



Appointment of

OUTREACH COORDINATOR

(FULL TIME)



“Our mission is to proclaim the transforming presence of Jesus Christ through biblical teaching and practical training, equipping men and women for service in His Church worldwide.”

BACKGROUND TO CAPERNWRAY

Capernwray is an international interdenominational, Christian Bible School and Holiday Centre located in a beautiful setting near Carnforth in Lancashire.

Capernwray opened in the spring of 1947 under the leadership of Major and Mrs Ian Thomas. It was here that the Capernwray Missionary Fellowship of Torchbearers was established, drawing UK and European youth to the North of England. The Bible School was started to disciple young believers, enabling them to deepen their faith and understanding of the Word of God.

Since then Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the Bible School and Holiday programmes. Capernwray was the founding centre of Torchbearers International which now encompasses 24 similar centres worldwide and with whom Capernwray enjoys a strong association. The international perspective of Capernwray is evidenced by the large numbers of overseas staff, guests and students. Capernwray

accommodates up to 160 students or 200 guests. There are approximately 40 full and part time staff, 20 year long volunteers on our Serving and Leadership Training (SaLT) programme and a substantial number of short term voluntary staff serving seasonally throughout the year.

Capernwray has gained an international reputation as a centre for full-time study and holidays aimed at enabling people to experience the life-changing work of Jesus Christ. The Bible School courses (Level 3, NCFE-accredited) provide practical biblical instruction, equipping men and women to serve the Lord's purposes wherever they may be. The School is accredited by the BAC as a short course provider (6 and 3 month courses which can be taken individually or sequentially) and receives glowing inspection reports.

The Holidays provide priceless opportunities to meet new friends while learning and discussing the truth of who Jesus Christ is and how He is relevant to all ages in the present day. Refreshment and relaxation in a scenic environment enhances the teaching of the Word.



PERSON SPECIFICATION AND KEY RESPONSIBILITIES

Job Title: Outreach Coordinator

Salary: £26,000 (*with potential provision of on-site accommodation*)

An essential part of the Capernwray student experience is being trained and deployed in reaching lost people with the gospel of the Lord Jesus. This role, within the Bible School team, will oversee those aspects of the students' experience, including the crafting and delivery of lecture series and training events, liaison with local outreach opportunities (schools, ministries, churches, prisons, etc.), and administering and monitoring students' church and outreach placements.

Your key responsibilities will include:

- Delivery of lectures and seminars to train and equip the students for evangelistic outreach
- Organising a variety of local outreach opportunities for weekly student placements with a range of churches and other ministries
- Liaising with local evangelical churches and organising weekly placements for Sunday services
- Identifying suitable evangelical churches and other ministries at which students can be placed during their Outreach Placement Week, and overseeing the students' placements there
- Planning and delivering (with staff and students) Capernwray's annual Open Day, Christmas Outreach presentation and other outreach events
- Enhancing the profile of global mission at Capernwray
- Contributing more widely to the Bible School teaching programme, including marking student assignments
- Playing a significant role in Capernwray's Holiday and Conference programme



ABOUT YOU

You will be expected to have the essential skills, knowledge and experience listed below.

Essential Skills:

- Mature, committed and baptised Christian believer, in active and regular fellowship in a local church, able to affirm Capernwray's Mission Statement, Statement of Faith, Values, Principles and Practices and Policy Statements, willing to work within their parameters.
- Passionate about reaching lost people with the gospel of Jesus Christ, and about sharing that passion with other believers and training them in evangelism.
- Proven experience and ability in Christian leadership, Bible teaching, evangelism and pastoral work.
- Proven ability to work cooperatively, harmoniously and flexibly as part of a team.
- Proven administrative ability.

Desirable Skills:

- Theological qualification to undergraduate level or above.
- Knowledge and experience of Torchbearer Bible Schools.
- Ability to speak a language additional to English.
- Qualification and experience in teaching ESOL.
- Ability to lead sung worship.
- Experience of working with and supervising volunteers.
- Experience of Google software.
- Experience of working in Christian residential ministry.

Key Responsibilities common to all Capernwray staff:

- To participate in Capernwray's community life, including attendance at staff meetings, prayer meetings and social events, and to assist in other elements of the ministry's functioning as required.
- To contribute to the Capernwray Holiday Programme as agreed.
- To participate in a Bible School 'Family Group', offering friendship, direction, pastoral nurture and encouragement to the students within it.
- To willingly and regularly affirm the ministry's [Statement of Faith](#), [the Torchbearers' Principles & Practices](#), our [Values](#) and [Mission Statement](#).

WHAT WE OFFER AND HOW TO APPLY

This role carries an occupational requirement for the applicant to be an active Christian and to subscribe to the ministry's [Statement of Faith](#). Under current UK employment legislation you will need to show you have a right to work in the UK.

Safer recruitment	Capernwray is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults. References, a Voluntary Self-Disclosure and an Enhanced DBS check will be required for this role.
Salary	£26,000 with potential provision of on-site accommodation.
Annual Leave	30 days (including public and bank holidays) increased to 32 days after five years' service. The Capernwray holiday year runs from April to March. Usually 3 days annual leave is required to be taken when the Hall closes for 5 days at Christmas.
Hours of Work	37.5 hours typically spread over five days in a 7-day working week. Some weekend working and availability outside of normal working hours will be required although working patterns are designed to permit substantial involvement in a local church. (We hope to appoint this as a full-time post, but will consider applications from those who can only work part-time.)
Pension Scheme	Auto-enrolment pension scheme. Our current contribution rates are 4% for the employee and 7.8% from the employer.
Additional Benefits	Meals and refreshments are provided while you are working. Staff also benefit from a discount in the extensive Bookshop, free use of the swimming pool, sauna and other sports facilities, and a discount for staff family members at Capernwray Bible School, Night School and on Capernwray holidays and guest accommodation.

A full job description is available on request. Please complete your application on our website: capernwray.org/application-for-employment

If you wish to speak to someone informally about this position before applying, please contact Derek Burnside, Bible School Principal, on 01524 738019, derek.burnside@capernwray.org.

Closing date: Tuesday 28 May 2024 | *Interviews will be held at Capernwray in early June*
Starting date: Early September 2024 or early January 2025

STATEMENT OF FAITH

1. The Bible is, in its entirety, the revelation of God for mankind, inspired by the Holy Spirit.
2. God is the triune God: Father, Son and Holy Spirit.
3. The Lord Jesus Christ is God's Son being one with the Father. All things are created by Him and for Him.
4. Through the action of the Holy Spirit, and born of the Virgin Mary, He became man.
5. He was without sin and of His free will, and by His sacrificial death upon the Cross, He brought about salvation for this fallen world.
6. He is the only mediator between God and man, and by accepting His salvation through faith, man is justified from his sins and receives forgiveness and eternal life.
7. Jesus Christ is risen bodily from the dead.
8. Jesus Christ will return to deliver just judgement and to bring all things to completion.
9. The Holy Spirit is God in unity with the Father and the Son.
10. Through the outpouring of the Holy Spirit, Jesus Christ comes to dwell within those who accept Him through faith.
11. Through the presence of the Holy Spirit, a person becomes a new creature, and is being transformed into the likeness of Jesus Christ.
12. Jesus Christ adds those who believe in Him to his Body. This is His church on earth, of which He is the Head.

