



**Ministry Intern**  
With a view to progression to **Ministry Assistant**

The trustees of Salisbury Vineyard Church are looking to employ a part-time Ministry Intern to support the Senior Pastors and help develop relationships within the church as well as links within the community. Salisbury Vineyard Church is led by Ed & Clare Evans together with a wider leadership team. We are a relational church, placing our relationship with Jesus and with each other at the heart of everything we do.

We are looking for someone who is willing to embrace these values and serve the church through committing to relationships within it. Initially this post will be 24 hours per week, but with the possibility to expand the role if and when the trustees deem necessary.

**Role:** Ministry Intern

**Location:** Salisbury Vineyard Church Offices, St Martins Centre, St Martin's Church St, Salisbury, SP1 2HY

**Primary Responsibility:** Supporting the senior Pastors in their duties as required

**Hours of Work:** 24 hours a week with the potential to expand the role

These hours must be worked on set days of the week - initially not a Wednesday, and one of which must be a Friday. Initially these hours will not include Sundays. Some paid study time will be included in this time, but we would expect you to also spend some of your own time on study.

Includes other occasional events.

**Start date:** Negotiable

**Contract period:** 12 months fixed term with a view to a permanent role

**Salary:** £23,000 pro rata

**Closing date for applications:** 4<sup>th</sup> Feb, 2020

To apply please send a covering letter and current CV to [office@salisburyvineyard.co.uk](mailto:office@salisburyvineyard.co.uk)  
or by post to:

Nic Summerill, Salisbury Vineyard Church, PO Box 1866, Salisbury SP1 3ZL

In support of your application you may also send a short, (2 minute maximum) video of yourself highlighting why you are an outstanding candidate for the role  
*(This will not be a deciding factor in being the successful candidate for the post).*

### **Job Description**

The successful candidate will be flexible and able to take the initiative. They will have good communication skills, be able to act with discretion, and have the enthusiasm required to grow into a ministry role within the local church.

### **Qualities needed:**

- Positive in your faith and love of Jesus.
- Committed to the leadership of SVC and the vision and values of SVC.
- A high level of integrity and commitment to SVC's 'Culture of Honour'.
- Ability to work unsupervised and to prioritise workload and tasks.
- Pursuing personal growth.
- To have a cheerful, positive and servant hearted manner.
- Be someone who sets an example that others will be inspired to follow
- Able to work quickly and accurately under pressure.
- Strong organisational skills.
- Able to take the initiative.
- A good eye for detail and accuracy.

### **Skills needed:**

- Computer skills and computer literacy: experience of Microsoft Word necessary.
- Ability to learn by oneself from manual, tutorials etc without need for personal tutors to learn software such as Microsoft Publisher and PowerPoint if not known.

**Specific Tasks:** This role will include, but is not limited to the following tasks:

- Work alongside homegroup leaders to help assimilate new church members into the church family.
- To help connect church members and encourage relationships to form within the church
- Gather and help lead a team to spearhead the development of an invitational culture within the church.
- Support the ministries of other church members, helping them to develop these in line with the church's values.
- To help develop a discipleship process for new believers that will establish a foundation of Word and Spirit on which their faith will grow.
- To explore and develop outreach opportunities within the community – in particular among the sixth form colleges and Wiltshire College.
- Be willing to step into a pastoral relationship with church members as relationship allows
- Manage smooth running of church events (bookings, tickets etc).
- Preparation of weekly newsletters, e-newsletter and PowerPoint.
- Maximise the church's website and social media platforms to communicate with members and advertise events.

- To produce publicity, notes, leaflets and other materials needed for the operation of the church. To help raise awareness of Salisbury Vineyard within the city.
- Ensure the church calendar and website is up-to-date.
- To organise and negotiate venues for events during the year.
- Editing talk recordings and uploading onto church website.
- To help ensure church policies are kept up-to-date and adhered to.

**Reporting relationship:**

The Ministry Intern will report directly to Ed Evans, the Senior Pastor.

**The successful candidate will be required to complete an enhanced DBS certificate.**

**In return the Church will commit to:**

- Funding various training courses that will help develop leadership skills and spiritual giftings. In particular:

The Christian Healing Certification Course (<https://healingcertification.com/>)  
Bethel's Kingdom Culture Course (<https://www.globallegacy.com/training/ikc>)  
Bethel's Kingdom Leadership [https://www.globallegacy.com/training/ldp\\_sync](https://www.globallegacy.com/training/ldp_sync))

- Offer training and opportunity to develop in various aspects of church leadership
- Actively work to develop you in your own gifts