve a local community, share Jesus and grow personally

**What does it cost?**

The internship is free and the church will cover expenses and training and development costs in your personal development plan.

**How to apply:**

Download and fill in the application form attached and send to [office@horizonchurchsutton.org](mailto:office@horizonchurchsutton.org) before **Monday 6th August.**



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