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**Internship Role Profile Example**

This example is intended to serve only as a guide to a possible internship role profile. It is taken from Appendix 1 of the [Internship Best Practice Handbook pdf](http://www.baptist.org.uk/internshiphandbook), but is presented here as a Word document on its own that may be adapted and expanded as required.

If you have questions, please contact our Young Leaders Development Coordinator Isabella Senior on [isenior@baptist.org.uk](mailto:isenior@baptist.org.uk)

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**Internship Role Profile Example** Taken from the [Internship Best Practice Handbook](http://www.baptist.org.uk/internshiphandbook), Appendix 1

**Internship Role Profile**

Volunteer position: Full-time internship at [Name] Baptist Church

*An opportunity to grow as a disciple of Jesus, develop your leadership skills and serve God in our community.*

**Background**

[Name] Baptist Church are creating 'win-win' opportunities for young adults aged 18-35 who want to develop as leaders in an urban, diverse and missional setting. ‘Win-win’ in the sense that the opportunity will benefit both the development and experience of the young leaders whilst also assisting the church greatly in its mission and life. We have an approach to leadership, discipleship, community, and mission at the church that appreciates the hands-on involvement of young leaders as part of the team. Young leaders serve in a wide variety of roles and projects aimed at connecting with the local community and introducing others to faith. They also support the church family in worship and shared life together.

**Location**

[Name] Baptist Church is a lively, informal, family church, that is part of the Baptist Union and that has around 60 adults, 10 teens and 20 kids.

**Programme**

We are offering an opportunity for two motivated young adults to grow as disciples of Jesus and leaders. As interns you will help the church to continue to develop the children, youth and families’ work and mission. You will assist with the hosting of community and church activities for children, young people, families, and local interested residents. Moreover, you will be equipped to assist in the discipleship of church members through one to ones, home groups and Sunday services. You will be given a mentor to help you reflect on your experience, growth, and challenges. You will be able to participate in four modules of a discipleship and theological training course, to better equip you for ministry and mission in the local church. We will discuss with you the learning structure and rhythm of each week to match your needs, interests and calling. You will undergo evaluation of your progress using a review tool from the Baptist Union.

**Time Commitment**

The duration of the programme is ten months starting from September. You will normally be expected to be available to volunteer at [Name] Baptist Church 32 hours a week over five days: four weekdays at flexible hours and on Sundays from 9.30am-1.30pm for our worship service + socialising thereafter. You will have one day off and one study day each week. You will have 20 days off over the duration of the programme. This may include a total of up to 4 Sundays. Unless otherwise agreed with the line manager, you should expect to spend the key times of Christmas, Holy Week, Easter, and Pentecost at the church, though you will not be expected to work on public holidays, unless otherwise agreed with the line manager.

**Mission and Activity**

We have listed below the activities that typically take place at church and that you will be encouraged to get involved in during your internship. The activities *in italics* are optional and we will make sure your timetable is tailored for your particular interests.

* Gatherings - 11am Sunday worship services (inc. Kids Church, crèche and teens) + 4 mid-week home groups
* Prayer - monthly Sunday evening prayer + staff and volunteers team prayers 9-10am Tues-Fri + prayer text group
* Training - for service leaders, preachers, worship team, home group leaders. This will, of course, depend on which area of church life you choose to get involved.
* Alpha Course and other pre-evangelistic courses
* *Baptism prep* *and* *life stage support (e.g., marriage prep, parenting…)*
* Kids - Kids Church; Weekly after school club for c. 20 kids aged 6-12; weeklong kids holiday club (end of July)
* Youth - around 10 teens involved in church + connections through e.g., after school activities and football
* *Toddlers group for parents and pre-school children, 10-11.30am Tuesdays*
* *Football club, 4.30-6pm Sundays*
* Seasonal community events at church (e.g., Pancake Party, International Party, film events, fundraisers, Christmas, Easter, world…) - aimed at helping to deepen connections for church and those from projects
* *Support and connections with overseas work in Japan, Brazil, and the Near East*

**As an intern you will have the opportunity to:**

* Discern God’s call on your life for the future
* Discern your gifting and purpose
* Build your confidence
* Grow spiritually
* Learn more about the Bible, ministry, and mission
* Develop leadership skills
* Develop your communication and relational skills
* Apply your knowledge in a local church setting

**Key Attitudes & Skills**

You must be a committed and practising Christian. We are looking for:

* Willingness to grow as a disciple of Jesus and leader
* Teachability - good learner, willing to respond well to constructive feedback
* A love for people and willingness to build relationships
* ‘Can-do’ attitude, energy, and enthusiasm
* Desire to serve effectively in a church setting
* Interest in children’s and/or youth work in a church setting
* An appreciation of the need for planning, organising, and prioritising
* Any familiarity with web design/Illustrator/social media could be really helpful

**Accommodation, Expenses & Cost of Internship**

You will be provided with accommodation free of charge at a church member’s house. The full-time hours associated with the internship are undertaken on a voluntary basis and without remuneration. You will be given training and assistance in fundraising activities, so you are able to support-raise for your own pocket money. You will be reimbursed for expenses associated with undertaking this voluntary role.

**For further details and to apply**

If you have any questions or would like further details, please contact us on *[contact email address].* More information about our church can be also found on our website: *[church website].*

If you would like to apply for the programme then please send your CV and a letter outlining your interest (by email), to *[contact email address].* Alongside your CV, please provide the names of two references. We ask that one of these is a church leader where you currently attend or a member. In your letter, please tell us a little more about your journey of faith, your hobbies, interests and perceived areas of strength and giftedness, any leadership experience to date and why you are interested in the internship.

After we have received your CV and covering letter, we will be in touch to arrange a time to meet with you and talk further about your participation in the programme.

A DBS check is required for this position.

We look forward to hearing from you!