Implementation Handbook for Local Churches
3rd Edition (December 2019)
Contents

1 About This Handbook .................................................................3
2 Why Parish Giving Scheme? .......................................................5
3 How Does Parish Giving Scheme Work? .....................................7
4 What Does Your Church Need To Do? .........................................8
5 Implementing Parish Giving Scheme in Parish ............................10
6 Moving Forward ........................................................................12
7 Contact Details ..........................................................................13
8 Stewardship Resources .............................................................14
9 Useful Information & Forms .......................................................15
1 About This Handbook

Aim of the Handbook

This handbook is intended to provide a single reference document for local churches in our Diocese, looking to implement the Parish Giving Scheme (PGS) at parish level. It is therefore hoped that this document will be of use by:

- PCC Treasurers
- Parish Stewardship Promoters
- Clergy & Ministry Teams
- Churchwardens
- PCC Members

You can have as many hard copies of the document as you like to help facilitate the process of launching the PGS in your Parish. Please request copies from your Stewardship Officers Hugo Cobham, hugo.cobham@lincoln.anglican.org or Jane Hodgson, jane.hodgson@lincoln.anglican.org. This Handbook and other helpful information are available on the Diocesan website - https://www.lincoln.anglican.org/stewardship-advice.

Related Documents

There is a selection of materials available to support you as you implement PGS in your parish and also to facilitate the administration of the system moving forward. These materials fall into two categories:

- Materials intended for PCC use (these are in A4 format) are available on the Diocesan website and reproduced in Section 9:-
  - PCC Resolution Form
  - Parish Registration Form
  - Parish Action Checklist
  - Resources Order Form
- Materials intended for individual donors (these are in A5 format) are provided once the PCC has registered with PGS:-
  - Donor Gift Form
  - PGS Folder
  - Information Flier: ‘I want to know….Why inflation is important? / How much should I give?’
  - Information Flier: ‘Giving Guide’
  - Leaflet: ‘Generous Living – Introducing the Parish Giving Scheme’
  - Offertory Token

Please do not photocopy the PGS resources – Gift Form, folder and guidance leaflets. We recommend you order these PGS printed material by contacting the Stewardship Officers using the contact details provided in Section 7 of this Handbook. There is no cost for these materials and you can then be sure of offering your donors high quality printed materials. Other resources available on the Diocesan website for use by Parish Officers and PCCs can be freely printed by parish representatives.
Structure of this Handbook

The sections that follow are:

- **Section 2** – “Why” – the rationale behind adopting the PGS in our Diocese
- **Section 3** – “How” – details about how the PGS works
- **Section 4** – “What” – steps to achieve a successful launch of the Scheme in your parish
- **Sections 5 & 6** – “Action” – guidance on registering your church and implementing the Scheme
- **Section 7** – “Who” – details of who to contact for support when needed
- **Sections 8 & 9** – “Resources” – resources to help launch and administer the Scheme

Copyright Notices

The PGS logo, which is used in this handbook and on the various PGS materials, is Trademarked ™ and is the property of the Parish Giving Scheme Ltd.

Parish Giving Scheme Ltd are happy to give you permission to use the logo if the following conditions are adhered to:

- The logo is only used in articles or posters relating directly to the PGS
- No changes are made to the logo, other than resizing (but please preserve the aspect ratio)

If you wish to use the logo please seek permission from Parish Giving Scheme Ltd (info@parishgivingscheme.org.uk) and state you agree to the above conditions.

Acknowledgements

Thanks go to the team at Parish Giving Scheme Ltd and to the National Stewardship Team for their support and guidance in the process to date.
2 Why Parish Giving Scheme?

Background – Money in the Diocese of Lincoln

For churches to realise an adequate flow of steady, planned income, we (the churches) need to attend to four factors:

1. We need to see that local church life is both inspiring and engaging – something many in the local population want to participate in and belong to.

2. We need to explain to our neighbourhood that local churches are funded by local people. Belonging to a local congregation brings with it the need to consider how best to contribute to church life – by volunteering time and energy and by financial support.

3. We need individuals to be both realistic and generous in their financial giving.

4. We need to encourage efficiency and regularity, so that donors know their money is not being wasted and church councils can budget confidently.

Figure 1: the amount of money flowing to a local church is a product of four factors, each of these can be seen as a ‘valve’ that affects the flow of funds.

Why We Are Adopting Parish Giving Scheme in Lincoln Diocese

It will help us be more efficient

The PGS helps most with point 4 above. It is a highly efficient system. It may also encourage people to think about points 2 and 3. The ‘prompt’ of a discussion about money may nudge people into reviewing whether and what they give.

The PGS started life in the Diocese of Gloucester. It has been running there now for several years. Their experience is that it enables significant increases in giving to support the local church. The number of Dioceses that are members of the Scheme has now reached a total of 28 and that number continues to rise.

PGS has gained the national backing of The Archbishops’ Council and has been part of a new joint venture charity since December 2014, so that it is a separate charitable limited company, Parish Giving Scheme Ltd (Registered England Number 8824540; Registered Charity number 1156606).
It has some unique benefits
The PGS brings a number of unique benefits, which are not provided by any other method of regular giving:

- Being a Direct Debit scheme, the PGS enables the church (the beneficiary) to maintain control over the mechanics of payment. Significantly, it means that an inflationary uplift can be automatically applied each year, if the donor chooses to tick the appropriate box on the form.

- A donor can choose to remain anonymous to the local church. This can be helpful in encouraging those who, for various reasons, feel more comfortable with their donations being kept anonymous, whilst still enabling the church to benefit from Gift Aid

![Image of the Parish Giving Scheme form]

Figure 2: the form enables a donor to sign up for an annual inflationary uplift and, if they choose, to remain anonymous to the local church

NOTE: Please DO NOT photocopy the donor forms! The design has been signed off by the PGS bankers and photocopied versions of these forms will not be accepted by the PGS office.
3 How Does Parish Giving Scheme Work?

Advantages for Donors

Many donors are accustomed to automatic Direct Debit-based systems and think the traditional ways of collecting money by the local church are a bit out of date.

Some people are suspicious of the Direct Debit processing system. They needn't be, The Direct Debit Guarantee protects donors against payments made in error, making Direct Debit the UK’s safest payment method. It is therefore safer for the donor than standing orders, cheques and cash. If you want to read more about this, go to www.directdebit.co.uk/Resources/Pages/DirectDebitGuarantee.aspx

Donors may have their donation automatically uplifted in line with inflation each year, if they so choose.
(Inflationary increase is based on the Retail Prices Index). Also, donors can remain anonymous to their local churches if they prefer.

Advantages For Local Churches

The PGS remits money directly to the local church’s bank account each month. The amount remitted is the total for all the PGS donors in the congregation, and any Gift Aid claimed where appropriate. The Treasurer receives a report showing names and amounts for each donation. Anonymous Gifts are also detailed on the statement, just with names omitted.

Figure 3: The PCC Treasurer or Giving Officer will receive a monthly statement. Note that in the example above, a donor has chosen to remain anonymous.

As more and more donors switch to the PGS, it will save many hours of administrative time at local church level. Donations are much easier for the Treasurer (or Giving Officer) to reconcile than standing orders or cash. It will improve cash flow, since Gift Aid is added each month. Furthermore, with the donor option to accept an inflationary uplift (which the majority of people tend to adopt), the church receipts should increase year on year.
4 What Does Your Church Need To Do?

Be Realistic

The PGS will not solve all your financial problems with one ‘silver bullet’. However, it does offer a ‘golden opportunity’ to engage people in thinking about their own level of financial generosity.

It is strongly recommended that you run a Giving Review, to take advantage of the opportunity to discuss giving, as well as being a way to introduce the PGS as a preferred method of payment. As already explained, the PGS is a good mechanical tool to help your church to process incoming donations and administer Gift Aid, but it is not of itself a motivational tool to elicit more giving.

Despite the realistic perspective above, parishes in other Dioceses have found that a discussion about the PGS can act as a prompt for people to think about their level of giving, and then review it. As one person put it, “it’s a comfortable way into an uncomfortable conversation!”

Pray

We need to seek God’s guidance before we make any significant decision affecting our church.

Pass a PCC Resolution

Joining the PGS will mean that money from participating donors will flow to the Church through the PGS, rather than directly from the donor to the church, as with other methods. It is important therefore that the trustees of the local church (the PCC) pass and minute a resolution. It can be as simple as:

“We the PCC of … request the PGS to commence operation of the scheme on our behalf.”

Aide-memoire: Write here the date the PCC resolution was passed

Register Your Church

Use the Registration Form at the back of this booklet (you can photocopy it if you wish) to register your church. The first page of the form collects data about church officers and destination bank account details. The second page asks for some statistics about your current patterns of giving, to give you a base from which to measure the effectiveness of the Scheme. It also provides us with the donor numbers on which we base the numbers of resources provided to you initially. We therefore need you to complete both pages.

Aide-memoire: Write here the date the form was sent to the Diocesan Office

The process works at its most efficient when no queries need to be raised about completed forms, either by the Stewardship Officers, or members of the PGS Team. Therefore, please complete forms as clearly and accurately as possible:

- If completing the form by hand, please use BLOCK CAPITALS to ensure all details are legible (especially bank details).

Page One of the Registration Form

Please ensure that all sections of this first page are fully completed, except for the PGS Code which will be allocated by the Stewardship Officers and provided to the parish later. Therefore please leave this box blank.
The ‘Church Name’ used to register your parish is important as this is the church name that will appear on donor resources and communications from the PGS team. To ensure donors have confidence in the scheme, we want to make sure that the name reflects the local reality. A master list has been produced based on the legal parish names, with appropriate variations where notification has already been received. Should your church be known as something different locally then please inform the Stewardship Officers at the point of Registration so the appropriate parish name is allocated. (Please note that parish names should not exceed 30 characters).

Please note that when supplying the details of the ‘Overall Project Leader’ and the ‘Statement Receiver’ on the form, it is NOT sufficient merely to state their position e.g. Treasurer. The PGS systems require a name and contact details.

The Stewardship Officers will contact the individual(s) named as ‘Overall Project Leader’ and ‘Statement Receiver’ to discuss any aspects of the implementation of the Scheme in your Parish, if the need arises.

Once all the parish details are complete, the form needs to be signed by the relevant church officers and dated. If the parish is in vacancy, two church wardens may sign in place of the incumbent.

Page Two of the Registration Form – Stewardship Information & Statistics

This section of the form is important and will be of value in enabling us to assess the success of PGS in our Diocese and to help inform our approach to fully support parishes. The information also provides the detail needed for us to determine the number of resources required by a parish on registration. Parishes will also find this information helpful to chart progress in developing, encouraging and communicating generosity in the parish.

Please consider whether the PGS Offertory Tokens will be of benefit in your parish (use is not obligatory). Please then indicate on the form whether you will be using the tokens.

If you would like more information about Giving Reviews which you could use in your church, please contact our Stewardship Officers, Hugo Cobham or Jane Hodgson

Send in the Completed Registration Form

The original of the completed and signed Registration Form, along with an original bank pay-in slip for your nominated church bank account, should be sent by post to:

Hugo Cobham or Jane Hodgson, Edward King House, Minster Yard, Lincoln LN2 1PU

If your nominated bank account is the one into which the Diocese pays Fees and therefore the Diocesan Office has a record of those specific bank account details, it is permissible for a scanned copy of the signed form and the bank pay-in slip to be emailed to hugo.cobham@lincoln.anglican.org or jane.hodgson@lincoln.anglican.org

When you send in the registration form, please remember also to attach in a pay-in slip for the bank account detailed on the registration form. This is for verification purposes only.

What Will Happen After You Submit Your Registration Form to the Diocesan Office?

On receipt of your Church Registration Form, the following stages will take place:-

- Receipt of the Parish Registration Form will be acknowledged and any queries dealt with. Communication will generally be with the ‘Overall Project Leader’ and ‘Statement Receiver’;
- We will send all relevant information to the PGS team to enable the parish to be registered;
- PGS team will process the application. Your Statement Receiver will receive a letter from PGS confirming the registration and outlining the important parish details. Please check this thoroughly before donors start to register with scheme.
• Parish giving packs will be prepared at Edward King House. The number of forms provided initially will be based on declared numbers of regular givers detailed on page two of the registration form. Additional resources can be made available as the need arises (See Section 9 for the Resource Order Form).

• The packs are too heavy to post. It would therefore be preferable for resources to be collected from Edward King House by a parish member if this is achievable. If there is a member of staff from the Diocesan Office coming to your local area within an appropriate timescale, then we will do what we can to deliver the resources by hand.

• The Stewardship Officers will be available to parishes for support in implementing the PGS as the need arises.

5 Implementing Parish Giving Scheme in Parish

Organise a Giving Review

In launching the PGS, there is clearly an opportunity for parishes to engage in some form of giving initiative at the same time. Experience reveals a much stronger take-up of the PGS when it is offered as a vehicle for giving on the back of a Giving Review. More importantly, this provides an ideal opportunity to encourage your parishioners in their Christian giving. As with any well-designed Giving Review, it is another way of declaring vision and demonstrating how generosity enables the funding of Christ’s mission and ministry. Communicating this link is crucial:

‘…when we seek to raise funds we are not saying, “Please, could you help us out because lately it has been hard.” … rather we are declaring, “We have a vision that is amazing and exciting. We are inviting you to invest yourself through the resources God has given you – your energy, your prayers and your money – in this work to which God has called us.”’

Henri Nouwen, The Spirituality of Fundraising

Best practice in stewarding our resources indicates the benefit of holding a Giving Review amongst the church membership on an annual basis. ‘Little and often’ tends to be more manageable than a big push at large, infrequent intervals. So even if a parish has held a Giving Review or stewardship campaign within the last twelve months, best practice would suggest that it won’t be long before the parish starts to plan for the next one, when the PGS can be introduced to the church membership.

Resources to help guide you in this process are readily available and summarised in Section 8 of this handbook; do feel free to contact the Stewardship Officers for more information about running a Giving Review in your parish.

Collating Resources

On receipt of the giving packs from the Stewardship Officers, you will need to prepare the resources ready for distribution and plan the distribution to fit with the planned Giving Review.

Each pack will also contain the leaflet entitled “Generous Living: Introducing The Parish Giving Scheme”. These leaflets are A5 size and carry the PGS logo on the front.

They are designed for enquirers who:
• are wondering about how to support their local church financially;
• might have heard about the PGS and want a little more information;
• have seen the ‘tokens’ in use.

Additional copies of this leaflet will also be provided, for placing at the back of church and/or handing out to newcomers.
Each giving pack will also contain gift forms and labels particular to your parish along with two information fliers, ‘I want to know…. Why inflation is important? / How much should I give?’ and ‘Giving Guide’. If you have opted to use the tokens, there will be a supply provided also.

The gift forms are A3 size, folded into an A5 format. They explain the scheme in some detail. Before you issue a form to a prospective donor, please stick one of the parish labels onto the form in the position shown:

The gift form, suitably labelled as above, plus a leaflet can be given to anybody who:

- Has expressed an interest in planned giving, or
- Is willing to ‘convert’ to the PGS from their existing method of regular giving.

If appropriate, you might want to remind them to cancel their existing standing orders.

**Distribution**

The giving packs, should be sent or handed to donors individually. It is recommended that a covering letter from the Incumbent and Church Wardens is included in order to make it more personalised and relevant to the local context.

Simply leaving piles of the donor forms and booklets at the back of the Church is unlikely to lead to a good take up of the PGS. That being said, having some available for people just to pick up may help those who want to give anonymously; having to ask for a giving pack will deter those who want to remain anonymous, so be mindful of the need for a variety of approaches.

If your parish has opted to use tokens these should be available for donors to collect at each service rather than individuals having to remember to bring their token with them each time.

Experience from Dioceses has shown that, if you ask PCC members to adopt PGS first, then others will follow in due course.

If you issue a Stamped Addressed Envelope (either C5 or DL size) addressed to Parish Giving Scheme, Church House, College Green, Gloucester GL1 2LY, you may not only reduce confusion as to where to send the completed form, but also increase the response rate.

Individual gift forms need to be sent to the PGS Team in good time. If donors want to guarantee that their gift starts in the month they have requested, gift forms must be received by the PGS at least one full month before the date the first gift is due. Donors should be encouraged to send their forms directly to PGS, rather than Treasurers gathering them in and sending them to PGS in bulk.

To ensure efficiency and smooth running, the PGS staff request that gift forms are NOT sent in bulk batches by parish Treasurers; let individuals send their own donor forms to the PGS.

When distributing the PGS giving packs, please be mindful of the General Data Protection Regulations. A Guidance Note on how to remain compliant with those regulations can be found by using the following link:

6 Moving Forward

Stewardship Practices

The number of donors giving through the PGS should increase as the Scheme becomes established in your parish. To achieve this, stewardship work will need to continue at parish level.

It is therefore a good opportunity to reflect upon stewardship practices in your parish and ensure that as well as periodic giving reviews for the wider community, there is a process of thanking regular givers (irrespective of the method they employ) and a process of annual review and renewal.

For further support in all aspects of Stewardship, please check the diocesan website - [https://www.lincoln.anglican.org/stewardship-advice](https://www.lincoln.anglican.org/stewardship-advice) - and contact the Stewardship Officers at Edward King House.

Monitoring Gift Aid

To claim under the Gift Aid Small Donations Scheme (GASDS), parishes need a direct relationship with HMRC. To be able to claim the maximum amount of GASDS of £2,000 per tax year, a parish would need to have submitted its own Gift Aid claim on Gift Aided donations totalling not less than £800 in the same tax year.

(Loose cash and/or contactless card payment donations of not more than £30 each are eligible for claiming GASDS on. The maximum level of an eligible donation was increased from £20 to £30 in April 2019.)

HMRC rules state that a charity only needs a £1 Gift Aided donation to be able to claim GASDS on £10-worth of loose cash or contactless card payment donations. This is called the ‘Matching Rule’ and is in the ration 1:10, not 1:1. Therefore, if the majority of a church’s regular givers were to join the PGS that shouldn’t stop the church from being able to claim GASDS.

However, if this is of concern, please contact one of the Diocesan Stewardship Officers in order to discuss this in more detail.
7 Contact Details

Below are the details of who to contact about different aspects of PGS:

Not Yet Registered

If you are interested in registering or have any other questions, please contact the Stewardship Officers

Hugo Cobham  
Tel: 07885 968608  
Email: hugo.cobham@lincoln.anglican.org

Jane Hodgson  
Tel: 07701 364461  
Email: jane.hodgson@lincoln.anglican.org

Already Registered

If your church is already registered with PGS and:-

   a) you would like more resources, advice about stewardship or support increasing the take up of PGS in your parish, then please contact:

   Hugo Cobham  
   Tel: 07885 968608  
   Email: hugo.cobham@lincoln.anglican.org

   Jane Hodgson  
   Tel: 07701 364461  
   Email: jane.hodgson@lincoln.anglican.org

   b) you would like to change key personnel such as the Treasurer, Statement Receiver or Overall Project Leader or update their contact details, then please contact:

   Parish Giving Scheme Office  
   Parish Giving Scheme, Church House, College Green, Gloucester, GL1 2LY  
   Tel: 01452 835595  
   Email: info@parishgivingscheme.org.uk

   c) you have queries relating to donors, donations and parish statements, then please contact:

   Parish Giving Scheme Office  
   Parish Giving Scheme, Church House, College Green, Gloucester, GL1 2LY  
   Tel: 01452 835595  
   Email: info@parishgivingscheme.org.uk

   d) you want to know where to refer existing PGS donors to discuss their individual giving through the PGS, then please refer them to:

   Parish Giving Scheme Office  
   Parish Giving Scheme, Church House, College Green, Gloucester, GL1 2LY  
   Tel: 01452 835595  
   Email: info@parishgivingscheme.org.uk

Thank you!
8 Stewardship Resources

The launch of PGS is a fantastic opportunity to raise the profile of stewardship in your parish. Experience reveals a much stronger take up of the PGS when it is offered as a vehicle for giving as part of a Giving Review. This stronger take up is both in terms of donor numbers and giving levels.

If you have recently engaged in a stewardship programme (within the last year) prior to the launch of the PGS, this should not prevent the introduction of the PGS within an annual review of giving amongst church membership.

The launch of PGS provides an ideal occasion to encourage your parishioners in their Christian giving and to reflect on this giving as part of discipleship. As with any well-designed Giving Review, it is another way of declaring vision and demonstrating how generosity enables the funding of Christ's mission and ministry. It is crucial to use this to link generosity with the mission and ministry that flows from it.

There are many types of Giving Review Programme that a church can choose from. Please adopt the one most appropriate to your parish and introduce the PGS as the preferred method of your church receiving regular donations. Listed below are some useful resources:

- **Giving in Grace** – Developed and maintained by the Diocese of Liverpool, Giving in Grace offers online all of the resources for running a major programme, or for an annual review. Use this link for more detail [http://www.givingingrace.org/index.html](http://www.givingingrace.org/index.html)

- **Giving for Life** – This was developed specifically to dovetail with the PGS. It gives parishes the opportunity to openly discuss the Christian principles of giving alongside looking at churches’ needs today. Use this link for more detail [http://www.parishresources.org.uk/givingforlife/](http://www.parishresources.org.uk/givingforlife/)

- **Rural Giving Programme** – is designed particularly for smaller, rural churches. This is part of the Stewardship Toolkit for Rural Churches. Use this link for more detail [http://www.parishresources.org.uk/rural.htm](http://www.parishresources.org.uk/rural.htm)

- **Parish Funding Programme** – This programme is a complete giving review. There is a full manual and downloadable templates. Use this link for more detail [http://www.parishresources.org.uk/giving/pfp.htm](http://www.parishresources.org.uk/giving/pfp.htm)

- **Generous Living: The Diocese of Lincoln’s bespoke and facilitated Giving Review Programme** – Examples of Giving Review leaflets and pledge forms, which our Stewardship Officers have helped parishes to draft, design and print in preparation for holding a Giving Review, can be found by using this link [https://www.lincoln.anglican.org/stewardship-advice](https://www.lincoln.anglican.org/stewardship-advice)

  *Generous Living: Strategy for Generous Living in the Parish* - A suite of leaflets designed to facilitate Christian Stewardship in the Diocese of Lincoln, including *Generous Living: How to hold a Giving Review*. Please contact the Diocesan Stewardship Officers for copies of this series.

- **Give 10** – seeks to resource those churches that want to teach tithing. Why provide resources for churches to tackle the question of tithing? The answer is that tithing constitutes a rich and holistic biblical model of giving which guides, motivates and underpins the generosity of many Christians in times past and today. Use this link for more detail [http://www.parishresources.org.uk/giving/give-10/](http://www.parishresources.org.uk/giving/give-10/)
9 Useful Information & Forms

Documents Reproduced here:

- PCC Resolution Form
- Parish Registration Form (double sided)
- Parish Action Checklist
- Resources Order Form (for resource requests after the initial batch provided on registration)
PCC Resolution

We the Parochial Church Council of the

Parish of ............................................

agree to join the Parish Giving Scheme and agree to receive donations from the scheme in favour of this parish

Signed (Chair): .........................

Date:.................................
The purpose of this form is to enable your Parish to participate in the Parish Giving Scheme. Please complete this form clearly and accurately in **Black ink using BLOCK CAPITALS** and **RETURN it to Stewardship Office, Edward King House, Minster Yard, Lincoln LN2 1PU** together with a paying in slip, for verification purposes.

### PARISH DETAILS

<table>
<thead>
<tr>
<th>Church Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Church Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>City/Town/Village:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>PGS Parish code: <em>(to be completed by the diocese)</em></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Diocese: LINCOLN</td>
</tr>
</tbody>
</table>

### CONTACT DETAILS

<table>
<thead>
<tr>
<th>Overall project leader in your Parish.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title/Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Contact number:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Treasurer.</td>
</tr>
<tr>
<td>Title/Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Contact number:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>PGS Statement Receiver.</td>
</tr>
<tr>
<td>Title/name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Contact number:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### BANK DETAILS

<table>
<thead>
<tr>
<th>Parish or Church bank details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s) of account holder(s):</td>
</tr>
<tr>
<td>Name and full postal address of your Bank/Building Society:</td>
</tr>
<tr>
<td>Sort code:</td>
</tr>
<tr>
<td>Account number:</td>
</tr>
</tbody>
</table>

Signed & verified

Treasurer (sign) ..........................print name: ..........................date: .........

Incumbent (sign) ..........................print name: ..........................date: .........

Church warden (sign) ..........................print name: ..........................date: .........

*If the Parish is in vacancy, a second church warden may sign in place of the incumbent*
**Stewardship & Regular Giving Details**

These details will help us support you in your PGS journey and monitor the success of PGS in our Diocese, so please do complete the requested details.

<table>
<thead>
<tr>
<th>Date of PCC Resolution to Join PGS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your Parish intend to use the Tokens for PGS donors to put in the Offertory to represent their gift? Yes / No</td>
</tr>
</tbody>
</table>

**THE GIVING REVIEW PROGRAMME**

Please tick the C. of E. Giving Review programme you are intending to use to introduce the Parish Giving Scheme:

<table>
<thead>
<tr>
<th>Giving in Grace</th>
<th>Parish Funding Programme</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Giving for Life</th>
<th>Simple Giving Programme for Smaller or Rural Churches</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Generous Living (Diocese of Lincoln’s Giving Review Programme)</th>
<th>Tick this box → if you would like your Stewardship Officer to assist you with your chosen Giving Review Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://www.lincoln.anglican.org/stewardship-advice">https://www.lincoln.anglican.org/stewardship-advice</a></td>
<td></td>
</tr>
</tbody>
</table>

When do you plan to run your Giving Review programme? Month……………… Year…………

**DONOR INFORMATION**

Please provide details about the existing regular giving in your parish based on the situation prior to the launch of PGS.

**How Many Regular Donors (Planned Givers) Does Your Parish Have** (e.g. weekly envelope, cheque or standing order, whether eligible for Gift Aid or not). Please write the total number of donors in the relevant box:

<table>
<thead>
<tr>
<th>Method of giving</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing order (no:)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Envelope (no:)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheque (no:)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Planned Giving (i.e. envelopes + cheque + standing order) to your Parish during the last financial year (excluding Gift Aid claimed) = £________

Total number of Planned Givers (i.e. envelopes + cheque + standing order givers) giving to your Parish during the last financial year (please count couples who give jointly as two givers) = ________ givers

Total number of Planned Givers (i.e. envelopes + cheque + standing order givers) who Gift Aided their gifts to your Parish during the last financial year (please count couples who give jointly as two givers) = ________ givers

**N.B. PLEASE DON'T FORGET TO ATTACH A PAY-IN SLIP FOR THE NOMINATED BANK ACCOUNT OVERLEAF**

If that is the bank account into which the Diocese pays Fees and therefore has a record of those bank details, this completed form and the bank pay-in slip can be returned by email to your Stewardship Officer:

jane.hodgson@lincoln.anglican.org (north of the diocese) OR hugo.cobham@lincoln.anglican.org (south of diocese)

If it is a different bank account, the completed form and an original pay-in slip MUST be sent by post (address overleaf)

THANK YOU VERY MUCH FOR TAKING THE TIME TO COMPLETE THIS INFORMATION.
<table>
<thead>
<tr>
<th>Actions</th>
<th>Completed Y/N</th>
<th>Actioned by</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominate ‘Overall Project Leader’ in your parish</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Put PGS onto PCC agenda</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass resolution at PCC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assemble team to help with promotion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attend launch/training event run by Diocesan Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Giving Review requirement discussed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discuss with diocese your action plan to hold a Giving Review to promote PGS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check recorded name of the parish reflects the local practice</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration form completed, signed &amp; sent to the Stewardship Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmation from Diocesan Office that registration form has been received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources for giving packs received from Diocesan Office</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customise sample letter, if using</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCC/DCC members to start using PGS first</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make a list of people who already do ‘planned giving’ to ‘convert’ them to use PGS, with giving pack and appropriate letter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make a list of people who do not currently do ‘planned giving’ to ‘recruit’ them into PGS with a PGS Gift Form and welcome letter and giving pack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possibly look at others on the electoral roll – maybe not regular worshippers, a letter from the church, together with a PGS Gift Form may be sufficient – but follow-up is likely to be necessary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Possibly make a list of ‘Friends’ of the church building and grounds who value the church’s presence in the community, a specific letter to these people, and include a PGS Gift Form. Again, follow-up may be needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep a record of responses. Follow up all who have responded with thanks and information requested, and follow up those who have not</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engage with those who have signed up to help promote PGS in your parish</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESOURCES REQUEST

| Church Name |  |
| Delivery Address for Resources |  |
| Contact Name |  |
| Contact Number |  |

<table>
<thead>
<tr>
<th>Resource</th>
<th>Quantity Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donor Gift Form (with printed labels)</td>
<td></td>
</tr>
<tr>
<td>PGS Folder (with printed labels)</td>
<td></td>
</tr>
<tr>
<td>Information Flier: ‘I want to know……… Why inflation is important? / How much should I give?’</td>
<td></td>
</tr>
<tr>
<td>Information Flier: ‘Giving Guide’</td>
<td></td>
</tr>
<tr>
<td>Leaflet: ‘Generous Living – Introducing the Parish Giving Scheme’</td>
<td></td>
</tr>
<tr>
<td>Offertory Token</td>
<td></td>
</tr>
</tbody>
</table>

These resources are provided to Parishes free of charge by the Diocese.

Please allow a week for your resources to be prepared.

To avoid postage costs, it is preferable if materials can be collected from the Diocesan Office by a parish member if this is achievable.

Please return this form to:

Hugo Cobham or Jane Hodgson, Stewardship Officer, Diocesan Office, Edward King House, Minster Yard, Lincoln LN2 1PU

Email: hugo.cobham@lincoln.anglican.org

Email: jane.hodgson@lincoln.anglican.org