



# JOB DESCRIPTION & PERSON SPECIFICATION

## Ministry Internship

The Ministry Internship at Highfields Church, Cardiff is an 11 month training programme for those wanting to either explore a calling into full-time Christian ministry or to serve in the local church to discover and develop their gifts.

You will be serving as part of a team within a large, diverse church that is situated in the heart of the city, whilst obtaining in-house theological and ministry training, and a cross cultural mission trip to serve with one of our mission partners overseas. As a church we are passionate about reaching people with the good news of Jesus, making and maturing disciples and investing in the next generation of leaders.

The Ministry Intern will be a committed Christian with evangelical convictions and show a love and concern for the spiritual growth of people in their care. They will serve alongside the staff team to make and grow disciples amongst the church family at Highfields and beyond.

### The Internship programme has three distinct parts:

#### **1. Ministry Assistant Employee (8 hours per week):**

Working for the church as an employee undertaking general church administration – this could include serving on the reception desk, preparing the order of service and slides for the Sunday services, preparing the weekly church email or helping organise and deliver church wide events, such as a church day away and evangelistic events.

**Salary:** £6000 (this is slightly above the hourly minimum wage)

#### **2. Ministry Experience Volunteer (21.5 hours per week)**

This part of the programme is flexible enough for it to be tailor made to your ministry area of choice which could be in Student ministry, Children's ministry, Youth ministry, Internationals ministry etc.

- You will have the opportunity to serve alongside the Pastors and Ministry Leaders within the church, who will provide you with invaluable teaching and practical support to help discover and develop skills and experience.
- You will assist in the delivery of weekly ministry activities, as well as the pastoral care for volunteers and participants within your chosen ministry.
- Prepare and deliver gospel talks to your chosen ministry.
- Prepare and deliver one to one Bible studies.

**Support Raising Target:** £6000 (this will be done through a Stewardship Account – support raising training will be given)

#### **3. Ministry Training (8 hours per week):**

Formal training on the Resource South Wales Ministry Training Programme, plus tutorial discussions with the Pastoral team. You will also be assigned a ministry mentor who will support you in your internship and in your growth in holiness.

**Training Cost:** Free

### **The successful candidate will be:**

- A prayerful, committed Christian who agrees with the Highfields Church statement of faith and policy statements. As well as the FIEC ethos statements <https://fiec.org.uk/about-us/beliefs>
- Someone with a demonstrable love and concern for the spiritual growth and practical needs of people within their care.
- Able to be self-motivated, organised, teachable, use initiative and work well within a team.
- Someone ideally who has already served in a ministry area within the local church.

**Start date:** 1<sup>st</sup> September 2025

**End date:** 31<sup>st</sup> July 2026

**Applications:** Please complete an application form and send it to [applications@highfieldschurch.org.uk](mailto:applications@highfieldschurch.org.uk) by 31<sup>st</sup> January 2025.

## Highfields Church Background

Highfields Church is an independent, evangelical church in the centre of Cardiff, with a large and diverse congregation. We have a wide-ranging ministry team and a passion for the gospel in Cardiff, Wales and the world.

Highfields is committed to gospel-centred ministry. We want everything we do and are to be shaped by the good news about Jesus found in the Bible: his life, death, resurrection and return. This means that at the heart of our church life together is the study and application of God's Word, in dependence on the Holy Spirit.

We take as a general theological framework the reformed 'doctrines of grace' emphasising the sovereignty of God in salvation but we do not hold a cessationist position on the gifts of the Holy Spirit. In our commitment to keep the gospel central, Highfields has accepted and practised both believer and infant baptism according to the convictions of individual members and elders. We also encourage women to be actively involved throughout the life, ministry and teaching of the church, although we reserve eldership and preaching for men only.

We are committed to making the Christian faith intelligible and relevant to our contemporary context. We are happy to partner with all churches that uphold the central tenets of the evangelical faith and who would be in agreement with our own doctrinal basis.

Our aim at Highfields Church is **to spread a passion for Jesus** through 'worshipping our God; Sharing our lives; Equipping His people and Engaging His world.

**Worshipping our God:** As people redeemed by Jesus, we want knowing and worshipping our God to be at the core of our experience. We listen to God's word and respond with songs of praise and prayers of dependence, desiring to submit our whole lives as living sacrifices to God

**Sharing our lives:** As a growing church, we want to live as a caring, vibrant family together, carrying one another's burdens and setting one another's needs before our own. We want Highfields to be a place of belonging and a place of growth where the love of Christ is shared and experienced among us.

**Equipping His people:** As a serving church, we want to continue to equip God's people for ministry both within and outside the church. We want to develop the gifts God has given each one of us for the building up of the body of Christ, maturing together to become more like Christ.

**Engaging His world:** As a mission-minded church that God has established in a cosmopolitan city of great need, we want to communicate the gospel of hope to those living near to us and to those God brings to our city. We want to extend the love of Christ to vulnerable people in word and action. We want to reach the nations with the good news of Jesus. We believe that the gospel is a message of hope and that the Church is the hope of the world. Therefore, we want to see the whole church (all ages), reaching the whole world (all nations) with the whole gospel (in word and deed).

Highfields Church is a member of both the FIEC and EA.