

CAP National Speaker Team Handbook

Thank you for choosing to give your valuable time and energy to join the CAP National Speaker Team family. We are all hugely excited to see how God will use you to share His heart for the poor and Gospel to people up and down the country.

The CAP National Speaker Team Handbook has been designed to provide you with all the information needed to book and complete any Head Office or Speaker Own talk. We hope you find it a beneficial resource that will helpfully explain the whole process of a CAP talk, from pre-talk preparation to posting those Lifechanger Forms off to CAP HO!

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Booking a Head Office Talk

Every two weeks we will send out a list of UK churches who would love a CAP Speaker. Check your inbox and look out for the **Opps List** spreadsheet below!

Church Region	Faith Denom ID	Account	Mailing City	Mailing Postcode	Type	Number of seats	Provisional Date 1	Provisional Date 2	Provisional Date 3	Service Time	Talk Length	Speaker Gender
East of England	11104	King's Baptist Church	Hobdon	SG5 6WV	CAP Sunday	55	12/05/2019	03/06/2019	14/07/2019	10.30	25 Mins	No Preference
London	10695	St Peter's Church, Brockley	London	SE4 2UT	CAP Sunday	90	05/05/2019			10.30	25 Mins	No Preference
	11062	Longwell Heath Baptist Church	Surrey	CR0 7SP	CAP Money launch	20	19/06/2019	26/06/2019	02/07/2019	18.30	25 Mins	Male
Scotland	18057	Uphall South Parish Church	Broadburn	KH2 5HY	Presentation	100	09/02/2020	16/02/2020	23/02/2020	11.00	25 Mins	No Preference
	82182	St James Church	Dumfries	DD5 2AD	Presentation	40	07/04/2019	19/05/2019	26/05/2019	11.00	25 Mins	No Preference
South East	81117	The Pastors Church	High Wycombe	HP13 9HW	CAP Sunday	90	25/06/2019	30/06/2019		10.45	25 Mins	No Preference
	15435	Murchison All Saints Church	Abingdon	OX13 9HW	Presentation	70	25/06/2019	27/06/2019		10.00	25 Mins	No Preference
	30704	Romneytown Family Church	Hampton	PO2 7SE	Presentation	100	08/06/2019	15/06/2019		10.30	20 Mins	No Preference
	81208	Eastgate Baptist Church	Leaves	BN2 2UR	Presentation	50	18/06/2019	26/06/2019	07/07/2019	10.30	25 Mins	Male
	81001	St Agnes	Reading	RG2 8DU	Presentation	50	30/06/2019			10.00	25 Mins	No Preference
	915489	The Vine United Reformed Church	Rochester	ME1 3RW	Presentation	40	21/07/2019	28/07/2019		10.30	45 Mins	No Preference
	915492	Christ Church Embassy	Folkestone	CT19 3JG	Presentation	40	05/08/2019	12/08/2019		10.00 or 11.00	20 Mins	No Preference
	113456	St James' Church Wharfedale & Carlisle	Muskele	CT9 5JU	Presentation	55	05/05/2019	12/05/2019	19/05/2019	10.30	25 Mins	Male
South West	10360	Newus Methodist Church	Bath	BA1 5QA	General	45	16/06/2019	23/06/2019		10.30	25 Mins	No Preference
	16277	St Mary's Church, Chickerell	Weymouth	DT3 4DS	Presentation	20	14/07/2019			10.00	20 Mins	No Preference
	13608	Redruth Baptist Church	Redruth	TR24 2DP	CAP Sunday	75	14/07/2019			10.00	30 Mins	No Preference
West Midlands	18612	Hobrook Evangelical Church	Coventry	CV6 6GD	Presentation	40	28/05/2019	25/06/2019	17/09/2019	19.45	25 Mins	Male

If you see a talk you want to do, simply reply to the Opps List email with:

- The Church name
- ID number
- The date(s) you are able to do

We will contact you to confirm the booking, provide you with more details about the talk and give you more information about resources.

Arranging a Speaker Own Talk

Do you have personal contact with a church who would like to hear about CAP? You can arrange your own CAP talk with them!

Email speakers@capuk.org and please let us know about any CAP church talks that you arrange. It's important that we know which churches have received CAP contact as this could affect future arrangements with them.

Provide the following information so that we can also support and resource you for your Speaker Own talk:

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- Church name and address
- Date and time of talk
- Type of Lifechanger Ask: Full, light or no
- Expected number of adults in the congregation

Pre-talk support and Speaker development

Is it your first CAP talk?

Would you love some support and development as a current speaker?

We offer a variety of sessions to help you develop your skills as a CAP Speaker. Click on any Speaker development opportunities below to book a date and time that suits you.

- [Pre-talk Coaching Call](#)
- [Post-talk Coaching Call](#)
- [Framework Coaching Session](#)
- [Talk Evaluation - Pre Recorded](#)
- [Talk Evaluation - Live Delivery](#)

Contacting the church

We'll send you the details for the main contact at the church and we would recommend you get in touch within two weeks of booking your talk, as well as a week beforehand. Quickly introducing yourself to the church leader is a great chance to spark conversation, clarify expectations and build a solid relationship with the church before your talk.

- [Click here](#) to access the **'How To Guide' for phoning a church leader**

Your booking confirmation email will contain details of any CAP staff at that church, should you wish to contact them. This can helpfully improve your understanding of the specific needs of the church and their community. For example, they may as sometimes they may require an ask for volunteers or befrienders as part of your overall 'Ask'.

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Resources: Talk Frameworks, PowerPoints and Videos

Upon receiving a booking confirmation email, look at our new [CAP resources website](#) to access all the frameworks, powerpoints, videos and updates you'll need for your church talk.

The new framework is intended to be flexible and open, giving you the freedom to naturally share about CAP and the local church in a personal and impactful way. There are opportunities for you to use your own words and include personal stories, experiences or testimonies from yourself or a client. Feel free to research the church's local community involvement and accurate local area statistics in order to expand on points that are particularly relevant for the church in which you are speaking.

If you prefer to have more concise notes to speak from, you can also condense the content to key points for you to then expand on during the talk.

Resources: Ordering Physical Items for the Stand

For every CAP talk you will have a Resource Stand nicely decorated and laid out with interesting items from Head Office including books and Lifechanger forms.

- Order **free** resources from the [CAP resources website](#) by clicking on the **Physical Resource** tab

Once you have placed your order we will arrange for them to be shipped to yourself. We can also arrange for resources to be sent directly to the church you will be speaking at, but please check this with the church before ordering to ensure they are able to receive the items.

We will send you a resource reminder email two weeks before your talk, containing the ordering link and the following guidelines for ordering resources:

- Nevertheless books:** 20% of expected congregation size
- Journeys of Hope books:** 10% of expected congregation size
- Life Changer Forms:** 70% of expected congregation size
- Pens:** 70% to match Life Changer forms
- Legacy Packs:** 2 for every 100 expected to attend
- Clipboards:** 2 for every 100 expected to attend
- Church Partnership Brochure:** 1 for each church



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What to do on the day of your talk

Some practical tips for the big day!

- **Check the audio and visual facilities**
 - Test the video and make sure the sound is working.
 - Using a wireless microphone? Have a back-up incase!
- **Pop a Life Changer form and pen on every other seat**
 - Many people won't be able to come and speak to you at the stand after the service so make sure they have a chance to get involved.
- **Ask how the church leader will introduce you**
 - Potentially shortens your talk intro and allows you to be more creative with your opening
 - Enables you to be well-known and well-received by the congregation in a way you feel comfortable with
 - Provides clarity over expectations and awareness of any last minute changes
- **Set up your Resource Stand in a relevant place**
 - Where do people gather after church? Find out and make sure you set up there!
 - Don't be left in the church when everyone goes through to a hall for coffee!
- **Be ready for unexpected changes!**
 - These could include buffering videos, booming microphones or your talk time suddenly being cut in half.
 - Put all the resources on a **pen drive** before your talk
 - Keep the audience engaged during the wait with a joke, a powerful client story or some active congregation involvement.

Life Changer Forms

Life Changer forms from church talks are grouped into the following categories:

- **Names for mailing list**
 - Where a name, contact details and contact preferences are provided.
 - The red lettered contact preferences must be ticked or we cannot contact people!

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- **Partially completed**
 - The Life Changer box or an amount has been ticked. Name, contact details and contact preferences are provided, but no bank details.
- **Fully completed**
 - Life Changer box or an amount has been ticked. Name, contact details and contact preferences are provided. Sort code and account number filled in.

Names for mailing list

Christians against poverty CAP *Become a Life Changer by making a monthly gift*

God is changing lives beyond recognition in communities just like yours. We'd love to share the joy of how you can support us in bringing good news to the poor! Are you happy to hear from us in the following ways?
 Email Post Phone Text

I give my consent for CAP to keep me updated as detailed above. CAP will ensure your personal details are held securely to enable us to contact you moving forwards in line with our privacy policy (capuk.org/privacy). We will never share them with anyone else. If you'd like to change your consent options in the future, please contact us.

1 My Life Changer details

I/We would like to start my Life Changer donation. A monthly gift of £5 £12 £15 £30 £50 or £_____ on the 1st 8th 15th 28th of each month until further notice. The first payment will be made in _____ month

I would like to increase my Life Changer monthly gift from £_____ to £_____

2 My details please complete in BLOCK CAPITALS

Title: _____ Name: _____

Address: _____

 _____ Postcode: _____

Telephone: _____
 Mobile: _____
 Email: _____
 _____ DOB*:

Which church did you get this form from?
 Date you got this form:

By filling in this form, you are confirming you are over 16 years old
 * We use your date of birth for security if you ever want to change your gift.
 Charity Registered No. 109727 (England & Wales), SC038776 (Scotland). CAP is authorised and regulated by the Financial Conduct Authority.

Gift Aid declaration

I am a UK tax payer* and would like CAP to claim gift-aid:
 From four years ago or since

I am not a UK taxpayer or I would not like CAP to claim gift-aid

* I am a UK taxpayer and I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference. Please notify Christians Against Poverty if you change your name and/or address. Reg. Charity No 109727

Instructions to your bank/building society to pay by Direct Debit Service User No:

To the Manager:
 Bank/building society _____
 Bank/building Society address: _____

Instruction to your bank/building society

Please pay Christians Against Poverty Direct Debits from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Christians Against Poverty and if so, details will be passed electronically to my bank/building society.

Name(s) of account holder(s) _____
 Sort code _____ Bank/building society account number _____

Signature _____

Banks and Building Societies may not accept Direct Debit instructions for some types of account
 Your donations are covered by the Direct Debit Guarantee. For more information visit capuk.org/directdebit.

Partially Completed

Christians against poverty CAP *Become a Life Changer by making a monthly gift*

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I would like to increase my Life Changer monthly gift from £_____ to £_____

2 My details please complete in BLOCK CAPITALS

Title: _____ Name: _____

Address: _____

 _____ Postcode: _____

Telephone: _____
 Mobile: _____
 Email: _____
 _____ DOB*:

Which church did you get this form from?
 Date you got this form:

By filling in this form, you are confirming you are over 16 years old
 * We use your date of birth for security if you ever want to change your gift.
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Fully Completed

Christians against poverty CAP *Become a Life Changer by making a monthly gift*

God is changing lives beyond recognition in communities just like yours. We'd love to share the joy of how you can support us in bringing good news to the poor! Are you happy to hear from us in the following ways?
 Email Post Phone Text

I give my consent for CAP to keep me updated as detailed above. CAP will ensure your personal details are held securely to enable us to contact you moving forwards in line with our privacy policy (capuk.org/privacy). We will never share them with anyone else. If you'd like to change your consent options in the future, please contact us.

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I am not a UK taxpayer or I would not like CAP to claim gift-aid

* I am a UK taxpayer and I understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference. Please notify Christians Against Poverty if you change your name and/or address. Reg. Charity No 109727

Instructions to your bank/building society to pay by Direct Debit Service User No:

To the Manager:
 Bank/building society _____
 Bank/building Society address: _____

Instruction to your bank/building society

Please pay Christians Against Poverty Direct Debits from the account detailed in this instruction, subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Christians Against Poverty and if so, details will be passed electronically to my bank/building society.

Name(s) of account holder(s) _____
 Sort code _____ Bank/building society account number _____

Signature _____

Banks and Building Societies may not accept Direct Debit instructions for some types of account
 Your donations are covered by the Direct Debit Guarantee. For more information visit capuk.org/directdebit.

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What to do with Life Changer Forms after a talk

We will provide freepost envelopes so you can post back any Life Changer forms you receive, along with cash or cheque donations too. Please make sure the envelope is well sealed before sending.

To meet GDPR requirements it's very important that you send off any forms you receive **as soon as possible**. Unfortunately not every form we receive ends up as an active Life Changer, as people may change their mind or we may be unable to contact them to confirm their details. The sooner we receive the forms and contact the supporter, the more likely they are to confirm their pledge to become a Life Changer.

With this in mind, **please put any forms in the post on your way home from a talk**, it really does make a big difference!

Claiming Expenses

It is up to you whether you would like to claim your travel expenses.

If you would like to submit a claim, this is done through the online system Focalpoint.

You are required to complete an excel spreadsheet, which will calculate the total expense based on the number of miles, this information is then input onto the online system (Focalpoint) and you will need to print off a copy of the mileage spreadsheet and post this into Head Office, along with any relevant receipts attached.

For those of you with access to the CAP Systems Intranet, clicking 'Expenses' on the 'Systems' drop down menu will take you to the expenses system.

If you do not yet have an account set up for the online expenses system, you just need to email the finance team on finance@capuk.org and explain that you are a speaker wanting to claim expenses, they will then set up an account for you and provide further information.

Full instructions for submitting claims, setting up an account for the expenses system and a guide to using the online expenses system can be provided on request.

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Providing Feedback on your talk

When you have finished a Head Office or Speaker Own church talk, please fill out this [online feedback form](#). This is a quick 5-minute form that provides us with the essential information about your talk.

You will receive an email reminder about the feedback form beforehand as well as a text with an encouragement on the morning of your talk.

A member of the Speaker Management Team will get in touch with you the week following your talk in order to support you through a **post-talk coaching call** or simply to help you reflect on and chat through the talk itself.

*Thanks for being an amazing and crucial part of the National
Speaker Team!*

Contact us

*If you have any problems, questions or require extra information please
feel free to email or phone the Speaker Management Team at:*

speakers@capuk.org or 01274 760814