

St Marks Church, Coventry

Job Description: Intern

Job titles:

Production Intern, Worship and Production Intern, Kids Intern, Youth Intern, Students Intern, Operations Intern, Social Transformation Intern, Media & Creative Intern.

Location:

St Marks Church, Bird Street, Coventry

Reports to:

Ministry Placement Supervisor. This will be assigned as appropriate depending on the stream of ministry.

Context

Much like the story of Coventry, the story of St Marks is one of restoration and transformation. Encouraged by the rapid growth of the student population in Coventry, the Bishop of Coventry approached Holy Trinity Brompton in 2016 with an idea. The idea was to plant a city centre resource church in the heart of this expanding community with a view to evangelise and transform the city.

St Marks was chosen as the location for this new initiative. Being close to the city centre, many of the student halls of residence, and located in an area of deprivation, it seemed like the ideal place. St Marks had been closed for 45 years, but after much love and attention it became home to our church and we launched on 1st October 2017.

We quickly grew in number and now have two gatherings on a Sunday. We run programmes for Kids, Youth, and Students, as well Connect groups to build community. We run a termly Alpha Course and partner with a local charity – Carriers of Hope – to run a Food Hub. We also support a number of other initiatives across the city including Embrace, CAP, and Covenant & Kingdom.

We are committed to church planting and have planted two further Churches within the Coventry Diocese. In September 2021 we sent out a team, led by Matt Spina, into St Peters, Hillfields, and in May 2022 we sent a team, led by Paul Pavlou, to Risen Christ in Wyken. These churches remain part of our wider family and story.

We're just getting started and would love you to join the adventure with us!

Key Duties

The Intern role is one of learning, development, and empowerment. It consists of three main areas:

1. Teaching programme

Participation in the St Marks Academy teaching programme is an important component of the year. The programme consists of six modules which are categorised into three broad streams (hearts, hands, and heads). Full details of the teaching programme are on our website.

2. Personal formation

Throughout the St Marks Academy programme, interns meet regularly with other Academy students for formation group. The aim is to help each intern grow as a disciple of Christ, develop self-awareness, and deepen their spirituality, and students are expected to actively engage with this process. You will also be encouraged and supported to find a mentor who will offer pastoral accompaniment.

3. Ministry Placement

Interns spend the majority of their hours serving St Marks Church within their chosen ministry area. Each intern is assigned a ministry placement supervisor (usually the ministry head) who provides coaching, management, and feedback to help interns develop strong ministry skills.

Interns will also serve the wider vision of the church and gain experiences across different ministry streams.

The type of work interns are involved in varies between ministry areas, but they normally work with the ministry leader on the delivery of a plan for the area of ministry that may include:

- Planning and running sessions to a high standard
- Planning departmental activities in line with allocated resources
- Helping with administrative tasks required for the department to function
- Helping to plan and run outreach activities to draw people to Jesus and his Church
- Communicating with team members and the wider church as required
- Assisting with the recruitment, development, and encouragement of a team of volunteers.
- Attending training times to develop their gifting, have fun and build relationships with our volunteer teams.
- Collaborating with other ministry areas to ensure alignment to the vision.
- Ensuring that safeguarding is at the forefront of all activity.

Other work associated with the church

Interns are members of the St Marks staff team, and as such need to be flexible enough to be involved in other work as required across the church – in line with their skills, experience, and capacity.

Person Specification:

	Essential	Desirable
Faith		
Personal walk with Jesus including evidence of a prayer life and a lifestyle of integrity	✓	
Informed willingness to worship and serve in a charismatic evangelical church	✓	
Education		
Willingness and ability to engage in a course of study and personal formation	✓	

Willingness to learn, develop and receive feedback	✓	
Experience		
Some experience in specified ministry area	✓	
Able to give examples of service in a church setting	✓	
Experience in evangelism and/or social action	✓	
Skills		
Able to develop healthy relationships, both inside and outside the Church.	✓	
Proactive and self-motivated	✓	
Proven ability to relate well to leaders	✓	
Good time management and focus, with proven ability to prioritise workload		✓
Ability to recognise confidential or sensitive issues and deal with them appropriately	✓	
Communicate effectively with people of all ages in a range of settings		✓
Ability to lead a team		✓
Use of databases and social media in an organisational environment		✓
Growing awareness of strengths and weaknesses	✓	

The wider work in ministry means there is a genuine occupational requirement that the post-holder be a practising Christian. This role will require an enhanced DBS check.

Working requirements

- 11 months (September 2023–July 2024)
- 22 hours per week, including Tuesday morning for staff meeting, Thursday 9am–2.30pm for Academy training, and Sunday services.
- Some evening working as relevant to the ministry stream. This is currently Tuesday evening for students and Friday evening for Youth. Alpha is currently Wednesday evening.
- The role of 22 hours allows time for you to get a part time job
- This is an unpaid role
- There is a cost of £150 contribution towards your training. Your remaining training costs are covered.

- The training includes 3 retreats, the dates of which will be communicated at the beginning of the course.
- It is expected you will take a rest day both from ministry and part time work
- Willing to be an active member of St Marks Coventry¹
- Work location St Marks Church
- Probationary period of 6 weeks
- Expenses will be paid as agreed with line manager in advance
- HTB Focus is included in year, with the expectation that you will serve on team either to support the St Marks Community or to serve the wider event.

Application Deadline

To apply please fill out the application and references forms and email these to academy@stmarksoventry.org. The deadline for the current round of applications can be found on our website.

Our aspiration is to be a radically welcoming church with a leadership team which is reflective of Coventry. We therefore explicitly encourage intern applications from non-white backgrounds.

¹ Defined as someone who *attends* regularly, *serves* on a team, *joins* a connect group, *gives* financially, and *invites* others to church.