



money:course



budget. save. spend.



All you need to know to
run the CAP Money Course

What is the CAP Money Course?

The CAP Money Course is a revolutionary money management course that gives delegates the opportunity to learn skills that have a lasting impact on their finances. It is easy to get started and runs with relatively small effort and cost.

‘For some people, budgeting was a revelation and to see their excitement at getting control of their money was fantastic’.

During the course, delegates will learn:

1. **How to build a budget.** This is the cornerstone of managing your money well.
2. **The CAP Money system.** A way to manage your finances by using three accounts to keep track of exactly where your money is going. It helps you to make sure that your money goes towards the things you have planned for.
3. **How to live from week to week using cash.** Cash helps you to bring the value back to what you're spending and means you know exactly where you're at with your money at all times.

The course will also help delegates save or give more and is designed to help people stay out of debt.

Who is the CAP Money Course for?

The CAP Money Course can help anyone, whether they're well off, on benefits or in debt. The course is designed to enable delegates to get more control over their finances, learn to live within their means and make their money work for them.

What makes the CAP Money Course unique?

Only run through local churches

One of CAP's core values is to partner with local churches to enable them to show God's love to their communities in a practical way. Running the course through your church provides a great opportunity for you to get involved in the local community, meet a need for good money management and create a way to introduce people to Jesus.

CAP's debt help

The CAP Money Course is the only money management course that offers an award-winning debt counselling service to any delegates who, having completed the course, find they are in unmanageable debt. This phone and email based service, CAP Money Plus, is totally free for delegates.

Licensed Money Coaches

CAP offers the necessary training, licenses & insurance for existing CAP Money churches that want to offer more support for people in debt. Trained Licensed Money Coaches will be able to negotiate with priority creditors and work in partnership with the CAP Money Plus team.

'We love getting people who are not church goers to come on a course in a church and see that the church is relevant to everyone'.

Additional sessions

People from all walks of life will attend your courses. The CAP Money Course provides specially designed extra material to help people make their finances work for them. These sessions are for:

- Those on low income
- Couples
- Families
- Self-employed
- Those preparing for retirement

The **'Biblical session'** also gives Christians the opportunity to look at what Jesus has to say about money in a DVD and questions based bible study format.

Next Steps

For the Senior Church Leader

1 - Church Partnership Agreement

Christians Against Poverty seeks to equip the local church to reach their communities. We therefore ask that the church agrees to partner with us in this vision and support their Money Coaches in this ministry.

As a Senior Leader of the church, please read CAP's Statement of Faith (below), and sign the Partnership Form to confirm that you are happy for your church to partner with us on this basis.

We Believe

- We believe in one God who is eternal and He created all things. We believe in the Trinity of God the father, God the son and God the Holy Spirit. He is totally loving & completely holy.
- We believe that sin has separated each of us from God and His purpose for our lives and that Jesus Christ is the only one who can reconcile us to God. Jesus lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.
- We believe that in order to receive forgiveness we must repent of our sins, believe in Jesus Christ, and commit to live by God's will for our lives. Through that process, we will gain eternal life with God.
- We believe that the Bible is God's word and that it is applicable to our every day lives. We believe that God has equipped us through the power and gifts of the Holy Spirit so we can achieve His purpose for our lives. That purpose is to worship Him, fulfil our role in the Church and serve the community in which we live.
- We believe that God wants to transform us so that we can live generous lives in order to help others.
- We believe that the Lord Jesus Christ will one day return in power and glory.

2 - Inspire your church about the CAP Money Course & have a CAP Money launch talk

Your church members are vital to the success of the CAP Money Course, as they will be key in inviting their friends and contacts from outside of the church to come. To inspire your congregation about CAP, we have

a team of gifted speakers that will launch the CAP Money Course in your church. Please indicate on the application form when you would like a speaker to come and do a short talk at your church.

3 - Recruit a Money Coach team

A great team of Money Coaches will help facilitate the course and support the delegates as they go through it.

Money Coaches will need to:

- Be comfortable & confident working with a wide variety of people
- Be happy to lead an informal teaching environment
- Feel competent using IT
- Have a basic understanding of financial principles
- Feel comfortable sharing their own faith
- Be people who you are happy to have as representatives of your church to the local community
- Have a good grasp of their own finances
- Be of good character and integrity



A team can be of any size, but we would recommend a minimum of three Money Coaches per team to start.

When choosing volunteers, it is worth recruiting people with a range of skills. E.g. One person may feel comfortable presenting, another may be great at making people feel at ease. A combination of skills will help the course run smoothly and effectively.

Each Money Coach is required to attend one day of training, and then additional time commitments include preparing for & promoting the course. It is up to your church to decide how many courses to run each year.

Before the training day, all prospective Money Coaches are required to sign the Money Coach Agreement, copyright and data protection forms. They will also need to pass a short assessment in order to ensure that they have a basic level of financial understanding. Please contact us if you would like to see a copy of these.

4 - Attend a training day

All CAP Money Coaches must come on a day's training in order to be equipped to run the course. Please visit www.capmoneycourse.org for all upcoming dates and venues.

A training day will start at 10am with registration open from 9.30am. The day will finish by 4.30pm. During the day, you will be taught how to run the course, organise effective promotion and use the CAP Money Online tools.

Once trained, Money Coaches are equipped to run the CAP Money Course whenever and wherever they like. All Money Coaches will receive monthly e-newsletters and will be invited to optional further training at later dates.

In addition to this, all Money Coaches will be invited to attend the annual CAP Money National Conference where we launch new services & products and share tips & ideas for running courses. This event is completely free.

A one-off registration fee of £45 per volunteer covers:

- One day's training including lunch & refreshments.
- A starter pack of course materials including; a course DVD, a Money Coach Guide, 10 Delegate Workbooks and a selection of publicity materials.
- Access to CAP Money Online interactive budget tools for themselves and their delegates alongside other course administration tools.
- Ongoing help, support and advice for your Money Coaches from the CAP Money Team via phone or email.
- Free access to CAP Money Plus debt counselling services for delegates. Please note that this service helps delegates with secondary debts and does not replace CAP's Debt Centres.

'It was an excellent training day that sent us home excited and anticipating starting.'

Questions

What are the extra costs associated with the CAP Money Course?

Extra resources beyond those provided in your start up pack cost as follows:

Delegate Workbook - **£2**

Replacement Money Coach Guide - **£2**

Replacement Course DVD - **£5**

Extra publicity materials (posters/flyers) are also available at varying costs.

Is the CAP Money Course suitable for students and youth?

A specialised students course and a youth session are available for you to purchase once your church is trained to run the CAP Money Course. You will not need to attend any extra training.

Why do we encourage Money Coaches to support CAP as Life Changers?

CAP is a rapidly growing charity that preaches good news to the poor; good news that there is a solution to debt and good news that God loves them. As an evangelistic charity, we are built on donations from individuals who support our Christian aims. We want our CAP Money Coaches to wholeheartedly support the work of CAP, and standing with us financially is an important part of this, even if it's as little as £2 per week.

How often should I run a course?

As often as you want! The only commitment we ask for is at least one course per year.

Summary

For the Money Coaches

- Choose a training day to attend
- Fill in the enclosed application form (1 per volunteer) or go online: capmoneycourse.org/churchsignup to book onto a training day.
- Payment of £45 per volunteer must be made before the day.
- Send the application form(s) in the freepost envelope provided.

For the Senior Leader

- Choose provisional dates for a CAP Money launch talk.
- Agree to CAP's Statement of Faith by signing the Church Partnership Agreement.

Once we have received your application form, we will send each volunteer a Money Coach pack and further details about the training day that you have applied for.



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