



Hillcrest Chapel, Weston Wood Rd, Norwich, NR7 0JY
(registered office)
A Company limited by guarantee no. 8817167
Registered Charity No. 1115316

Ministry Internship

- Prerequisites:** Fruitful relationship with GOD;
Basic understanding of core Christian doctrines;
Record of minimum one year, faithful, voluntary service at Servant's Church
AND/OR recommendation from Servant's Church pastor;
Application approved by Servant's Church Board of Trustees.
- Requirements:** Continued faithful, voluntary service at Servant's church; *18-24 hours of work per week per person* which includes assistance with Church logistics¹, specific ministry development² and module work³.
- Terms:** Each participant will be provided with lodging and meals from a host family at Servant's Church. The participant is required to find and maintain a part-time job in Norwich. This employment should be *limited to an average of 16 hours per week*. Servant's Church will provide all required materials for training.
- Outcomes:** We desire that each participant will have increased in their love for GOD (*Matthew 22:37*), His people (*John 13:34-35*), His Word (*Psalms 119:159*), & those lost in His world (*Luke 19:10*).
We desire that each participant grow in their appreciation of what it takes to provide local church ministry. We desire that each participant be equipped to minister effectively in a local church context. We desire that each participant will be able to identify their gifts and calling.

Ministry Internship Week's Schedule (example)

Effective ministry requires the one ministering to be flexible. The needs of God's people do not keep to a set schedule. That being understood, the following may give you an idea of what your weekly schedule might look like in the Servant's Church Intern Program. *This is just an example to give you a sense of how busy you will be. Your actual schedule may look very different.*

¹ Church logistics may include house-keeping, secretarial or administrative work + any aspect of Sunday AM service. It will include serving at our annual Church Camp.

² The area of ministry development will vary with the individual based on their skill set and the immediate need of Servant's Church.

³ Module work includes 3 terms with Training for East Anglia Ministry in Cambridge
<https://www.eagp.org.uk/training/team-training/>.

Sunday	9:00-14:00pm	Make coffee at 1 st Service gam. Then helping with the Church Service* including set-up & take-down most weeks as well as serving as part of a Ministry team (ushers, music, children, hospitality, admin). This would count as 2.5 hours of your weekly 24.
Monday		day off
Tuesday	9:30-12:00	Logistics at church office / Development meeting w/leader
	13:00-17:00	Work at paid job (4 hours)
	17:45-18:45	Reading & assignment prep
		This would count as 3.5 hours of your weekly 24.
Wednesday	8:30:00-17:30	TEAM ⁴ training in Cambridge
	19:30-21:30	Home group participation
		This would count as 8 hours of your weekly 24.
Thursday	9:30-17:30	Work at your paid job (8 hours)
Friday	7:00-8:30	Prayer meeting*
	8:30-11:00	Instruction time / work at church office
	11:00-12:30	Meet friend to develop discipling relationship*
	13:00-15:00	Reading & assignment prep
	19:00-21:30	Help with youth group
		This would count as 8.5 hours of your weekly 24
Saturday	8:30-11:00	Help with food for men's/women's fellowship*
	11:00-11:30	Fill out your time sheets and leave at administrator's desk
	12:00-16:00	Work at your paid job (4 hours)
	19:00-21:30	Meet friend to develop discipling relationship*
		This would count as 1.5 hours of your weekly 24.

*These are meetings and/or relationships that we would expect all Jesus-followers to invest in. We allow you to credit some of the time spent on these toward the 18-24 hours of intern requirements because you have certain responsibilities at those meetings that other volunteers would not have. The above schedule represents a 40 hour work week (24 hours of the internship + 16 hours of paid work) with a leadership-level church commitment. This will give a small taste of the busy lives and level of service many church staff and lay leaders commit to for the good of God's people and the glory of His name.

⁴ Training for East Anglian Ministry focuses on helping people understand and teach the Bible – be it in an up-front, small group, or one-to-one setting. We are unashamed in this focus on interpretation and communication of Scripture so that we can speak God's word rightly and relevantly today. TEAM also spends time looking at a broad spectrum of Christian ministry including areas like counselling, evangelism, mission and youth work. The course is taught through a mix of lectures, discussions and small group work. We aim that all our content will stretch minds while maintaining a practical focus.

APPLICATION FORM FOR VOLUNTARY INTERNSHIP PROGRAM

We require all prospective Interns to complete this form, including the voluntary disclosure form as every Intern will require a DBS check. If there is insufficient room to answer any question, please continue on separate sheet. This information will remain confidential to the leadership of **Servant's Church**, unless requested by an appropriate authority.

1. Personal Details (We may need to see birth/marriage certificates to check names.)

Full Name _____

Maiden/All former Name(s) _____

Date and place of birth ___/___/___ _____

Address _____

Town _____

City/County _____

Postal Code _____ email _____

Daytime Telephone No. _____

Evening Telephone No. _____

How long have you lived at the above address? _____ Years

If less than 3 years, please give previous address(es) with dates

From/To ___/___/___ ___/___/___

Previous Address _____

Town _____

City/County _____

Postal Code _____

From/To ___/___/___ ___/___/___

Previous Address _____

Town _____

City/County _____

Postal Code _____

What types of volunteer service have you been involved in?

Have you ever had an offer of volunteer service declined? YES NO
(Please tick) If yes, please give details

Do you suffer, or have you suffered, from any mental or physical illness which may directly affect your work as a volunteer Intern? YES NO (Please tick) If yes, please give details.

Are you currently involved in a relationship that includes extra-marital sexual activity?
 YES NO (Please tick) If yes, please be prepared to discuss this relationship with an appropriate church leader.

Do you currently or have you ever used tobacco products, illegal drugs or excessive alcohol?
 YES NO (Please tick) If yes, please give details:

Do you currently drink alcohol? YES NO (Please tick) If yes, please give details:

2. Church experience & Theological Understanding: Briefly explain (1-3 sentences) what your present understanding is of the following doctrinal issues. This is not a test but a tool that helps us to know how we can best equip you to serve in the local church.

Servant's Church is seeking fellowship with FIEC. Please read the following doctrinal statement on their website <https://fiec.org.uk/who-we-are/beliefs>. Is there any part of this statement that you disagree with? YES NO UNSURE (Please tick and give details below where appropriate):

Which Church(es) have you attended and when? Please include name(s) of pastor/leaders.

What has been your previous experience of ANY & ALL OF THE AREAS of service in the local church. Please include details of any relevant qualifications or appropriate training you have had either in a paid or voluntary capacity.

What is your understanding about Jesus?

What is your understanding about sin?

What is your understanding about salvation?

What is your understanding of the gospel?

What is your understanding about God?

What is your understanding about the Scripture?

What is your understanding about the origin of the universe?

What is your understanding about the Holy Spirit?

What is your understanding about the kingdom of God?

What is your understanding about the Church?

What is your understanding about the return of Jesus?

Learning Modules Assignments

Each module has **required assignments** All materials costs (including TEAM) will be supplied by Servant's Church.:

Servant Leadership Module

Reading: Agape Leadership by Alexander Stauch
 Instruction: You will learn by doing.

Serving Without Sinking by John Hindley

Study & Teach Module

Reading & Instruction As assigned by TEAM (see above footnote for explanation of TEAM)

3. Employment History

Please tell us about your past and current employers in the table below.

Employers Name & Address	Employed From (Date)	Employed To (Date)	Job Title & Description of Duties	Reason for Leaving

4. References

Please give the names, addresses, telephone numbers and role or relationship of two non-family members who know you well and who would be able to give a personal reference. In addition we reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Role	_____	_____

5. Declaration

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? YES NO (Please tick)

If yes, please give details and dates

Has there ever been any cause for concern regarding your conduct with children? YES NO (Please tick)

If yes, please give details

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services and/or the Police?

YES NO (Please circle) If yes we will need to discuss this with you.

Internships at Servant’s Church may involve substantial, unsupervised contact with children or vulnerable adults, and if you are offered an appointment, you will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to fill out an application form for the Disclosure & Barring Service (DBS). Any position with children, young people, or vulnerable adults is exempted under the Rehabilitation of Offenders Act. This check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions*. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/CRB/SCRO Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk.

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to Pastor John Brown with whom you are welcome to discuss any aspects of this procedure.

I confirm that the submitted information is correct and complete.

Signed _____

Date _____

As a church we undertake to meet the requirements of the Data Protection Act 1998*, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000*

***Endnotes: APPLICATION FORM FOR VOLUNTARY INTERNSHIP PROGRAM**

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

Because of the nature of the work for which you are applying this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the church.

As a church we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the Criminal Records Bureau/Scottish Criminal Records Office.

Under the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specific offences, or included on the PoCA List or DfES List 99.

VOLUNTARY DISCLOSURE FORM

STRICTLY CONFIDENTIAL

All applicants are asked to complete this form (making a 'nil' return if appropriate), returning it in a separate sealed envelope, as below:

To: Pastor John Brown
Servant's Church
Hillcrest Chapel
Weston Wood Road, Norwich
NR7 0JY

Toward the appointment of ***VOLUNTARY INTERN***

Voluntary Disclosure

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, Department of Health or the Department for Education and Skills.

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of criminal investigations/pending prosecution?

YES NO (Please tick)

If yes, please give details including the nature of the offence(s) and dates

Signed _____ Date _____

Print name _____

Address _____

Telephone _____