



Diocese of Durham



# Implementation Handbook for Parish Treasurers and Giving Officers in Local Churches

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# I. About this Handbook

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## 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 church level. It is therefore hoped that this document will be of use to:

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

This handbook and other helpful information is available on the Diocesan website.

## Related Documents

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

Materials intended for PCC use. These are available on the Diocesan website and reproduced in Section 9:

- Implementation Handbook
- Parish Action Checklist
- Parish Registration Form

Materials intended for individual members. These are provided in the form of a Gift Pack once the PCC has registered with the Parish Giving Scheme:

- Gift form
- Gift leaflet, “A Simple Way to Manage Your Giving to Church”
- “Dear Friends” template letter for church members

Please do not photocopy the PGS resources. We recommend you order printed material for distribution to potential members by contacting the **Resources Team** using the contact details provided in **Section 7** of this handbook. There is **no cost** for these materials, and church members prefer **high quality printed materials**. Resources for use by 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 Scheme
- **Section 3 – How** – details about how the Scheme works
- **Section 4 – What** – steps to achieve a successful launch of the Scheme
- **Sections 5 – Action** – guidance on registering and implementing the Scheme
- **Section 6 – Next Steps** – points for consideration once the Scheme is implemented
- **Section 7 – Who** – details of who to contact for support
- **Sections 8 – Resources** – resources to help launch the Scheme

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- 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](mailto:info@parishgivingscheme.org.uk)) and state you agree to the above conditions.

## Acknowledgements

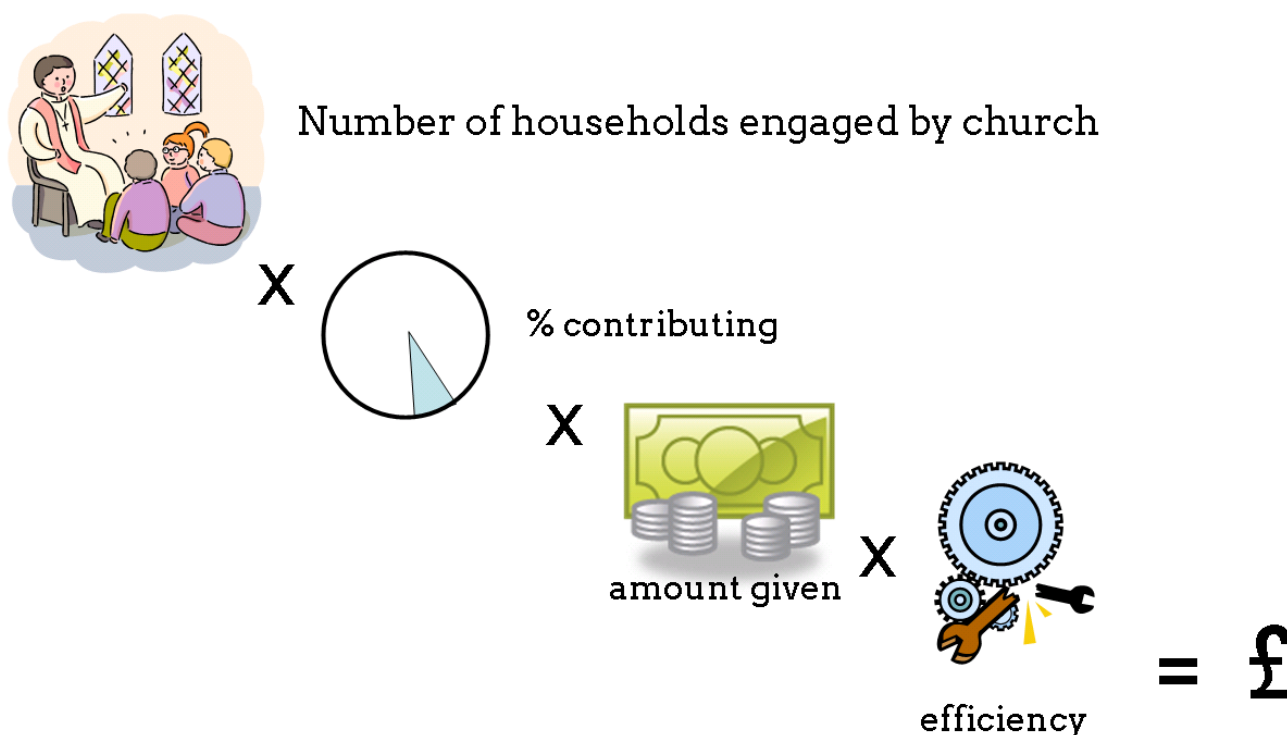
Thanks go to the team at Parish Giving Scheme Ltd and to John Preston, the National Stewardship Officer for their support and guidance in the process to date. In addition, thanks go to the Stewardship Advisers in the Dioceses of Winchester, Chichester, Guildford, Newcastle and especially Liverpool for their generosity in sharing their knowledge, experience and example resources.

## 2. Why we are adopting the Parish Giving Scheme (PGS)

### Funding Mission and Ministry

Money is a key resource to funding mission and ministry however it can be a worry when churches do not have a stable cash flow. 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 members 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**

### Becoming Efficient

The Parish Giving Scheme (PGS) seeks to help local parishes by providing a modern, professional way for people to give by Direct Debit to support their local church. The Scheme helps most with point 4 above. It is a highly efficient system. It may also encourage people to think about how they best contribute and support church life. The 'prompt' of a discussion about money can encourage people to review whether and what they give.

This tried and tested scheme allows givers to contribute to their church in a regular and safe way. It is the only payment method with a money back guarantee, and is therefore safer than Standing Orders, cheques and cash.

The Parish Giving Scheme is a joint venture charity co-owned by participating dioceses, a separate charitable limited company, Parish Giving Scheme Ltd (Registered England Number 8824540; Registered Charity number 1156606). PGS has gained the national backing of The Archbishops' Council.

## Unique Benefits

People attending their local church 'every week' in fact attend about 46 times a year, so giving via envelopes and open plate, tends to decrease when people are on holiday or away from church. PGS enables people to contribute on a regular basis.

The scheme brings the following benefits, which are not provided by any other method of regular giving:

- An **inflationary uplift** can be automatically applied each year, if members tick the appropriate box on the form.
- A **giver 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.

**PARISH GIVING SCHEME**

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

First name(s):  
Surname(s):  
Full home address:  
Postcode: Telephone:  
Email:

I wish to donate   
Please tick one per month ☐ quarter ☐ year ☐  
to the Parish Giving Scheme  
Registered Charity Number: 1156606

Starting on the 1st\* of ..... (month) ..... (year)  
\*Please allow one month from today  
NB: Only you can cancel your existing Standing Order

I wish to remain anonymous to my parish's  
Planned Giving Representative (Please carefully read  
'How will our parish be notified of my donation?' on the left) ☐

**YES** I wish to give a regular donation for my church

I wish my donation to be used solely for the benefit of:  
Church / Parish name .....  
PGS Parish code .....  
In the village / town / city of .....  
In the Diocese of .....

I wish to support my parish in the future by agreeing to an annual inflationary increase on my gift. Please tick Yes ☐

I understand that the new amount will be communicated to me by letter 30 days prior to the gift donation date. I have the right to opt out of this arrangement at any point in the future by communicating my wishes by letter, email or phone to the Parish Giving Scheme.

I wish to Gift Aid my donation  
Gift Aid makes every £1 worth £1.25 *giftaid it*  
Please treat as Gift Aid donations all qualifying gifts of money made from the date of my first gift on this declaration and in the future.  
I am a UK tax payer and 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.  
I understand the charity will reclaim 25p for every £1 that I give.

Signature  Title:

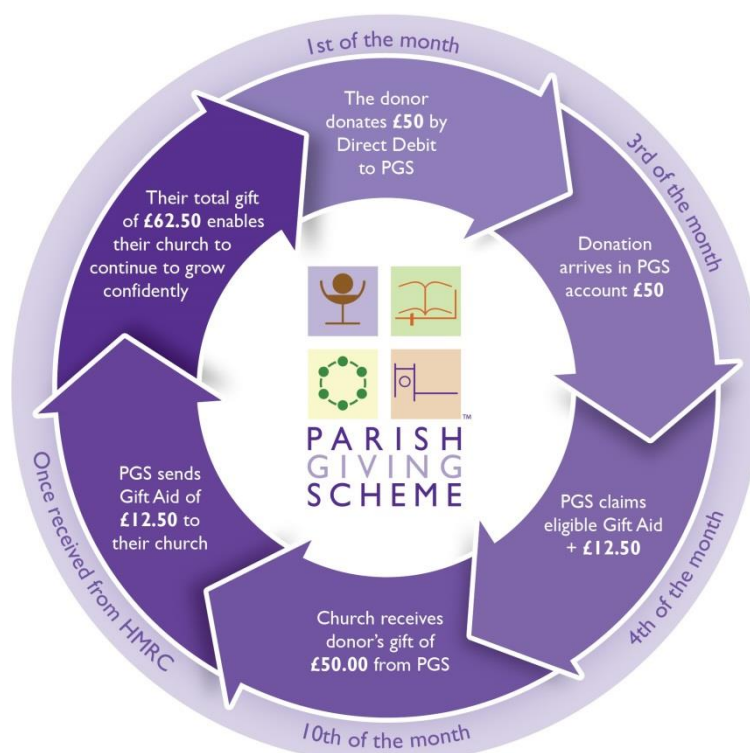
**Figure 2: the form enables a member to sign up for an annual inflationary uplift and, if they choose, to remain anonymous to the local church**

**NOTE: Please DO NOT photocopy the gift forms.** The design has been authorised by the PGS bank and photocopied versions of these forms will not be accepted by the PGS office.

### 3. How does the Parish Giving Scheme work?

Many people are accustomed to automatic Direct-Debit-based systems to pay their utilities or contribute to other charitable causes. Gifts can be by monthly, annually or quarterly Direct Debit and this removes the necessity for the congregation to give money during a service.

Members give their gift of money on the 1<sup>st</sup> day of each month, and it is credited to the church bank account on the 10<sup>th</sup> of each month – or the subsequent working day - eligible Gift Aid monies are credited the same month once claimed on behalf of the church by the PGS team.



**Figure 3: how PGS collects money from members and HMRC and passes it to the nominated local church**

Some people are suspicious of the Direct Debit processing system. They needn't be! It is the only payment method with a **money back guarantee**, and is therefore safer than Standing Orders, cheques and cash. If you want to read more about this, go to [www.bacs.co.uk](http://www.bacs.co.uk) see Direct Debit Services.

#### Advantages to Church Members

Church members no longer need to adjust their Standing Order each year, or remember their envelopes. Members may have their gift automatically uplifted in line with inflation each year, if they so choose. (Inflationary increase is based on the Retail Prices Index). Also, they can remain anonymous to their local churches if they prefer.

We are aware that some people, particularly those who previously gave by envelope or via open plate, would still like to put something on the offertory plate each service. Tokens are therefore provided which can be placed on the plate or in the collection bag. This indicates that they participate in PGS and can express an act of offering during the course of worship. After the service tokens should be separated out from any cash and stored somewhere safe until the next occasion a collection is taken, and be made available to church members who like to use them.

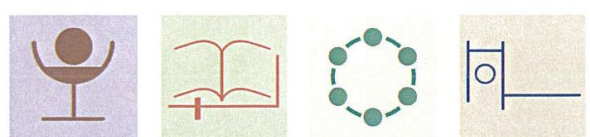




Figure 4: An example of a PGS token from front and back, actual size

## Advantages for Local Churches

As shown above, the Parish Giving Scheme transfers money directly to the local church's bank account each month. The amount transferred is the total for all congregation members using the Scheme, 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, with names omitted.



Parish name: Dibley  
 Parish reference: 620627612  
 Date of donation: 1<sup>st</sup> December 2015  
 Claim generated: 2<sup>nd</sup> December 2015

Transaction Donor Ref			Contact ID	Donation Received	Gift Aid	Total	Freq.	Inflat.
The Revd G Granger	PGS THANK YOU-608	3471	80.00	20.00	100.00	M	Y	
Mr D Horton	PGS THANK YOU-615	3473	60.00	15.00	75.00	M	Y	
Mrs A Springs-Horton	PGS THANK YOU-1339	2326	10.00	2.50	12.50	M	Y	
Mr H Horton	PGS THANK YOU-597	8627	90.00	22.50	112.50	M	Y	
Mr F Pickle	PGS THANK YOU-1828	2107	25.00	6.25	31.25	Q	Y	
Mr J Trott	PGS THANK YOU-427	2110	65.00	16.25	81.25	M	Y	
Mr O Newitt	PGS THANK YOU-233	2316	100.00	25.00	125.00	M	N	
Mrs L Cropley	PGS THANK YOU-246	6963	180.00	45.00	225.00	M	Y	
Mr S Horton	PGS THANK YOU-1699	2112	1000.00	250.00	1250.00	A	Y	
Anonymous	PGS THANK YOU-655	3512	250.00	62.50	312.50	M	Y	
			1860.00	465.00	2325.00			

Joiners (Contact ID)	Leavers (Contact ID)
3512	

Key: Freq = Frequency	M = Monthly
	Q = Quarterly
	A = Annual
Inflat = Annual Gift Inflationary Increase	Y = Inflationary increase
	N = No inflationary increase

Figure 5: The PCC Treasurer or Giving Officer will receive a monthly statement  
 Note that in the example above, some members have chosen to remain anonymous

Gifts are much easier for the Treasurer (or Gift Aid Secretary) to reconcile than Standing Orders or cash. It will also improve cash flow, since Gift Aid is claimed each month by the PGS team.

As less cash is handled in the church it is safer for the volunteers, and their time spent counting and banking the money is reduced. Bank charges may well reduce as less cash is banked. As more and more people switch to the Scheme, it will save many hours of administrative time at local church level.

Furthermore, with the 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 have to do?

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A power point presentation is available if required to allow you to present the information and benefits about the Parish Giving Scheme to the PCC. The Resources Team at the Diocese of Durham can help you with this, if required. We will also provide a simple leaflet explaining the scheme to the church council.

### 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 work with the Generous Giving Project resources which enables churches to explore and review their generosity and faith alongside a review of the offertory and method of giving. As explained, the Parish Giving Scheme 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 can best make financial decisions according to God's plan for our lives by understanding His directives. We need to **seek God's guidance** before we make any significant decision affecting our finances and church.

### Pass a PCC Resolution

Joining the PGS will mean that money from participating members will flow to the PCC through the Scheme, rather than directly from each giver to the church, as with other methods. It is important therefore that the trustees of the 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 the resources used and your current patterns of giving, to give us a base from which to measure the effectiveness of the scheme. It also provides us with the number of members on which we base the number of gift packs provided to you initially. **We therefore would prefer 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 Resources Team 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; this code will be allocated by the Resources Team and provided to the parish later, therefore please leave this box blank.

Please note that when supplying the details of the main 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 Resources Team 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.

The church name used to register your parish is important as this is the church name that will appear on resources and communications from the PGS team. To ensure church members 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 Resources Team at the point of Registration so the appropriate parish name is allocated. (Please note that parish names should not exceed 30 characters).

Once all the parish details are complete, please attach a paying in slip for the nominated account in order to verify the account details. 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 an incumbent.

## Page Two of the Registration Form

This section of the form is important and will be of value in enabling us to assess the success of the Scheme 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 gift packs required by a parish on registration.

Please consider whether tokens will be of benefit in your parish (use is not obligatory). Please then indicate on the form whether you will be using PGS tokens or the bespoke Generous Giving Project tokens.

If you would like more information about stewardship programmes which you could use in your church, **please contact your PGS Diocese Representative**.

## 5. Implementing the Parish Giving Scheme

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### Assemble a Team

The Church Council should now be fully aware of what the Parish Giving Scheme is about. You may find that you wish to gather a small team to engage with the Generous Giving Project resources, or run a traditional stewardship programme (if applicable) and also to ask the congregation individually to join the Scheme. Either you or someone else will need to be the 'Project Leader'. The Project Leader will co-ordinate all the necessary activities, for example; how and when to contact each member of the church, provide members with a welcome letter (if required), information leaflets and a gift pack.

You may find it helpful for church council members to join the scheme first, so a couple of local people are able to share how easy it was to do. It is easy for Standing Order givers to move across, and most should be willing to do so. Although more of a change for envelope givers, once they understand the benefits to them and the church it should not be a problem for them to join.

### Think about Giving Generously

It is strongly recommended that you work with the Generous Giving Project resources to encourage your church community to see giving as part of discipleship, and a direct response to God. This has two benefits: first, it is an opportunity to discuss giving and second, as a way to introduce the Parish Giving Scheme as a preferred method of gifting to the church. As explained, PGS is a good mechanical tool to help your church to process voluntary income and administer Gift Aid, but it is not of itself a motivational tool to elicit more giving.

Introducing the Scheme is another opportunity of **declaring vision** and demonstrating how **generosity enables** the funding of Christ's mission and ministry. Communicating this link is crucial:

"When we contribute money to church, it's not just to keep the roof from leaking, or to keep the lights on. Our generosity has a massive impact far beyond the building. Jesus invites us to give generously of what we have, because it brings us closer to Him, and helps us to further God's mission on earth. Our giving means people get to hear about Jesus, be baptised, cared for, visited, listened to, and invited into a community to be fed (spiritually and physically) every day in our communities across the whole Diocese. This is our vision." *Rachael Phillips, Generous Giving Project Officer*

**Resources to help guide you in this process are readily available and summarised in Section 8 of this handbook; do feel free to contact your Diocesan Representative for more information about encouraging generosity and giving in your parish.**

### Collating Resources

On receipt of the packs from the Resources Team, you will need to prepare the resources ready for distribution and plan the distribution to fit with a generosity and giving review or a traditional Stewardship Programme.

Each pack will contain 50 **"A Simple Way to Manage Giving to Your Church"** leaflets. 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; or
- have seen the 'tokens' in use.

Should the parish have a large number of enquiries, the number of leaflets will be adjusted accordingly. As such, these leaflets are suitable for leaving at the back of the church or handing to newcomers.

Each pack will also contain **gift forms** and **labels** particular to your parish. 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, please stick one of the labels onto the form in the position shown:

<b>YES</b>	<b>I wish to give a regular donation for my church</b>
<b>I wish my donation to be used solely for the benefit of:</b>	
Church / Parish name .....	Church/Parish Name: St Someone's
PGS Parish code .....	PGS Parish Code: 29-9999999999
In the village / town / city of ...	Village/Town/City: Newtown
In the <b>Diocese</b> of .....	in the Diocese of DURHAM

**Stick the label here**

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

Gift packs, together with an appropriate covering letter ("Dear Friends" template letter) should be sent or handed individually to church members. Simply leaving piles of the **gift forms** and booklets at the back of the church is unlikely to lead to a good take up.

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 pack may be a deterrent. Be mindful of the need for a variety of approaches.

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

Experience from other 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 Parish Giving Scheme in good time if members want to guarantee that their gift starts in the month they have requested. Gift forms must be received at least one full month before the date the first gift is due. Members should be encouraged to send their forms directly to the Parish Giving Scheme.

To ensure efficiency and smooth running, **the PGS staff request that gift forms are NOT sent in bulk batches** by the church. Let individuals send their own gift forms to the PGS.

Each giver to the scheme who has agreed to increase their giving each year by the inflationary increase will also be sent a letter on the anniversary of their gift. They can amend or cancel their giving at any time, the giver is in total control of their giving.

## 6. Moving Forward

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### Stewardship Practices

The number of givers using the Parish Giving Scheme will increase as the Scheme becomes established in your church and the other giving methods (Standing Order and weekly envelopes) will reduce in time. To achieve this, regular reviews of generosity, giving and stewardship will need to continue at church level.

As well as periodic reviews, it is good practice to thank regular givers (irrespective of the method of giving) by means of an annual renewal.

For further support in all aspects of giving, please refer to the Generous Giving Project or and the Church of England's National Stewardship & Resources website <http://www.parishresources.org.uk/> or contact the Resources Team at Cuthbert House.

### Monitoring Gift Aid

To claim under the Gift Aid Small Donations Scheme (GASDS), parishes need a direct relationship with HMRC. Each church should claim Gift Aid, outside of the PGS, on at least £800 per tax year up to the end of 2018/2019 tax year. This will still allow your church to claim against the full £8,000 allowance of GASDS on eligible donations.

This shouldn't be an issue for most churches as it is unlikely that all members will be converted and there will still remain the one-off gifts from special services etc. Nevertheless, it is something to bear in mind.

This situation may change as the PGS Team and the National Stewardship Adviser are in discussions with HMRC to allow donations through PGS to "count" at parish level for the purposes of GASDS eligibility and limits.

## 7. Contact Details

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Below are the details about 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 PGS Durham Diocese Representative at Cuthbert House.

**PGS Representative**

Tel: 01388 604515

Email: [PGS@durham.anglican.org](mailto:PGS@durham.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:

**PGS Representative**

Tel: 01388 604515

Email: [PGS@durham.anglican.org](mailto:PGS@durham.anglican.org)

- b) you would like to **change key personnel such as the Treasurer, Statement Receiver or Project Leader** or have queries relating to **existing members and statements** then please contact:

**Parish Giving Scheme Officer**

76 Kingsholm Road

Gloucester

GL1 3BD

Tel: : 0333 002 1260

Email: [info@parishgivingscheme.org.uk](mailto:info@parishgivingscheme.org.uk)

**Thank you**

## 8. Resources

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The launch of PGS is a fantastic opportunity to **raise the profile of generosity and giving** in your parish. Experience reveals a much stronger take up of the Scheme when it is offered as a vehicle for giving as part of a **Programme for Generosity**. This stronger take up is both in terms of **member numbers** and **giving levels**.

A review can encourage church members in their Christian giving and to reflect on this giving as part of discipleship. As with any well designed Stewardship Programme it is another way of declaring vision and demonstrating how generosity enables the funding of Christ's mission and ministry. It is crucial to make the link between generosity and the mission and ministry that flows from it.

If you haven't recently engaged with The Generous Giving Project (within the last 18 months) prior to the launch of the PGS, it is highly recommended that you do so. The Generous Giving Project, which is about long-lasting culture change in the way we live generously as a response to God. You will find a large range of resources to choose from for your church at [www.thegenerousgivingproject.com](http://www.thegenerousgivingproject.com) Please adopt the resources most appropriate to your parish and introduce the PGS as a preferred method of giving. There are also many types of traditional Stewardship Programmes that a church can choose from. Below are some resources you may wish to use:

Here are some handpicked resources from the Generous Giving Project for you to try:

<https://thegenerousgivingproject.com/for-pccs/>

- Parish Assessment: a generosity audit
- Prayer Cards: The biggest and simplest culture change you can make in your church
- Our Generosity in Numbers: a resource to show how generous your church already is (in every way)
- Marks of a Generous Church: 8 ways to tell if your church gets generosity
- Information Cards: Helping visitors to feel welcomed and informed about the offertory

Additional resources and traditional stewardship programmes are available via ParishResources.

<http://www.parishresources.org.uk/giving/>

- Preaching Stewardship and Generosity
- Giving for Life – Continuing the Journey
- When and how to talk about money with new worshipping communities
- Stewardship and Giving Programmes



## 9. Action list

	Completed (Y/N)	Actioned by	Comments
<b>PREPARATION</b>			
Put PGS onto the PCC Agenda			
Pass a resolution at PCC			
Nominate a Project Leader			
Assemble a team to help			
Registration form completed and sent to Cuthbert House.			
Discuss Generosity or Stewardship Programme requirements			
Determine your plan to promote PGS			
Confirmation letter of registration, Gift packs, and tokens, received			
<b>IMPLEMENTATION</b>			
Customise Dear friend letter if using			
Recruit church council onto scheme – use PGS gift form, presentation and church council leaflet			
Make a list of people who already do 'planned giving' to encourage them to move to PGS , Use PGS Gift Form and 'Dear friends' letter			
Make a list of people who do not currently plan their giving and ask then them to join with a PGS Gift Form and 'Dear friends' letter			
Consider 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			
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. Follow-up may be needed			
Keep a record of responses. Follow up all who have responded with thanks and follow up those who have not			
Engage with those who have signed up to help promote PGS in your parish			

# **Everyone Benefits with the Parish Giving Scheme**

## **The Church**

Stable and often increased giving, offsetting static giving

Gift Aid is automatically claimed improving cash flow

Protection against inflation if gifts increase annually by inflation

Reduced cash holding

No stationary costs or joining fee

## **Volunteers**

Reduced administration and paperwork

Less cash to count and bank saving time to get on with other things

Reduction in Gift Aid claim

Time saved with account reconciliations

## **Church Members**

In total control of the amount gifted

Simple giving method that means regular support to your church

Option to increase gift annually by inflation

Direct Debit guarantee

Tokens are available to represent an offering during services



Please complete this form clearly and accurately and **RETURN to your PGS Diocesan Representative** together with a **paying in slip**, for verification purposes.

**PGS Durham Diocese Representative:** Diocese of Durham, Cuthbert House, Stonebridge, Durham, DH1 3RY, or email completed forms to [PGS@durham.anglican.org](mailto:PGS@durham.anglican.org)

### PARISH DETAILS

Church Name:	
Church Address:	
Postcode:	
City/Town/Village:	
Church Code:	(to be completed by the diocese)
Diocese:	Durham

### CONTACT DETAILS

<b>Overall project leader</b> in your Parish Title/Name:	
Address:	
Contact number:	Email address:
<b>Treasurer</b> Title/Name:	
Address:	
Contact number:	Email address:
<b>PGS Statement Receiver</b> Title/Name	
Address:	
Contact number:	Email address:

### BANK DETAILS

<b>Parish or Church bank details. ( please attach a copy of your paying in slip)</b>	
Name(s) of account holders(s):	
Name and full postal address of your Bank/Building Society:	
Sort code:     /     /	Account number:

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

## Generosity, Stewardship & Regular Giving Details

These details will help us support you in your PGS journey and monitor the success of the Scheme in our Diocese. Please do complete the following and return the details below.

**Do you plan to use Tokens? (please tick)**

Yes, Bespoke Prayer Tokens (Generous Giving Project resources)	
Yes, Parish Giving Scheme Tokens	
No, we do not plan to use tokens	

**Please tick the resources you are currently using, or are planning to use alongside the implementation of the Parish Giving Scheme**

The Generous Giving Project Resources			
Sermon Material		Magazine Articles	
Bespoke Prayer Tokens		Sharing Resources and Articles through Social Media	
Welcome to Church: Information Cards		Our 'Generous Giving in Numbers' Poster	
Other (please provide details below) .....			
Other Resources			
We run our own giving programme and create our own resources		Traditional Stewardship Programme (please name the programme below) .....	

**If you have not already done so, when do you plan to begin working with the Generous Giving Project resources?**

Month..... Year.....

**When do you hope to plan using the PGS as a method of giving?**

Month..... Year.....

### CURRENT INFORMATION:

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

**Number of regular planned givers .....**

**Number who have signed a Gift Aid Declaration.....**

Method of giving	Number of weekly givers	Number of monthly givers	Number of quarterly givers	Number of annual givers
Standing Order				
Envelope				