



Spend, budget & save well

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

Kia ora!

What I love about CAP Money is that it's relevant to everyone – whether they're facing a reduced income, are self-employed, or simply want to make their money work better for them.



As 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 their age or stage of life – get a good understanding around their finances and plan wisely for the future.

It's such a great way for you and your church to impart financial wisdom to not only church members, but people in your community who need the love of Jesus in their lives.

During the *CAP Money* course, participants 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 participants to keep track of exactly where their money is going, and to make sure their money is going towards the goals they've set for themselves.

3. How to live well from week-to-week.

Rather than restricting, CAP Money empowers people to set their own priorities and gives them the tools to live within their capabilities.

My wife and I did the CAP Money course almost 10 years ago, and we continue to use the CAP Money system to this day. Not only has it helped us reach some of our financial goals, but it enables us to have healthy conversations with each other on the topic of money.

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 running a CAP Money course involves.

Mauri ora!

A handwritten signature in black ink that reads "Sam Garaway". The signature is fluid and cursive.

Sam Garaway
CEO, CAP New Zealand

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 one trained CAP Money Coach and a few volunteers, your church can simply and effectively start running these courses for your local community.

+ Anywhere, anytime

Options of running CAP Money courses in-person and/or online.

+ 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:

- Couples
- Families
- Self-employed
- Preparing for retirement
- Biblical session (gives Christians the opportunity to look at what the Bible has to say about money in a video and questions-based, Bible-study format).

“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.”

To get your church running the course, follow the **next steps** →

What your church needs to do

1

Sign the Church Partnership Agreement and set up AP for Partnership Agreement.

2

Recruit a Money Coach team

A great CAP Money Coach team helps facilitate the course and support the participants as they go through it. You can play the “CAP Money explained” video to encourage church involvement available at capnz.org/get-involved/run-cap-money.

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 to help the course run smoothly and effectively. For instance, one person may feel most comfortable presenting, while another may be great at making people feel at ease.

Time commitment

Each Money Coach is required to attend the CAP Money training session.* 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 coach training, all prospective Money Coaches are required to sign the Money Coach Agreement, copyright and data protection forms.

3

Attend a coach training course

All CAP Money Coaches must attend the CAP Money Coach's training in order to be equipped to run the courses. Please visit capnz.org for all upcoming dates and course modalities. The coach training will typically involve approximately six hours. During the training, 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 eNewsletters and on-going access to help and support from the dedicated CAP Money Team at Head Office.



• What CAP provides •

A regular contribution of a suggested \$30 per month gives you and your church:



Training for your CAP Money Coaches. Coach training materials including:

- CAP Money Coach Guide
- CAP Money Participant Workbooks
- Selection of publicity materials



Access to CAP Money Online Portal, which includes the interactive budget tools, as well as other course promotion materials and administration tools



Ongoing resources including all CAP Money Participant Workbooks for each of your CAP Money courses



Ongoing help, support and advice for your CAP Money Coaches from the CAP Money team via phone or email



CAP Money Youth materials are perfect for use in your local school or with your youth group, including:

- CAP Money Youth video
- Coach Guide
- Student Workbooks

“Catharine 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 regular contribution of a suggested \$30 per month gives you and your church full 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 15–18 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 by becoming Life Changers?

Motivated by Jesus' example, CAP is passionate about releasing New Zealanders from debt and poverty, and helping them step into lives of fullness and freedom – both materially and spiritually.

Because CAP is a not-for-profit organisation, **providing free services to people in need**, we rely on avenues of financial support, including from individuals. Around 4000 generous individuals throughout Aotearoa give what they can on a regular basis to CAP. This enables CAP to plan and grow, to reach people in need across Aotearoa. Regular givers supply life-transforming help and hope – and that's why they are affectionately called *Life Changers!*

CAP believes in offering everyone an opportunity to sow into the life-giving economy of God's kingdom – so that's why we extend this invitation to CAP Money Coaches.

And when people become Life Changers, they choose their own donation amount, enabling them to build giving into their budgets – something CAP Money is in favour of!

“Thanks for the CAP Money Coach training last week. I really enjoyed it and can't wait to start running a CAP Money course in my community.”

A recently trained CAP Money Coach

Checklist

- ✓ Recruit a CAP Money Coach team.
- ✓ Register to become a new CAP Money Church by filling out the enclosed 'CAP Money Partnership Agreement' and getting it signed by the church leader.
- ✓ Set up an Automatic Payment to CAP before the training day.
- ✓ Email the completed Partnership Agreement to capmoney@capnz.org
Alternatively, you can post to CAP Head Office:
Christians Against Poverty
Attn: CAP Money Team
FREEPOST, PO Box 12041
Penrose, Auckland 1064
- * Once we have received your agreement, we will send each volunteer a Money Coach pack and further details about the coach training that you would like to attend.

CAP Money Partnership Agreement

Please return to the CAP Head Office before the 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: (DD/MM/YY) _____ 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.

Signature: _____

Date: (DD/MM/YY) _____

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 Agreement

Please email the completed agreement to capmoney@capnz.org

Alternatively, you can post to CAP Head Office:

Christians Against Poverty

Attn: CAP Money Team

FREEPOST, PO Box 12041

Penrose, Auckland 1064

 To view CAP's Statement of Faith, visit
capnz.org/about/statement-of-faith

Postal PO Box 12041, Penrose, Auckland 1064 P 0508 227 111 E info@capnz.org W capnz.org

christians
against
poverty

CAP