



# application pack

Director of Ministry



Dear applicant

Thank you for your interest in the post of Director of Ministry. I hope this pack tells you everything you need to know to decide whether this might be the role for you. Included with the pack are:

- Further information about CPAS and its ministry.
- The role profile for this post.
- Line management structure.
- An outline of the terms and conditions of employment.
- Details of the application procedure and timetable.
- The CPAS basis of faith.

The CPAS trustees have identified three core components to CPAS's ministry over the next few years:

- (1) **Ventures and Falcon Camps:** residential Christian holidays for over 4,500 children and young people each year. CPAS supports around 3,000 volunteer leaders.
- (2) **Leadership development:** training, resourcing, supporting and developing lay and ordained leaders in the local church in order to make them more 'mission effective'.
- (3) **Patronage:** appointing biblical, evangelistically-focused leaders to lead in CPAS's portfolio of over 500 churches.

The trustees are seeking to appoint a creative and dynamic communicator to oversee these ministries and drive them forward. You should be an innovative leader of leaders with a track record of ministry in the local church but ready to take some risks for the Kingdom. Able to work across these three areas, you will be able to deputise for the general director, taking a key role in the leadership of the organisation.

This is a process of discernment. If you're excited by these possibilities and the vision outlined later in this pack, then enter that process with us. We'd love to meet you and explore whether God might be calling you to be a part of our ministry amongst local churches.

If you would like an informal discussion about any aspects of the role or the details in this pack, then please contact me on 01926 458462.

We look forward to receiving your application!

Yours in Christ

A handwritten signature in black ink, appearing to read 'John Dunnett', enclosed within a simple, hand-drawn oval border.

John Dunnett  
**General Director**

Athena Drive, Tachbrook Park, WARWICK CV34 6NG  
**T** 01926 458458 **F** 01926 458459 **E** [info@cpas.org.uk](mailto:info@cpas.org.uk) **W** [www.cpas.org.uk](http://www.cpas.org.uk)

**Church Pastoral Aid Society** Registered charity no 1007820 (England and Wales) SC039082 (Scotland)  
A company limited by guarantee Registered in England, no 2673220 Registered office at address above

# About CPAS

## Who we are

CPAS is a leading Anglican evangelical mission agency working with churches, mainly in the UK and Republic of Ireland. Established in 1836, our founders' purpose was captured in the phrase 'the gospel to everyone with a single eye to the glory of God'. The spiritual needs of men, women and children in our nations continue to motivate us and are reflected in our mission statement: **'CPAS enables churches to help every person hear and discover the good news of Jesus Christ.'**

We recognise that leadership is a key factor in the spread of the gospel, and therefore we are dedicated to developing effective, Christ-like leaders in churches.

CPAS has a strong track record of developing leaders.

- We are one of the largest church patrons in the UK (second only to the Crown). We have patronage links with over 500 churches.
- We have helped over 10,000 men and women in the process of discerning a call to ordained ministry through our vocations weekends
- The CPAS *Arrow Leadership Programme* develops leaders for life-long leadership
- Each year, we enable over 3,000 volunteer leaders to run Ventures and Falcon Camps – Christian holidays for children and young people
- The CPAS *Growing Leaders* course was launched in 2006, designed to develop and grow lay leaders. It's been positively received by churches around the country, and *Growing Leaders – Youth Edition* will be published in January 2009 to develop leadership in young people.
- Our team of regional leadership advisers work with churches and individuals across the UK and the Republic of Ireland offering training, mentoring and advice.

We are now looking for exceptional people to build on this strong foundation.

## Governance

CPAS is governed by a group of 12 trustees who determine overall policy. The trustees are advised by a 40-strong Council of Reference. Day-to-day management is delegated to the general director and senior staff.

## Finances

Our work is funded almost entirely by voluntary donations from churches, individuals and trusts and receives no grants from central church funds. Our annual budget is approximately £3.2m.

## Location

We're currently based at our office on the outskirts of Leamington Spa and just a few minutes from Leamington station. We have comfortable, purpose-built and well-resourced facilities, including excellent IT provision and a strong support network. The office and conference facilities have been refurbished in the past two years.

Staff working at Tachbrook Park live in Warwick, Leamington, Coventry, Solihull, Birmingham, as well as the smaller towns and villages nearby. Leamington station has frequent trains to these places as well as Stratford, Oxford and London. Our office is very close to the M40 motorway providing easy access to London and Birmingham.

It would be possible for the postholder to work from Leamington or from elsewhere in the country, although regular attendance at the Tachbrook Park offices would be required (two or three times a week on average).

# Why we do what we do

Cris Rogers' leadership journey began when he became a Christian as a teenager on a CPAS Venture in Whitby. Eighteen years on Cris is now vicar of All Hallows, Church, Bow, having previously been pastor of Soul Survivor Harrow and an ordained pioneer minister.

Cris explains how the journey began: 'I was really intrigued by some lads a year older than me at church who had something that I didn't have. I realised that they came back each year from a CPAS Venture with such a passion for Jesus.'

'I started attending the same Venture, and when I was 15 or 16 I became a Christian. I sat down in my tent with one of the leaders and we prayed together, and almost overnight there was a change in my attitudes and behaviour.'



'My first ever experiences of preaching, leading worship and leading a small group were all on a Venture, and I was then able to develop as a leader by serving in these ways regularly as part of the Pathfinders group at church.'

'I wouldn't be able to do what I am doing in leadership now if it wasn't for the training ground that both Pathfinders and Ventures provided. The experience helped me to recognise my gifts as a leader, a teacher and a preacher.'

Cris then went on to study theology at Trinity College, Bristol and was involved in pioneering youth work at St Michael's, Boldmere in Sutton Coldfield.

Cris said: 'I was motivated by the culture of CPAS holidays to set up evening meetings for young people in Boldmere. We created a skate park and The Gathering, a youth congregation, grew up out of this.'

Soul Survivor Harrow is part of the Roxeth team ministry, and when Cris was pastor there, consisted of approximately 80 teenagers, seeing about 25 young people (many from non-church backgrounds) become Christians each year.

Cris said: 'Our major focus was worship – but that's not just about singing songs. Worship is about social action, evangelism and discipleship; Soul Survivor Harrow is a community of young people desperate to get out there and see people changed through the power of the gospel.'

'We encouraged the young people to take on leadership roles and responsibilities, for instance the older teenagers were involved in discipling younger teenagers. Our ethos was for the young people to have a go and to get involved. I have taken the model, which CPAS pioneered, of allowing young people to hear and respond to the gospel, and then as followers of Jesus to lead others to him.'

Four years ago Cris participated in the CPAS Arrow Leadership Programme. Cris comments: 'Arrow was brilliant – I loved it. Yet, the process of being refined as a Christian leader was painful and challenging. Arrow forced me to examine myself, my motivations, my calling and my priorities – and often that was a very difficult process.'

'Arrow encourages leaders to move away from "maintenance mode" to living as invigorated, passionate leaders with the physical and mental energy to model personal evangelism as well as leading a mission-focused church.'

'I believe that Arrow has equipped me for a life-time of serving God in missional leadership, enabling many teenagers to come to faith and be equipped to lead others to him.'

**Cris Rogers came to faith on a Venture holiday, grew as a disciple and leader through Ventures and, later, the Arrow Leadership Programme, and is actively leading others to Jesus Christ.**

# Where we are going

In recent years, CPAS has worked hard to ensure a clear focus in terms of where we're going and how we're going to get there. We've spent time defining our mission, values and vision, because we know our ministry has the potential to impact hundreds of thousands of people every year.

The last two years have been tough, as they have for many mission agencies and charities, but we remain committed to our core ministry areas - Ventures and Falcon Camps, patronage, and leadership development, with high cross-fertilisation between them all. We want to see our ministry evolve and have launched a new associates and partners programme at the start of this year as a way of developing the way in which we can work with and serve local churches throughout the UK.

We are looking for dynamic and committed people to join our team – men and women who share our values and vision, who are excited by our strategy and are motivated by our mission. We're excited about our future, and hope you are as well.

## Our values

We seek to honour God in everything we do, affirming the centrality of our faith in Jesus Christ, the supreme authority of the Bible, the transforming work of the Spirit and the power of prayer. Therefore, as an organisation and as individuals:

- We value relationships of respect and integrity.
- We value relevance, creativity and excellence.
- We value individual responsibility and team delivery.
- We value wise use of all God entrusts to us.

## Our vision

We believe that without a clear understanding of the central place of evangelism, churches tend to default to maintaining what exists. Research shows effective leadership is a primary factor in healthy/mission-focused churches. As an organisation we are not interested in developing leaders who simply focus on maintenance. The mission situation where increasing numbers of people are non-churched demands a clear focus on the mission mandate in both inherited and emerging churches. We believe the most strategic contribution CPAS can make to the evangelistic endeavours of churches at this time is to focus on transforming leaders.

We long to see a Christ-centred, Bible-based, mission-focused church where leaders are clear about their call to discipleship, growing in Christ-like character, and competent to lead in a time of rapid change; where leaders discern God's direction, enable action, build teams, develop leaders, facilitate communication, and nurture people; where leaders work in teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer emerging churches and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ.

Our current strategic aims for the next few years are to:

- (1) Make disciples of young people and develop leadership potential through Ventures and Falcon Camps.
- (2) Resource churches in developing missional leaders.
- (3) Develop key local church leaders as missional leaders.
- (4) Take a national lead in furthering missional leadership through our patronage work.

# Director of Ministry

## Vision

We long to see a Christ-centred, Bible-based, mission-focused church where leaders are clear about their call to discipleship, growing in Christ-like character, and competent to lead in a time of rapid change; where leaders discern God's direction, enable action, build teams, develop leaders, facilitate communication, and nurture people; where leaders work in teams, reflecting the diversity of ministries, and model themselves on the servant character of Jesus; where leaders help transform inherited churches, pioneer emerging churches and deliver creative residential ministry, effectively helping children, young people and adults hear and discover the good news of Jesus Christ. This role is vital to making this vision a reality.

## Overview of role

### Job purpose

The director of ministry is a senior post within the organisation, playing a key role in driving forward the ministry of CPAS, particularly in Gen Y and late Gen X contexts (the 'next generation'), through an outstanding ministry of speaking and preaching. The role will necessarily involve being an energetic and competent advocate/communicator for CPAS and a natural and skilled networker.

### Core tasks

- To play a lead role in external speaking and teaching in all three key areas of CPAS's work.
- To play a major part in the delivery of CPAS leadership development training.
- To preach for CPAS on at least two Sundays per month throughout the UK.
- To provide leadership and oversight towards the ministries of VFC, patronage and leadership development in a way that enhances closer synergy between them in pursuit of the wider mission of CPAS.
- To establish with the three principals, a team of Associates and partners, directing and developing their ministry.
- To play an active part in leadership of CPAS.

### Accountability and management

Reporting to the general director, the post holder line manages the three ministry principals.

### Communication

- Internally: the general director and trustees.
- Externally: highly connected with the church at large, building relationships with the national church, agencies and institutions to further strategic understanding of leadership innovation, development, teaching and discipleship.

### Decision making

- Contributes to the decision making of the leadership group.
- Oversight of delivery of strategy.
- Appointment of staff at principal level in conjunction with the general director.
- Oversight of development of materials/resources.
- Deputising for the general director.

## Requirements for role

### Knowledge

- Experience and expertise in Christian leadership theory and practice.
- An understanding of and ability to connect/communicate with late-Gen X and Gen Y.
- Appropriate theological training/qualification.
- Significant understanding of the local church and challenges to ministry in a variety of contexts.

### Skills

- Highly competent preacher and speaker.
- A creative and skilled trainer and deliverer of leadership development.
- Able to connect with, inspire and deliver to 'next generation'.
- Energy, resourcefulness and ability to be innovative and visionary.
- Analytical, problem-solving and interpersonal skills.
- An enabler of others, able to recruit and support the work of associates to assist in the delivery of CPAS ministry.
- A skilled and natural networker, strong in WOO (Strengthsfinder).
- A highly skilled reflective practitioner.
- A proficient user of IT in ministry delivery.

### Passion

The post holder will be passionate about the local church, its ability to enable people to hear and discover the good news of Jesus, and committed to developing leaders who will grow the church.

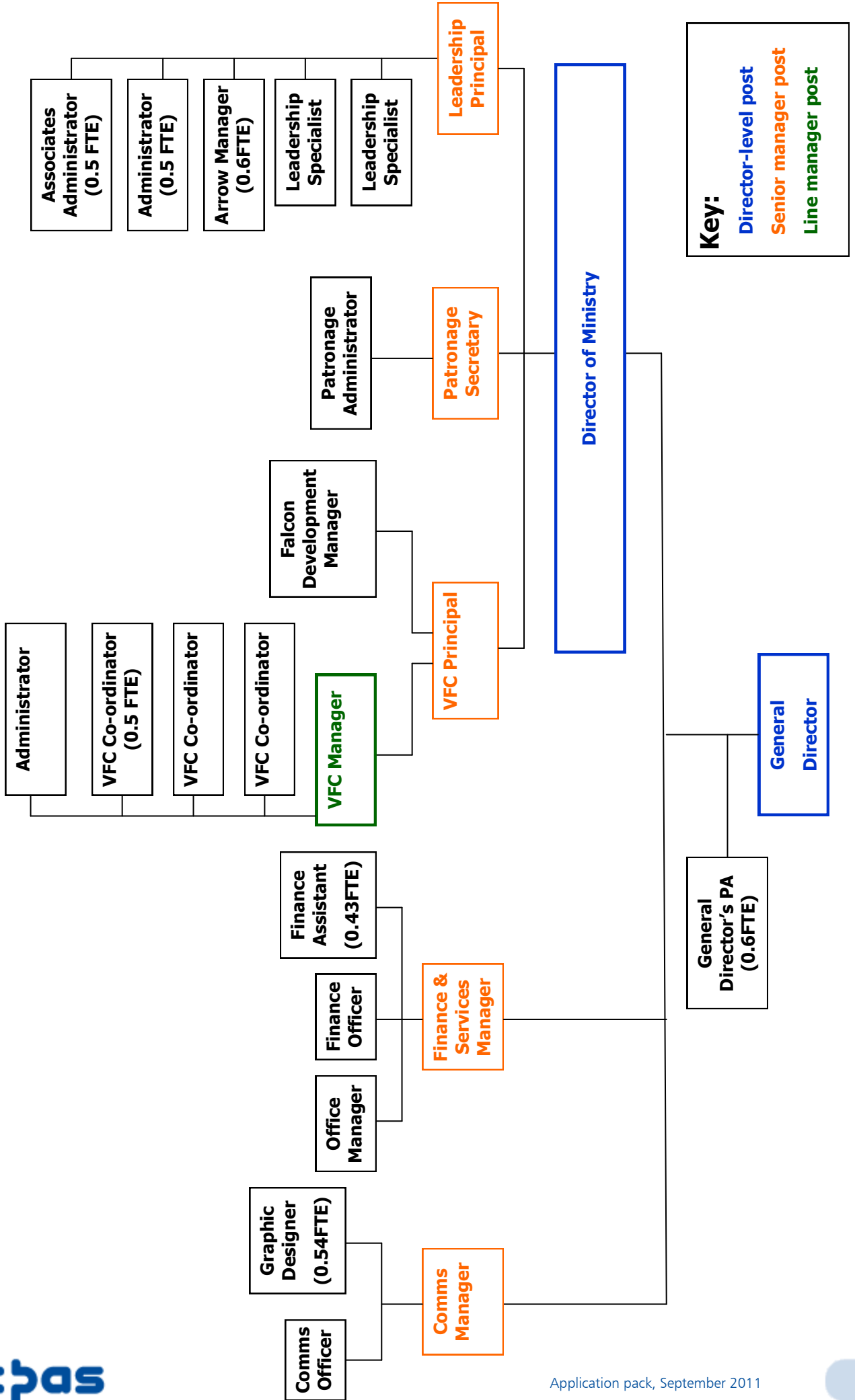
### Travel

Because of the nature of delivering courses and training across the UK and Republic of Ireland, the postholder will be required to travel regularly.

### Christian faith

CPAS is a Christian agency, working to support churches across the UK and Republic of Ireland. It is therefore important that the postholder has a committed personal faith and is an active member of a local church. As the post includes significant representation of the organisation externally, they will be required to sign the CPAS basis of faith.

# CPAS line management structure



**Key:**

- Director-level post
- Senior manager post
- Line manager post

# Terms and conditions

1. **Christian faith:** as a Christian organisation, with a focus on mission, some of our roles include an Occupational Requirement of an active Christian faith. Some employees are required to sign the CPAS basis of faith (see page 8). Details of how this applies to this post are included in the role profile.
2. **Location:** the post could be based at the CPAS offices in Leamington Spa or the postholder could be based at home, although, in the latter scenario, regular travel (two or three times a week, on average) to the CPAS office would be required. In either case, the role would involve frequent travelling to attend residentials, networking, visiting churches, leading training events and so on.
3. **Salary:** currently £42,128 per annum. Salaries are reviewed annually, normally in May.
4. **Housing:** for clergy who are coming from and are likely to return to tied accommodation it may be possible to provide housing. The salary above includes a nominal housing allowance of £13,917, which is not paid to staff living in CPAS accommodation (i.e. - the salary is reduced to £28,211).
5. **Pension:** lay staff join the Church Workers' Pension Fund (unless they opt out), a defined contribution scheme, which includes a death-in-service benefit. Staff contribute at a minimum of 4% of salary, with no maximum contribution. CPAS will match employee contributions up to a maximum of 9%. Clergy and Licensed Lay Workers may be able to retain membership of the Church pension scheme on the same basis as in parish work.
6. **Expenses:** all authorised expenses are reimbursed.
7. **Car:** CPAS reimburses mileage at the current maximum HMRC rate of 45p per mile.
8. **Relocation:** modest relocation assistance is available.
9. **Hours of work:** the nominal working week is 37 hours. (The nature of the job involves evening and weekend work in order to be available to churches and church leaders. Flexibility in working hours is therefore expected, with appropriate time off in lieu.) A willingness to undertake such other duties as may reasonably be required in the interests of CPAS' ministry is expected.
10. **Child protection policy:** formal clearance under the CPAS Child Protection Policy, including a CRB check, is required as this job involves visiting churches/other groups as a representative of CPAS, and work with children and young people.
11. **Driving licence:** this job involves travelling in circumstances where use of a car may be the only practical means of travel. Possession of a full driving licence is therefore required throughout the period of employment.
12. **Holiday:** annual holidays are five weeks, plus all bank holidays and the period from Christmas Eve to New Year's Day inclusive.
13. **Appraisal:** an annual appraisal is conducted to provide an opportunity for staff to review and improve their effectiveness. Role profiles are reviewed, normally in conjunction with the annual appraisal, and may be varied from time to time.
14. **Start date:** September 2012 or before if possible.

# Application process

## Application closing date

Midday Thursday 12th April 2012.

## Interviews

Interviews are provisionally scheduled for Wednesday 9th May at the offices of the Bishop of Kensington in Twickenham. If this date is problematic, please highlight this in your letter of application.

## How to apply

Please complete and return the CPAS application form, paying careful attention to the section that covers your skills, experience and qualifications and how they equip you for this role. Please return the application form per the instructions below.

Please do not send a CV instead of completing the application form. CVs will not be considered by the shortlisting panel.

## Referees

Please provide details of your referees in the relevant section of the application form. We normally take up references for all those called to interview. If you would prefer us not to approach one or more of your referees prior to interview, please indicate this on the form.

## Applications should be sent by email or post to:

Rev John Dunnett, General Director (jdunnett@cpas.org.uk)  
CPAS, Athena Drive, Tachbrook Park, WARWICK CV34 6NG

# Basis of Faith

*CPAS's Basis of Faith is adapted from the Anglican Evangelical Assembly's Basis of Faith, 27 February 1990*

## Introduction

As members of the Anglican Communion within the one, holy, catholic and apostolic church we affirm the faith uniquely revealed in the holy Scriptures and set forth in the catholic creeds, of which faith the Thirty Nine Articles of Religion are a general exposition. Standing in the Reformation tradition we lay especial emphasis on the grace of God – his unmerited mercy – as expressed in the doctrines which follow.

### 1. God as the source of grace

In continuity with the teaching of holy Scripture and the Christian creeds, we worship one God in three Persons – Father, Son, and Holy Spirit. God has created all things, and us in his own image; all life, truth, holiness, and beauty come from him. His Son Jesus Christ, fully God and fully man, was conceived through the Holy Spirit and born of the Virgin Mary, was crucified, died, rose and ascended to reign in glory.

### 2. The Bible as the revelation of grace

We receive the canonical books of the Old and New Testaments as the wholly reliable revelation and record of God's grace, given by the Holy Spirit as the true word of God written. The Bible has been given to lead us to salvation, to be the ultimate rule for Christian faith and conduct, and the supreme authority by which the Church must ever reform itself and judge its traditions.

### 3. The atonement as the work of grace

We believe that Jesus Christ came to save lost sinners. Though sinless, he bore our sins, and their judgment, on the cross, thus accomplishing our salvation. By raising Christ bodily from the dead, God vindicated him as Lord and Saviour and proclaimed his victory. Salvation is in Christ alone.

### 4. The Church as the community of grace

We hold that the Church is God's covenant community, whose members, drawn from every nation, having been justified by grace through faith, inherit the promises made to Abraham and fulfilled in Christ. As a fellowship of the Spirit manifesting his fruit and exercising his gifts, it is called to worship God, grow in grace, and bear witness to him and his Kingdom. God's Church is one body and must ever strive to discover and experience that unity in truth and love which it has in Christ, especially through its confession of the apostolic faith and in its observance of the dominical Sacraments.

### 5. The sacraments as the signs of grace

We maintain that the Sacraments of Baptism and Holy Communion proclaim the gospel as effective and visible signs of our justification and sanctification, and as true means of God's grace to those who repent and believe. Baptism is the sign of forgiveness of sin, the gift of the Spirit, new birth to righteousness and entry into the fellowship of the People of God. Holy Communion is the sign of the living, nourishing presence of Christ through his Spirit to his people; the memorial of his one, perfect, completed and all-sufficient sacrifice for sin, from whose achievement all may benefit but in whose offering none can share; and an expression of our corporate life of sacrificial thanksgiving and service.

### 6. Ministry as the stewardship of grace

We share, as the People of God, in a royal priesthood common to the whole Church, and in the community of the Suffering Servant. Our mission is the proclamation of the gospel by the preaching of the word, as well as by caring for the needy, challenging evil and promoting justice and a more responsible use of the world's resources. It is the particular vocation of bishops and presbyters, together with deacons, to build up the body of Christ in truth and love, as pastors, teachers, and servants of the servants of God.

### 7. Christ's return as the triumph of grace

We look forward expectantly to the final manifestation of Christ's grace and glory when he comes again to raise the dead, judge the world, vindicate his chosen and bring his Kingdom to its eternal fulfilment in the new heaven and the new earth.