



## **VOLUNTEER INTERN PROGRAMME**

### **EVENTS & CONFERENCE DEPARTMENT**

#### **Introduction and Information**

The Hillsong Church London (Hillsong) Internship is a volunteer training program for anyone who calls Hillsong 'home' and desires to grow in his or her faith, leadership and church ministry experience.

It is a part-time programme running for no more than 6 months, to be reviewed and maybe extended for a maximum of a further 6 months.

## **ROLE & ATTRIBUTES**

**If accepted into the programme you will be assigned to the Events & Conference department:**

It is designed to equip interns to lead in every sphere of life, developing skills predominantly in the management, coordination and administration of church wide events. The role will cover all aspects of event planning involving areas such as budget administration, registrations, research and implementation.

Key attributes required for these Internship positions:

- Excellent communication and interpersonal skills
- Flexible, willing, enthusiastic and "hands on approach"
- Willingness to travel and work flexible hours
- Outstanding customer service
- A team player and also able to work independently
- Able to keep calm under pressure
- Have strong attention to detail
- Have a desire to contribute and build the house with organisation and support skills

**The Director may, in his absolute discretion, re-assign Interns to another stream or department.**

## **WEEKLY SCHEDULE**

A typical week will include Sundays and a minimum of 2 other days and some evenings. This can be agreed on acceptance to the Internship. We encourage days off to be used for part time work that support living in London.

#### **Example:**

##### **Monday**

Day Off

##### **Tuesday**

8:00am -6.00pm Internship Programme

7.00pm -9.30pm Leadership Hub (once a month)

##### **Wednesday**

9:00am -6.00pm Internship Programme

7.00pm -9.30pm Connect Group

##### **Thursday**

9:00am -6.00pm Internship Programme

6:00pm-10: 30pm Evening College

##### **Friday**

9:00am -6.00pm Internship Programme

##### **Saturday**

Day Off

##### **Sunday**

6:30am-10:00pm Church Services

## HILLSONG CONFERENCES

You will experience first hand the behind-the-scenes activity and logistics required to set up and facilitate these conferences. Your involvement in the lead up to these conferences will be particularly significant for you. Attendance and participation in the conferences listed below is expected. Interns will need to make arrangements with work schedules in advance. Interns, like all volunteers, will qualify for a special rate for registration to these events.

**Hillsong Europe Conference** 3-5 October 2012 & 10-12 October 2012

**Colour Women's Conference** 2-4 May 2012

**Pentecost** 18 May 2012

## PERSONAL DEVELOPMENT PLAN

You will be expected to work to a personal development plan with the intention to see your own leadership skills develop, have a reading plan, and keep a journal.

## COMPLETION

A reference will be provided to Interns who successfully complete the program:

**Attendance Standards** It is expected that you will give prior notice of any intended absence

**Financial Standards** You must be current on your financial obligations and be able to support yourself for the period of internship.

### **Termination of Internship**

Hillsong or the Intern may terminate the internship without reason. Both parties should endeavor to give at least 2 weeks notice, and discuss the reasons for any proposed termination.

While some conduct considered by the Director to be inappropriate may require immediate removal from the program or other corrective action, generally an Intern will be counselled and placed on a probationary period. If the director or his designee determines there is no measurable change in the Intern or that the required steps have not taken by the Intern during the probation, the Internship will be terminated.

If at any time during the program the Director determines that it is more appropriate for an intern to be moved to another stream or church department, the Director may, but is not obliged, to provide reasons for such change. If an intern objects to such change the Director may terminate the internship with immediate effect or with a period of notice.

## ENTRANCE QUALIFICATIONS

### **APPLICATION**

Your application, references, and availability of places, an interview and the prayerful decision of our pastoral team will determine acceptance into the Hillsong Intern program.

### **TIMING**

Three main factors contribute toward determining whether this is the right time for you to be an Intern. 1. **Spiritual Authority** We want to know that the spiritual authorities in your life (parents, pastors, & mentors) all agree that this is the right training environment for you at this time. 2. **Personal Life** Spiritual maturity and preparedness are key factors in determining entrance into this program. In order to be considered for acceptance, your commitment to spiritual disciplines and involvement in Hillsong over the previous 12 months will be examined. 3. **Finances** You must demonstrate financial stability in order to be considered as an Intern. Interns will not be able to work full time jobs. Interns may work part time as long as it does not interfere with the agreed Intern schedule.

### **INTERNATIONAL APPLICANTS**

International applicants will **not** be considered if relying on a student visa to remain in the UK

### **ENGLISH LANGUAGE**

Applicants for whom English is not their first language will be required to provide proof of written and verbal fluency and may be required to take an English proficiency test.

### **APPLICATION CHECKLIST**

(PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE)

**Step One** - Submit your application form to the Hillsong Church London offices.

Fill out application completely. Please take the time to read and complete all questions and denoted fields.

**Step Two** - Once all materials have been received and reviewed by the Hillsong staff, we will contact you to:

- a) advise if the application is declined; or
- b) to arrange a personal interview;
- c) after interview advise acceptance in principle or that the application is declined .

**Step Three** Once acceptance has been determined; we will contact you with further information and instructions.

Applications must be mailed directly to Hillsong Church London (Att: Interns Office), PO Box 29971, London, SW6 2WX.



## **VOLUNTEER INTERN APPLICATION FORM: PERSONAL INFORMATION**

Date \_\_\_\_\_

Name in full (First) \_\_\_\_\_ (Surname) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

Postcode \_\_\_\_\_ Country \_\_\_\_\_

E-mail \_\_\_\_\_

Phone \_\_\_\_\_

Age \_\_\_\_\_ Birth date \_\_\_\_\_

Sex: Male/Female \_\_\_\_\_

Birth Place \_\_\_\_\_ Marital Status: \_\_\_\_\_

Number and ages of children (if applicable) \_\_\_\_\_

Nationality \_\_\_\_\_

Present Occupation \_\_\_\_\_

### **HEALTH**

Please describe any physical limitations, disabilities, or health issues that may require special consideration by Hillsong including any change to facilities:

Do you have any chronic illnesses?

Does a doctor prescribe you presently taking medication? If so, please explain:

This personal information will be kept confidential and only disclosed to employees on a need to know basis

### **ACADEMIC BACKGROUND**

Please tell us about your academic background (Copies of all School Certificates, Diplomas and/or Degrees to be provided)

## **EMPLOYMENT HISTORY**

Please tell us about your employment history

Current Employer

Previous Employers

If Unemployed: provide reasons for unemployment and period of unemployment:

## **PERSONAL IDENTIFICATION DOCUMENTATION**

As a volunteer you will almost certainly come into regular contact with children and /or youth at church. You must agree to provide all relevant information to enable Hillsong to apply for and receive a CRB clearance. If you have ever been served with a caution or charged with any offence it must be disclosed to Hillsong.

Please attach to this application copies of your birth certificate, any driver's licence and your passport

## **REFERENCES**

Address & telephone number of one persons (unrelated adult Christians aside from your Pastor)

Name and Relation \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

## **FINANCES**

How do you plan to financially support yourself during the program?

## **INTERN COMMITMENT & ACKNOWLEDGEMENTS**

I commit to:

1. Communicate a spirit of excellence in my speech, conduct, appearance, and attitude.
2. Making every endeavour to fully complete the program
3. Conducting myself as a Christian, faithfully and diligently adhering to the Hillsong Church London program requirements. I have thoroughly considered the time commitments, financial obligations, leadership role, and personal devotion required to succeed as a Hillsong Church London Volunteer Intern and am willing to apply myself to these standards.
4. I acknowledge and agree that:
  - a) All information provided is true and correct
  - b) Hillsong is not obliged to disclose details of any reference nor provide reasons if my application is declined
  - c) Acceptance into the program is conditional on receiving a CRB clearance
  - d) I am prepared to sign a Confidentiality Agreement
  - e) As a volunteer I will not be an employee of Hillsong and no representation has been made that I will be offered employment if I successfully complete Internship as a volunteer
  - f) I will comply with all Hillsong policies (as set out in the staff Handbook), even though I am not an employee.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## RECOMMENDATION FORM: PASTORAL REFERENCE

Name of Applicant (First) \_\_\_\_\_ (Surname) \_\_\_\_\_  
The person named above is applying for admission to the Hillsong London Volunteer Internship Program.

### PASTORAL INFORMATION

Name \_\_\_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

### PLEASE ANSWER THE FOLLOWING QUESTIONS

How long have you known the applicant? \_\_\_\_\_ Years \_\_\_\_\_ Months

In what capacity do you know the applicant?

Does the applicant know Christ as personal Savior and Lord?

In your association with the applicant what has been the level of commitment you have seen exemplified

Describe the applicant's leadership ability:

What are the applicant's strong points?

**PLEASE RATE THE APPLICANT IN THE FOLLOWING AREAS**

On a scale of 1 to 10 (1=low, 10=high, leave blank if unknown), rate the applicant in the following areas:

- \_\_\_\_\_ Personal Discipline
- \_\_\_\_\_ Making New Friends
- \_\_\_\_\_ Leadership Abilities
- \_\_\_\_\_ Lifestyle Example
- \_\_\_\_\_ Response to Correction
- \_\_\_\_\_ Financial Discipline
- \_\_\_\_\_ Emotional Stability
- \_\_\_\_\_ Initiative
- \_\_\_\_\_ Consistency/Faithfulness
- \_\_\_\_\_ Listening
- \_\_\_\_\_ Positive Speech
- \_\_\_\_\_ Obedience
- \_\_\_\_\_ Punctuality
- \_\_\_\_\_ Judgment
- \_\_\_\_\_ Spiritual Maturity
- \_\_\_\_\_ Finishing Projects
- \_\_\_\_\_ Submission to Authority
- \_\_\_\_\_ Self-Confidence
- \_\_\_\_\_ Maintaining Friendships
- \_\_\_\_\_ Excellence in Homework
- \_\_\_\_\_ Compassion

**PASTORAL APPROVAL**

Do you fully approve of the applicant participating in the Program?

Yes    No    Comments (Please describe any reservations or concerns):

Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for completing this recommendation form. Please keep this form confidential and mail it directly to the office at: Hillsong Church London, PO Box 29971, London, SW6 2WX