

Appointment of  
**MEMBER OF THE BOARD  
OF TRUSTEES**



# BACKGROUND TO CAPERNWRAY

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

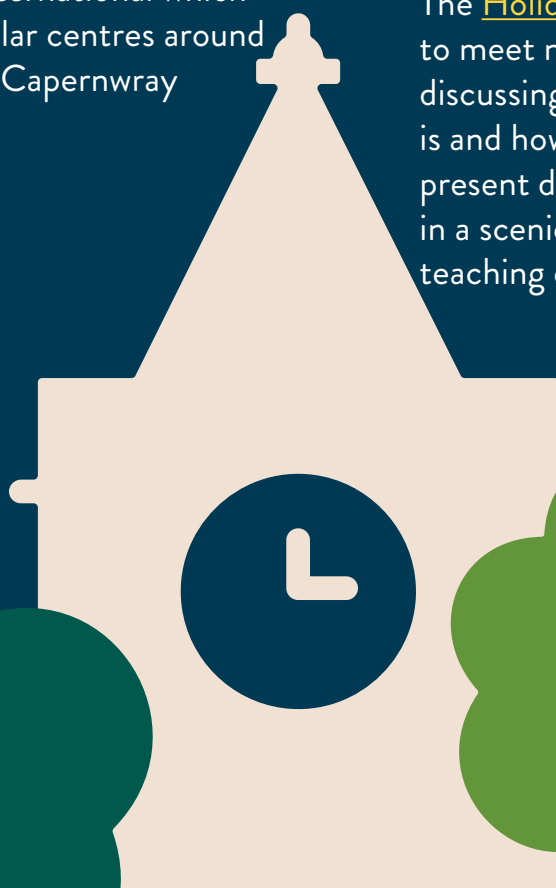
Capernwray opened in the spring of 1947 under the leadership of Major and Mrs Ian Thomas. It was here that the Capernwray Missionary Fellowship of Torchbearers was established, drawing European youth to the North of England. The Bible School was started to disciple young believers, enabling them to deepen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

Since that time Capernwray has grown significantly while still seeking to fulfil this vital ministry of teaching and evangelism through the Holiday and Bible School programmes. Capernwray was the founding centre of Torchbearers International which now encompasses 24 similar centres around the world 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 180 students or 200 guests. There are approximately 30 full and part time staff and a similar number of voluntary staff serving throughout the year.

Capernwray has gained an international reputation as a centre for full-time study and holidays aimed at enabling individuals 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 British Accreditation Council as a Short Course provider (6 and 3 month (2.5 months at present) courses which can be taken individually or sequentially) and received [glowing inspection reports](#) in May 2019 and October 2020.

The [Holidays](#) provide priceless opportunities to meet new friends while learning and discussing the basics of who Jesus Christ is and how He is relevant to all ages in the present day. The refreshment and relaxation in a scenic environment enhances the teaching of the Word of God.



# PERSON SPECIFICATION AND KEY RESPONSIBILITIES

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## **Vacancy:**

Member of the Board of Trustees

## **Vision and Context:**

We are looking for Trustees to augment our Board in the oversight and governance of Capernwray's Christian ministry based at Capernwray Hall, near Carnforth, Lancashire LA6 1AG.

Capernwray Missionary Fellowship of Torchbearers (CMFOT) is a Company limited by guarantee (registration number 3573958) and a registered Charity (number 1073139).

## **Key Facts: Staff and Finances**

Organisation: Paid employees (c30), Voluntary staff annually (15 - 60), Turnover (£2.1M), Assets (£5.0M) including Capernwray Hall, staff residential properties (12) and 166 acres, Students per Bible School (100 - 160), Holiday guests annually (2000 - 2200).

## **Location**

Board meetings will normally take place at Capernwray Hall, Lancashire or remotely. Four board meetings per year potentially plus one further strategy day. Trustees are expected to read and review papers before meetings, and each trustee may also be assigned specific responsibilities, depending on knowledge and experience. Time commitment varies, but on average 2 days per three month period.

## **Remuneration**

The role of Trustee is not accompanied by any financial remuneration , although all reasonable travel expenses may be claimed.

## **Duration of Appointment**

The term of appointment is 4 years initially, with the possibility of two further terms of 4 years each.



# ABOUT YOU

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## Specific skills advantageous

The standard role and expectations of a Trustee for a Charity are captured on the Charities Commission website [here](#).

Particular skills and experience that will be valuable include:

- Financial/ Legal/ Regulatory experience, ideally associated with a Christian charity and prior Trustee experience preferred
- Commercial Leadership experience in Christian residential/ educational ministry
- Strategic direction setting for similar charitable organisations or equivalent
- Depth of theological understanding which is sympathetic to the evangelical and interdenominational nature of the ministry
- Experience in a hospitality context
- Pastoral experience within Christian agencies or a church setting
- Safeguarding knowledge and experience



# OVERVIEW OF ROLE

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**In the pursuit of all of the above in practice, you will:**

1. Pray regularly for the ministry
2. Guard the essential distinctives of our commitment to evangelical and evangelistic Christian ministry
3. Ensure CMFOT applies its resources exclusively in pursuing its objectives
4. Contribute actively to the Board of Trustees' role in giving firm strategic direction to CMFOT
5. Safeguard the reputation and values of CMFOT, and by extension the Christian faith
6. Declare any conflict of interest/ loyalty while carrying out the duties of a Trustee
7. Be collectively responsible for the actions of the organisation and other trustees
8. Hold the Managing Director and management team to account and ensure effective and efficient administration of CMFOT
9. Ensure the financial stability of CMFOT
10. Attend meetings and read papers in advance of meetings
11. Actively participate in any sub-committee meetings, which may be established for specific purposes as appropriate
12. Keep informed and up to date with the activities of CMFOT and the wider issues which may impact its work
13. Work with fellow trustees in a collaborative way, using feedback to enhance Board effectiveness and performance.
14. Promote the ministry of Capernwray where possible in ways that prove to increase interest in all programmes.
15. Consider taking time to volunteer as a staff member for a holiday week/weekend or during Bible School to be alongside staff and understand the experience of students and guests at Capernwray.

You will have relevant experience and a passion for the ministries of Capernwray, able to support and promote our [Statement of Faith](#), [Values](#) and Mission Statement:

**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.**

An enhanced DBS check will be required for this role.





# HOW TO APPLY

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Applications comprising a covering letter and a full CV, including qualifications and relevant experience should be sent by email to the Company Secretary [julie.burrows@capernwray.org](mailto:julie.burrows@capernwray.org). If you wish to speak to someone informally, please contact Brian Wickens (Managing Director) or Michael Thompson (Chair of Trustees) via [brian.wickens@capernwray.org](mailto:brian.wickens@capernwray.org). Shortlisted candidates will be asked to provide names of spiritual and professional referees.

The appointment(s) will be made following a recruitment process which will include an interview for shortlisted applicants, and an invitation to visit Capernwray and spend time with some of the team.

**Closing date:** Friday 9 September 2022

# STATEMENT OF FAITH

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- We accept the whole Bible as the inspired revelation of God to man.
- We believe that the Lord Jesus Christ is God, in equality with the Father, and that by Him the Father created all things.
- We believe that the Lord Jesus Christ became Man through the miraculous operations of the Holy Spirit, and that He was without sin.
- We believe that the Lord Jesus Christ, the Lamb of God, died willingly in the place of sinners, to become the Redeemer of this fallen World, and the only Mediator through Whose atoning Blood, and by faith in Whom alone, we receive forgiveness of sins.
- We believe that the Lord Jesus Christ rose again from the dead, appeared to His disciples, and returned to the Father; that on the day of Pentecost He came in the Person of His Holy Spirit to dwell within the hearts of all who had received Him, and thereby established His Church, the Body of Christ on earth, a Fellowship of all true Believers, of which He is the Head.
- We believe in God the Holy Spirit, co-equal Member of the Trinity, and that He is present in the hearts of all who through faith have received the Lord Jesus Christ as Saviour, and who are thereby born again, the children of God, who is the Father of them that believe.
- We believe that the Lord Jesus Christ is coming back again in Person to this earth and that by Him God will judge the World.

