Thank you for your interest in our Hillsong Church London Internship programme. Our interns are a group of hard working, fun loving, energetic and Christ-centred individuals that are dedicated to building the local church.

We are passionate about raising up leaders and equipping individuals to maximise their potential through a unique combination of weekly bible studies, leadership development and practical ministry experience.

We are also committed to the personal development of each intern and believe that our programme will empower you to flourish in every sphere of life.

Please look through this information packet for a detailed description of the programme. If you have any further queries, please do not hesitate to contact us at 020 7384 9200 or email us at alistair.mcnally@hillsong.co.uk

We believe that one year can change your life and we hope you do too!

God bless,

Alistair McNally
Intern Pastor
WHAT IS THE INTERNSHIP PROGRAMME?

The Internship runs from September 2017 to mid-August 2018 and allows you to give a year of your life to grow in your knowledge of practical ministry as you become immersed in the day-to-day life of Hillsong Church London. The programme consists of weekly team meetings, leadership development, Bible Studies, department specific training and much more. Please refer to the last page of this pack for a full list of department descriptions.

You will be given the opportunity to learn from great leaders, grow your character and spiritual walk, and be encouraged in who God has called you to be.

While interns will be assigned to one ministry area, you will be exposed to a broad range of ministries and experiences.

WHAT DOES THE IDEAL CANDIDATE LOOK LIKE?

It is important that interns are to be humble, considerate, loving to all people and ‘live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God’ (Colossians 1:10). We want you to bring your God-given talents and passion to the position, willing to look for opportunities in people and really invest yourself into the programme. You need to be a person who believes that you are the one who is being sent on the mission knowing that its bigger than you. Are you ready and willing to do whatever it takes?

Each intern will be assigned to a department and follow a structured programme to help them grow in all areas of skills and life so that they grow in their knowledge and relationship with God and are empowered in Christian Leadership skills. Every intern must be a committed and baptised Christian. A reference from your Pastor/Minister will be required along with two current character references for the post. Essentially what you put into this internship is what you will get out of it.

HOW MUCH DOES THE INTERNSHIP COST?

The Internship cost is £750.00 for the year. This fee is for participating in the Internship Programme and does not include housing, food, transport or living expenses. This will include your attendance at Colour Conference, Encounter, Carols, Hillsong Conference and Key Leaders Retreat. You will also be supplied with three leadership books and a journal. This also pays for Evening College where you will participate in biblical studies.
HOW WE WILL DEVELOP YOU:

- Financial Freedom Course
- Theology
- Pastoral Care training
- Public speaking
- Production training
- Organisational Health
- Spiritual direction
- Effective Communication skills
- Church responses to the marginalised
- Guest ministry and Church Excellence
- Event organisation and Coordination

Spiritual direction is help given by one Christian to another which enables that person to pay attention to God’s personal communication to him or her, to respond to this personally communicating God, to grow in intimacy with God, and to live out the consequences of the relationship. God touches the human heart directly. Spiritual direction is available from your Intern Pastor or from an agreed mentor within church.

INTERN NON-NEGOTIABLES?

1. A strong commitment to Hillsong Church London and an acceptance of our statement of faith.
2. Be in agreement with the Leadership of the church, its policies and decisions.
3. Attendance in your allocated timetable.
4. An upstanding representative of Hillsong Church in all areas of life.
5. Attendance at a compulsory weekly meeting for Leadership and Spiritual direction. This is designed for you to develop as a team and grow in your faith. It is important that you maintain a consistent and active prayer life and we wish to offer this opportunity to help you grow with a carefully selected mentor to best understand and challenge you further.
6. Be a ‘can-do’ person who is willing to grow and change.
7. Attendance at and full participation in Carols, Encounter, Colour Conference and Hillsong Conference.
8. Dress in a professional manner; maintaining high standard of dress that is clean, tidy and modest. Personal hygiene must also be maintained. Always maintain a high level of integrity in your personal life and always be honest with your leadership in times of any indiscretions.
9. Know the level of your competency; know when to ask for advice from others.
10. Keep your personal finances and business dealings in order.
11. Smoking is prohibited and be prudent in your consumption of alcohol. Partaking or advocating of non prescription drugs is prohibited and holds automatic expulsion from the Internship programme.
12 Don’t be overly partisan in your political views.
13 Maintain a strong, healthy and active lifestyle.
14 Do everything in your power to be a person with an excellent spirit; forgiving, joyful, respectful and a positive contributor.
15 You may be moved departments at any point under the discretion of the Intern Pastor.
16 We believe it is extremely important that everyone develops and grows in their personal relationship with God and therefore it is your responsibility to allocate time for prayer and spiritual direction.

A TYPICAL WEEK AT A GLANCE:

The Internship Programme runs on a 3 or 4 day week (department specific) on Tuesday, Wednesday & Thursday or Friday. The allocated days of the week will vary between departments. If you are not allocated all day on Sunday you are asked to serve at one service and attend a second. Although our office hours are from 9am to 5pm, there are many instances where interns may need to arrive early or leave late.

**Tuesday:** Interns start with weekly team meetings and integral planning begins with your assigned department. You’ll have the opportunity for valuable input that equips you to do all that you get to do throughout the week. Once a month on a Tuesday evening you will have the opportunity to learn more from our Leadership Development Night lead by some extremely influential people in church.

**Wednesday:** Interns begin the day with breakfast with either the Lead Pastor, Assistant Lead or with the Intern Pastor. You will then check in with your Department Head, have planning meetings, be involved in departmental activities or projects, prepare for upcoming events, and more in the life of church. During the day you will then attend Staff Meeting for further development and then you will return to set programmes and then attend Evening College in the Evening at The Dominion Theatre.

**Thursday/Friday:** As assigned with your department head.

**Sunday:** Interns arrive at church for a volunteers meeting and then serve in their department or volunteer area. We love Sundays because you get to outwork everything you have learned in the week and see the difference you are making in each person who gets impacted by the message of Jesus.

**ACCOMMODATION AND TRANSPORT?**

It is your responsibility to find and pay for your own accommodation and transport to and from church/conferences and the office. Ideally if you are appointed to a particular role in a campus, it would be advisable to live in that area.
INTERNATIONAL APPLICANTS: VISAS?

Hillsong Church London is subject to the requirements of the Home Office/UK Border Agency. Where an intern requires a visa to enter or work in the UK. It is the intern’s responsibility to meet the visa requirements for entering and residing in the prior to undertaking the internship. Hillsong Church is legally unable to accept an intern on placement if the legal and appropriate visa requirements are not met or unlawful.

Please apply for your visa immediately once you have been accepted. It is advised that you begin researching the exact requirements as soon as possible so that once accepted you are able to move forward immediately. The intern must provide evidence that they have adequate medical cover during the time of their internship, either by evidence appropriate visa, entitlement to NHS treatment or medical and travel insurance.

Before commencing the programme, every intern must:

1. Complete the application form and receive a clear enhanced Criminal Records Bureau (CRB) checks, now called Disclosure and Barring Service (DBS) checks. All applicants from overseas or who recently arrived in the UK will be required to complete similar checks from their home country.
2. Complete the Hillsong Right to Work in the UK checks include providing access to original documents such as current passport, valid visa, with the right to work, any current drivers licence.

HOW MUCH DO I NEED TO BUDGET FOR?

These amounts are estimates, and will merely help as a guide in calculating budget.

- **Rent**: £50-200 (Sharing) – per week. (£200.00-400.00 per month in a single room)
- **Transport**: £150.00 per month
- **Food**: £150.00 per month
- **Extra spending**: £150.00 per month

CAN I WORK WHILE INTERNING?

We encourage interns to work part time (Monday, Thursday or Friday, Saturday and some evenings, depending on the department to which appointed) to fund their living and personal expenses.
DO I NEED TO BE FLUENT IN ENGLISH?

Yes, our church is an English speaking church.

APPLICATION PROCESS:

STEP 1: APPLY - Return to the Intern Webpage and download the Application OR should you wish to apply online, click on the “Apply Online” button. If you download the application, you can fill it in on your computer and email it back to alistair.mcnally@hillsong.co.uk. If you apply online, we will receive your application once you finish and click “submit”. All applications must have a covering letter stating why you wish to apply.

STEP 2: PASTORAL REFERENCE FORM - Have your Pastoral Reference Form completed. If you are applying online, you will find a link to download the Pastoral Reference form which you can send to your pastor/minister to complete. If you have downloaded the application, the Pastoral Reference will download with it. Have your pastor/minister email the completed reference form directly to alistair.mcnally@hillsong.co.uk

Please note that the Pastoral Reference Form needs to be returned to us for the application process to continue. The references must come directly from the Pastor/Minister

STEP 3: You will be contacted by the Intern Pastor to schedule an interview appointment. All international interns will be interviewed via Skype/Facetime. Failure to attend the interview appointments will result in an automatic discontinuation of the application.

STEP 4: All interns are to complete a full DBS check.

STEP 5: You will receive notification as to whether your application has been successful within two weeks of Step 4. At this point you will have to pay your fees in full and sign your agreement contract.

Withdrawal/Termination:

If an applicant completes the application process, is successful in being admitted to the programme, pays the above fees and then advises Hillsong, before the Commencement Date specified in the Application, they wish to withdraw from the Internship, Hillsong will refund the fees paid less an administration fee of £75.

After commencement of the Internship, if Hillsong Church London terminate an intern from the programme, or the Intern elects to leave the internship programme, it is at the discretion of Hillsong Church London, as to the proportion of fees refunded.
DEPARTMENT DESCRIPTIONS:

CAMPUS INTERN ROLES: (ALL CAMPUSES)

Days of the week assigned: Tuesday, Wednesday, Thursday and Sunday
This role involves shadowing with some of the key leaders of church, deepening your knowledge and experience of how systems and leadership positions are evolving. These are some of the fundamental processes that make church run smoothly and the challenges that leadership encounter. You will have valuable insight into accounting/budget management, education and administration of campus management. The intern for this role must be prudent, trustworthy and willing to go the extra-mile. You must indicate one of our six campuses to which you wish to be allocated.

WORSHIP INTERN ROLE: (ALL CAMPUSES)

Days of the week assigned: Tuesday, Wednesday, Thursday and Sunday
As the Worship Department intern, you will get to play a hands on role in helping people connect to Jesus through worship. You will gain insight closely alongside some of the key leaders in the department, especially the campus worship pastors to help build the seen and the unseen of what we represent and do as a team. You will have the opportunity to learn about organisational health, team growth, the importance of community values, team growth, healthy community, the preparation for Sunday services. You will learn what it takes to lead a team of volunteers, rally people around a common cause and develop others. The worship department is closely linked with Production, Performing Arts and TV, giving you greater insight into these fields. You may have the opportunity to travel on Worship Tours with the team and play an active role on these trips. You will get to see the impact that we have as a church outside of our church.

KIDS INTERN ROLE: (ALL CAMPUSES)

Days of the week assigned: Tuesday, Wednesday, Friday and Sunday
An extremely important position that requires people with outstanding character to guide and mold the younger generation for the future. The foundations of our future church. This is a great opportunity as you will be positioned within a campus to submerge in Kids Church and release the creativity that rests within you. Our heart is to see our children live an expansive life and empower them to impact the world! We are looking for a fun, enthusiastic and people-loving intern to be involved in a number of the Kids-based projects focused on helping to look after / disciple / sustainably coordinate a kids programme while connecting with Kids and their families. The KIDS intern will be a motivated person who loves people and seeing them grow in their relationship with God. A true builder of the kingdom of God and passionate about seeing the next generation rise up to all God has in store for them.
PRODUCTION INTERN ROLE: (ALL CAMPUSES)

Days of the week assigned: Tuesday, Wednesday, Thursday and Sunday

From large auditoriums and arenas, to school halls and movie theatres, our production team serves across many different kinds of services and contexts. On a varying scale, our production teams set out to:

- support our leadership & platform team as they seek to convey a timeless Message.
- remove distractions and create atmospheres that invite those that walk through the door to connect with our God.
- create opportunities that invite the use of gifts and talents to build His House.
- push the envelope in the use of technology, using it as a vehicle for creativity.
- grow our influence through excellence and innovation in our spheres of influence even outside the church environment, giving us a platform to reach those in these industries.

PERFORMING ARTS INTERN ROLE - (BERMONDSEY)

Days of the week assigned: Tuesday, Wednesday, Saturday and Sunday

We believe that every young person should be given the opportunity to explore their passion for the arts and we are excited to raise up a new generation with creative talent. We want to equip our young people with the skills and technical ability to make an impact in their chosen field, but also ensure that each student has the self worth and belief to step out in confidence, whilst carving their path in the creative industry. You will gain leadership skills, teaching techniques and communication skills from a range of outstanding leaders in this department. You will be trained in the planning and the execution of productions in various well known venues, development in music, sound and the arts. You will learn from experts who have grown in the industry for over 20 years and those who have a wealth of knowledge in this industry.

SOCIAL JUSTICE AND GREENLIGHT INTERN ROLES: (BERMONDSEY)

Days of the week assigned: Tuesday, Wednesday and Thursday/Friday

This is a multi-variant role for the person who has a real heart of those in need and a strong advocate for the empowerment of the vulnerable. You will learn how to work with the vulnerable, how to care for those in need and practically make a difference in our streets. You will be trained in areas of liaising with other charities, government organisations and refugees as they re-integrate in to a new society and culture.
TELEVISION AND MEDIA INTERN ROLE: (PUTNEY)

**Days of the week assigned: Tuesday, Wednesday, Thursday and Sunday**

The team can give you experience in all areas of a production, some of these include:

- Research
- Filming and production co-ordination
- Basic editing
- Concept development
- Scripting
- Camera work
- Editing
- Motion graphics
- Grading

You will work closely with the team to develop skills that will build into film and television communication. You will be someone who is creative and editorial by nature, and enjoys collaborative work with others in a team. You will develop an understanding of post-production, contemporary cameras, file formats and workflow. The Television and Media department are fast-paced with extremely strong communication skills in order to deliver daily communication. You will be trained in technical operation of broadcast television equipment, camera operation and gallery roles.

CONFERENCES INTERN ROLE: (PUTNEY)

**Days of the week assigned: Tuesday, Wednesday and Thursday**

The Conferences intern will be involved with (on a week to week basis):

As the Conferences Team, our role is to facilitate the attendance of delegates to Hillsong’s main events and conferences. You will learn the skills of communications, marketing and how to create a perfect environment for God’s Spirit to move. Events and conferences offer a wide range of experiences right down to professional leadership and management skills with outside professional agencies such as ExCel, Wembley SSE Arena and O2.


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*Personal information is managed in accordance with our Privacy Policy which can be found on our website.*