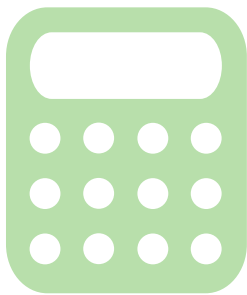




money:course



budget. save. spend.



All you need to know to run
the CAP Money Course and
CAP Money Youth



Proverbs 2:11 says: “Wise planning will watch over you. Understanding will keep you safe.” At its heart, the CAP Money Course is designed to help people – no matter the age or stage and life – get a good understanding around their finances and plan wisely for the future.

And I love that it’s designed to be run with local churches just like yours. The CAP Money Course is great way for you and your church to provide financial wisdom to not only church members, but people in your community who need the love of Jesus in their lives!

During the course, delegates will learn:

1. **How to build a budget.** This is the cornerstone of managing money well.
2. **The CAP Money system.** This three-account system enables delegates to keep track of exactly where money is going and make sure that money goes toward the things they have planned.
3. **How to live from week-to-week using cash.** Cash brings the value back to what delegates are spending and means they know exactly where they’re at with their money at all times.

Are you and your church ready to bring financial freedom to your community? Read on for more info and talk to our team about what CAP Money looks like at your church.

Be blessed in all you do,

Aimee Mai
CEO, CAP New Zealand

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

What makes the CAP Money Course unique?

Equips 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.

Works as an outreach tool

CAP Money 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.

Implements with ease

With just a one-day training and a few volunteers, your church can simply and effectively start running these courses for your local community.

Comes with CAP's Debt Help

The CAP Money Course is the only money management course that offers a debt counselling service to any delegates who, having completed the course, find they are struggling with unsecured debts. This phone and email service, CAP Money Plus, is totally free for delegates.

Equipped to run CAP Money Youth Course

Coaches will also be equipped to run CAP Money Youth – a practical, interactive introduction to money management for 15 – 18 year olds. The course is a one-hour session, designed to be run in schools and youth groups.

Additional sessions

People from all walks of life will attend your courses. The CAP Money Course provides specially designed extra material to help people who find themselves in one of these areas or life stages:

- Low income
- Couples
- Families
- Self-employed
- Preparing for retirement

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

To get your church
running the course,
follow the NEXT STEPS



"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."

What CAP Provides

A regular contribution between \$30 to \$100 per month gives you and your church:

- **One day's training** for unlimited CAP Money Coaches – including lunch and refreshments
- An **initial starter pack** of course materials at the training day, including:
 - 1 CAP Money Course DVD
 - 1 CAP Money Coach Guide
 - 5 CAP Money Delegate workbooks
 - Selection of publicity materials



- **Unlimited ongoing resources** including all CAP Money Delegate workbooks for each of your CAP Money courses

- **Unlimited CAP Money Youth materials** – including a CAP Money Youth DVD, Coach Guide, and student workbooks, perfect for use in your local school or with your youth group



- **Access to CAP Money Online** interactive budget tools, as well as other course administration tools
- **Ongoing help, support and advice** for your CAP Money Coaches from the CAP Money team via phone or email
- **Access to CAP Money Plus** debt counselling services for delegates who may need help managing their secondary debts. Note that this does not replace CAP Debt Help through local Debt Centres
- A **CAP Speaker** to inspire your congregation and get people involved in the CAP Money Course

What your church needs to do

1. Sign the Church Partnership Form and set up Automatic Payment for partnership agreement.



2. Recruit a Money Coach team

A great CAP Money Coach team helps facilitate the course and support the delegates as they go through it. You can play the CAP recruitment video to encourage church involvement. (Available at capnz.org/getinvolved/yourchurch.html)

Money Coaches will:

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

Ideal team size

A team can be of any size, from one coach for smaller churches to three or more for larger churches. When choosing volunteers, it's worth recruiting people with a range of skills. For instance, one person may feel most comfortable presenting, while another may be great at making people feel at ease. A combination of skills will help the course run smoothly and effectively.

Time commitment

Each Money Coach is required to attend one day of training. Additional time commitments will include promoting and running 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.

3. Invite a CAP Speaker to inspire your congregation and launch CAP Money.

This is the best way to get your congregation excited about CAP Money and encouraged to reach out to those living in poverty within your community. A CAP Speaker will travel to your church, share about God's heart for the poor, the work of CAP, and the role the church is playing in lifting people out of debt and into new life – all around New Zealand. The Speaker will also encourage people to sign up for the first CAP Money Courses, which means your coach gets valuable help right from the start!

4. Attend a training day

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

A training day will typically start at 9:00 a.m. and be finish by 4:30 p.m. During the day, coaches 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 and the CAP Money Youth Course, whenever and wherever they like. All Money Coaches will receive regular e-newsletters and on-going access to help and support from the dedicated CAP Money Coach Team at Head Office.

"Catharine (CAP Speaker) was very genuine and had a genuine heart and passion for CAP, the local church and the community."

Questions



Are there any extra costs associated with the CAP Money Course?

No! Your minimum, regular contribution between \$30 to \$100 per month gives you and your church unlimited access to training, resources and ongoing support.



Is the CAP Money Course suitable for students and youth?

Initially, CAP Money Youth is a better introduction to money management for 13-17 year olds. This one-session course is designed to be run at your local school or with your youth group. For those students wanting additional practice/knowledge, the CAP Money Course would be a good add-on.



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

CAP is a rapidly growing charity that preaches good news to the poor and offers a range of free services to help people out of debt, poverty and its causes, and into freedom. Because we do everything in partnership with the local church and believe that our work should help people both financially and spiritually, we rely on the support of individuals, giving what they can! CAP Money Coaches have the great opportunity to support the work of CAP, even if it's \$5 per month! They are a vital part of bringing hope to their communities, so we encourage them to invest in this way.

Checklist



Recruit a CAP Money Coach team.



Register to become a new CAP Money Church by filling out the enclosed application form and getting it signed by the church leader.



Choose provisional dates for a CAP Money launch talk.



Return your completed AP form or set up an AP to CAP before the training day.



Send the partnership form(s) back to CAP Head Office:
Attention: Church Partnership Team
FREEPOST PO Box 12041
Penrose, Auckland 1064

Once we have received your partnership form and completed AP form, we will send each volunteer a Money Coach pack and further details about the training day that you would like to attend.

CAP Money Partnership Form

Please return to the CAP Head Office before your selected training day.

Church Details

Church name: _____

Denomination: _____

Typical Sunday congregation size: _____ Adult: _____ Children: _____

Church address: _____

Postcode: _____ Telephone: _____

Church email: _____

Lead CAP Money Coach

Title: _____ First name: _____ Surname: _____

Address: _____

Town: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: (REQUIRED) _____

Training Day Date:

D	D	M	M	Y	Y
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 Location: _____

Church Partnership Agreement (To be completed by the Church's Senior Leader)

Name: _____ Email: _____

☒ I confirm that this person/people attends our church regularly.

☒ I have read CAP's Statement of Faith and confirm that I am in agreement with it.

Book a CAP Speaker

☒ We are happy to hold a CAP Money launch talk in the church by having a guest speaker come to inspire the congregation about God's heart for the poor and highlight CAP's work.

Our two suggested dates for a talk are:

Option 1:

D	D	M	M	Y	Y
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Option 2:

D	D	M	M	Y	Y
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(We will be in touch with you to confirm details)

Signature: _____ **Date:**

D	D	M	M	Y	Y
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Please turn over to add additional Coaches and choose payment option. —>

Additional Volunteer Coach

Title:_____First name:_____Surname:_____

Address:_____

Town:_____Postcode:_____

Telephone:_____Mobile:_____

Email:(REQUIRED)_____

Additional Volunteer Coach

Title:_____First name:_____Surname:_____

Address:_____

Town:_____Postcode:_____

Telephone:_____Mobile:_____

Email:(REQUIRED)_____

Payment



We have completed the Automatic Payment form and posted to CAP Head Office.

OR



We have set up a monthly Automatic Payment for



\$30



\$50



\$100

or



\$

Account Name: Christians Against Poverty

Account Number: 03-0195-0610289-000

Your Reference: Your Church Name + CAPMP

Returning this form

Please return this form and payment (if applicable) to:

Christians Against Poverty

Attn: Church Partnership Team

FREEPOST

PO Box 12041, Penrose, Auckland 1064



P 0508 422 769 **E** partnership@capnz.org **W** capnz.org

facebook.com/capnewzealand

