



CAP Ministry Coordinator Recruitment Pack



Haywards Heath Baptist Church

CAP Ministry Coordinator

Job Description

Context:

As a faith-based organisation and place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to share these beliefs, support the spiritual life of the church and work actively to advance our ministry and vision. There is an occupational requirement for the post holder to be a practising Christian in accordance with Part 1 of Schedule 9 of the Equality Act 2010.

Along with our Minister and staff team, this post is key in enabling growth in the ministry and mission at Haywards Heath Baptist Church (HHBC), in line with our vision:

Our vision as Haywards Heath Baptist Church is to be a Church where everyone:

- Is devoted to God and to each other. (Devotion)
- Knows Jesus as Saviour and points others to Him. (Salvation)
- Is being changed by the Holy Spirit and is involved in transforming the world. (Transformation)

Job Purpose

To serve the mission of Haywards Heath Baptist Church in the wider community by coordinating the ministry of Christians Against Poverty by running a Debt Centre, CAP money courses and taking other opportunities as they emerge.

Accountability

All ministries at HHBC are ultimately accountable to the Church Membership, under God, who appoint a Minister and a leadership group to make day-to-day decisions. The role is accountable to the Leadership Team, line-managed by the Minister, supported by CAP UK and backed by a team of volunteers drawn from HHBC and other churches.

Hours

The role will be remunerated as a salaried position in the range of £30,000 FTE with details to be negotiated and outlined in the contract. The expected hours will be 16 per week, or 2/5 of a full-time position. The paid holiday entitlement is 5 weeks per year and statutory bank holidays.

HHBC has committed to running a CAP Debt Centre for three years, with an annual review to establish the success and viability of the ministry. As such we are committed to funding this role for three years with potential to extend.

Functions

This role is well described in the job description from Christians Against Poverty on page 4 and the successful applicant will be interviewed by CAP as well as HHBC. As far as the church is concerned, the main functions of the role are:

- **Outreach:** to support clients on their journey to becoming debt free through home visits and ongoing support
- **Communication:** essential to this role is managing the communication between CAP and the HHBC leadership group. This will involve regular updates and ensuring messaging is clear on both sides.
- **Leadership:** you will lead a team of volunteers, source training for the team, recruit new members and support individuals involved.
- **Strategy:** you will work with experts at CAP to develop a strategy for the establishment and ongoing ministry of the CAP Debt Centre. This may include the delivery of other resources developed by CAP or other organisations.
- **Partnership:** developing partnerships with other churches and organisations for the benefit of the ministry.
- **Growth:** there is enormous potential for developing other events, forms of ministry and evangelism at HHBC. Over time there will be conversations about how we want to grow this ministry with a specific focus on how to resource such growth.

Safeguarding Children and Adults at Risk

Haywards Heath Baptist Church is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Applications

To apply please complete the application form at the end of this recruitment pack and return your application to admin@hbbchurch.org.uk

Closing date for applications is Monday 20 October 2025.

If you would like to discuss any aspects of this role before applying, please contact Pastor Dan Tyler on 07955 205 424.

CAP Debt Centre Manager

Tackling UK poverty through the Church



Welcome

Thank you so much for considering joining us as a CAP Debt Centre Manager. This is your opportunity to be part of a rapidly growing movement of people who are working together to tackle one of the biggest social problems facing us today. We're so excited for you to join the family!

Who are we?

We're on a mission to set people in our nation free from a life sentence of debt, poverty and their causes. Our 618 services, including Debt Centres, Job Clubs, Fresh Start and Life Skills groups, are all run in partnership with local churches, meaning we can offer our clients not only expert practical support, but companionship, hope and a chance to hear the gospel too.

CAP Debt Centres

All CAP's services are run in partnership with local churches to engage and support people in their communities. CAP Debt Centres provide practical and holistic support for people struggling with debt, as well as offering them the opportunity to hear the gospel.

Role

Your role as a CAP Debt Centre Manager will be to set up and manage the running of the Debt Centre in partnership with CAP and your church. You will support clients on their journey to becoming debt free through home visits and ongoing support. All of this must be done in a way that positively reflects the Christian faith and the core values of the charity.

The minimum time commitment is 16 hours per week, comprising four sessions of four consecutive hours, with at least two sessions being within normal working hours of 9am to 5pm, Monday to Friday.

Because this role can involve working with vulnerable people, you'll need to have a Disclosure and Barring Service (DBS) check. If you're working in England, Wales or Northern Ireland this should be an Enhanced Disclosure. For staff based in Scotland, it should be a Basic Disclosure. Your church will need to apply for and fund this.

We ask you to commit to a minimum of two years in this role due to the level of specialised training required and the time it takes to complete.

Please note, as part of this role, we ask that you have access to the internet and an active email address. A work laptop, mobile and email account will be provided.

Accountabilities

- To positively promote the Christian faith in line with the objectives of the charity
- To take part in all initial and ongoing training to offer the best service possible
- To publicise the CAP Debt Centre in a way that makes it available to the widest possible section of society – this will also involve developing links with relevant referral agencies
- To promote the work within your church, encouraging volunteers to become involved in the many aspects of the work (Support team, Prayer team, financial support etc)
- To visit clients in their homes and to explain the CAP service in a way that is understood and encourages clients to agree to work with CAP (mobility is essential to enable home visits, so having a car and full license is a requirement in most cases)
- To go above and beyond in supporting our clients. This may include accompanying clients to court for issues relating to their debt situation, accompanying on medical appointments or helping with shopping
- To be part of a team that delivers the debt advice to the client – this will involve a Fact Find of their current financial situation, communication of the prepared budget and financial plan, and encouragement to stick to the plan
- To accompany clients to court to provide support as they secure affordable repayments and other legal agreements
- To manage all elements of the Debt Centre including volunteers, caseload and all central operational tasks, such as monthly reports, reviews etc
- To promote the work of CAP to friends, family and contacts to increase support and awareness of the charity – this includes encouraging support through the CAP Life Changer programme

Person

This bit's just the facts and formalities – excuse us for going all official on you! It's basically a breakdown of what you'll need to ace this role.

Experience

Essential

- Evidence of passion for the poor and evangelism, and outworking of this

Desirable

- Experience of successfully leading or motivating a team of volunteers
- Administration experience
- Experience of working with poor and needy people in vulnerable sections of society

Skills / Abilities

We know this is quite a list, but if you can tick off a few you're off to a strong start!

- Comfortable working with numbers, and able to effectively work with and understand a household budget
- The ability and desire to explain the gospel in a clear, relevant and natural way
- Ability to motivate and inspire people to sign up for our service
- Excellent verbal and written communication skills
- Ability to head up PR and publicity for the centre and to persuade third parties to refer clients
- Ability to remain emotionally strong through stressful situations
- Logical, articulate approach to work
- Excellent time and task management
- Good administration skills
- Good IT skills – confident using Microsoft Word and the internet
- Sincere acceptance and understanding of the Christian purpose of the charity



At our core, we're:

- **Passionate and compassionate:** We do what we do because we care deeply about seeing people released from debt, poverty and their causes
- **Excellent and generous:** We go above and beyond for our clients
- **Courageous:** Who wants to settle for the same old when we can push for bigger and better?
- **Fun and united:** We're one big CAP family!
- **Christ-centred:** We know none of this would be possible without Jesus

Christian commitment

- Must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values
- Must be able to actively take part in prayer and worship, whether individual, in a small group or corporately, as an expression of own personal faith and in line with CAP's Statement of Faith

HHBC Church Profile

Church History

Haywards Heath Baptist Church was set up in 1978 when a small group of people felt there should be a Baptist presence in Haywards Heath, some of whom are still active members today. They started meeting in a local hall and were able to buy an old Methodist church building in 1993 in the centre of Haywards Heath. The building served the church well but required extensive repairs by 2017 so the decision was made to demolish the building and rebuild on the site. The purpose-built church building was occupied in December 2018 providing excellent facilities to better meet the needs of a growing church and to provide more opportunities to reach the local community.

HHBC Today

Today Haywards Heath Baptist Church is an evangelical, gently growing, happy, family friendly church in which everyone is encouraged to get involved according to their gifts and calling. That might mean in preaching, leading services, playing in the music group, managing the audio/visual system, leading activities for children, youth and older people, leading courses such as Alpha and parenting, running a toddler group and non-profit cafe, and more. Sunday services are vibrant and full of hope, with a mix of modern and traditional worship, attended by around 160 people including children. We have a significant number of children and young people with additional needs.

We host a monthly messy church-style service, a monthly evening service (weekly evening services may re-start in future), and during school holidays we normally provide other activities for families. Post-covid, we continue to broadcast our services on Zoom for those not able to attend in-person.

Part of the church's vision is to make a difference in the local community, and we undertake activities to establish and build relationships with people and to encourage them to come to know Jesus for themselves.

Context

1. The town of Haywards Heath lies in the heart of Mid Sussex. It was once a central Sussex market town and has developed into a commuting town with regular fast train services to London, Brighton and south coast areas. The 2011 census recorded 33,845 people living in Haywards Heath but the town has grown rapidly over recent years and new housing developments continue to be built today. Although Haywards Heath would be considered an affluent, middle class town, there are areas where people are struggling with life. Around 10% of the town's housing is provided through housing associations and there are a small number of homeless people and many others who make use of the foodbank which has links to the church.

2. Haywards Heath has a good mix of young families and children of school age but around 65% of the population are over 30 of which 40% fall between the ages of 30 and 60. Housing tends to be expensive, which indicates that a high proportion of occupations lie in the business and professional fields. There are good schools in the area.
3. The Church has around 127 members and a further 100 regular worshippers with the majority of people living within 5 miles of the church.
4. The Church has good links with other churches in the area through the Haywards Heath & District Fellowship of Evangelical Churches and South Eastern Baptist Association.

HHBC Vision Statement

The statement below encapsulates our shared vision objectives and has been adopted by the church. Our vision is to be a church where everyone:

- is devoted to God and to each other (devotion)
- knows Jesus as Saviour and points others to him (salvation)
- is being changed by the Holy Spirit and is involved in transforming the world (transformation)

Our vision for HHBC



loving God
and others



Christ-
centred



expecting
change

Local Church Life

1. Number of church members: 127

2. Number of regular worshippers: Around 200 people including children

3. Structure:

The church has a full time minister and we employ a part-time administrator and children and families worker. The church is served by 7 Deacons, some of whom have specific roles such as secretary, treasurer and safeguarding. We look to our deacons to serve and lead the church on operational, spiritual and strategic issues.

4. Worship:

10am	Family service with Junior Church and Crèche (children leave part way through for their own groups).
10am – once a month	Café church. A messy-church style service.
7pm – once a month	Prayer and Praise service.

Communion is normally celebrated at least once a month.

Coffee is served after the morning service and before the evening service.

Currently our average numbers at each service would be approximately:

10am 120 - 150 (excluding children)
7pm 30 to 45

We have about 50 children and young people from 0-18 years old who come on Sunday mornings; the average attendance is around 35.

The services are normally led by our minister or members of the congregation gifted in leading, and include worship led by a music group. A variety of modern and traditional songs are used which are projected onto a wall at the front of the church.

We also aim to bring in guest speakers from Missionary organisations to support them in their work and ensure we are informed about what God is doing in different parts of the UK and around the world.

5. Church Meetings:

These are generally held four times a year with an average attendance of between 40 and 60 members.

6. Other Meetings/Activities/Organisations:

Prayer

As a church we gather to pray once a month on Sunday evenings and have several small groups who gather to pray at different times through the week. We have recently established a permanent prayer room and have completed a week of 24-7 prayer.

Hope Cafe

We have opened a donation-based cafe on the church premises on Thursday mornings and we are looking to grow this ministry by opening on additional days in the future. This is open to the public where people can simply come in, have a tea or coffee with a cake and talk with members from the church. There is also an art club, open to all, where you can draw and paint – materials provided. The art club is also on the last Saturday of every month.

Café Church

A service for all the family, with singing, craft, games, Bible stories, and refreshments. It takes place once a month on a Sunday morning and attracts around 100+ people including children, a number of whom would not have previously considered attending a traditional service. This has been well received and is very encouraging with new families attending.

Homegroups

A variety of homegroups meet at different times during each week to discuss the Bible, to pray and to enjoy one another's company. The groups provide an excellent opportunity to get to know a small group of people. They are aimed at anyone within

the church who would like to go deeper in their relationship with God and other Christians.

Women's Fellowship

Women's Fellowship is a group of committed Christian women who meet together each week to study the Bible. It is aimed any women of any age who would like to come along and share in God's word and have fellowship with other women in the church.

Men's walks, breakfasts & curries

Men who enjoy the occasional cooked breakfast or curry get together for a meal and then socialise & discuss how they may approach certain issues or challenges.

Options

Options is a group for our older friends and church members. We have a varied programme, with speakers, quizzes, musical afternoons, chair aerobics set to music, and more! We always have tea and home-made cakes and a spiritual thought for the week. There are also cream teas, visits and a Christmas party.

Baby Drop In

Baby Drop In is an informal Christian based group for mums/carers and their babies (0-9 months ish) to have time to chat with others over a cuppa.

Chatterbox

Chatterbox is an informal Christian based Parent/Carer and toddler group for people with children aged 0-4 years. There are lots of toys and activities such as playdough and craft available. They have a break for drinks and snacks and finish with a song time which includes Christian songs.

Ignite Kids Club

Ignite is an after school group for primary age children from reception to Year 6. There are games, stories, craft, and refreshments.

Youth Group

We are currently running a youth group on Friday evenings that welcomes young people from years 7-13 (age 11-18). Historically this has been run as two groups for different ages, however, like many youth groups the pandemic saw disruption to in person events that resulted in young people falling away from social activities, despite us having an online offer. We are meeting again in person and have between 15 to 20 youngsters attending each week from inside and outside the Church. We hope the group will continue to grow and that we can split it into two age groups again in the future, but in the meantime we continue to run as one group which seems most effective. The sessions are mainly for fun and socialising with a bible-based epilogue at the end of the evening. Activities at church include

table tennis, table football, football, movie nights, games, etc as well as providing time just for chilling and chatting. Some weeks we run external events such as bowling, badminton, golf at the driving range, walks to name a few.

9. Communication:

A weekly news bulletin is distributed via email, information is posted about the church activities on our Facebook page and there is an HHBC website (www.hhbchurch.org.uk). These are some of the ways in which people can stay informed about what is happening in the life of the church.