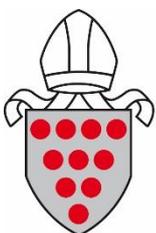




# Parish Implementation Handbook



**How does it work?**



THE CHURCH  
OF ENGLAND  
DIOCESE OF  
WORCESTER





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The Parish Giving Scheme was created within the Diocese of Gloucester in 2009 and has since been endorsed by The Archbishops' Council. It has been part of a joint venture charity since December 2014; that it is a separate charitable limited company, wholly owned by dioceses who have joined as members.

The Diocese of Worcester formally joined the Parish Giving Scheme on 1 February 2019.

Throughout this guide and associated materials PGS refers to the Parish Giving Scheme.

Parish Giving Scheme Ltd.; Registered England Number 8824540; Registered Charity number 1156606

For more information, please visit:

[www.parishgiving.org.uk](http://www.parishgiving.org.uk)  
[www.cofe-worcester.org.uk/pgs](http://www.cofe-worcester.org.uk/pgs)

or contact:

**Chris Boden**  
Stewardship & Resources Officer  
07943 326411  
[cboden@cofe-worcester.org.uk](mailto:cboden@cofe-worcester.org.uk)

## About this handbook

This handbook is intended to provide a single reference document for local churches within the Diocese of Worcester, who are intending to implement the Parish Giving Scheme (PGS) locally. This document will be useful for:

- PCC Treasurers
- PCC Gift Aid Secretaries
- Clergy & Ministry Teams
- Churchwardens
- PCC Members

This handbook and other helpful information is available on the Diocesan website at the finance and stewardship pages:

[www.cofe-worcester.org.uk/pgs/](http://www.cofe-worcester.org.uk/pgs/)

## Related Documents

A selection of materials are available to support you and your PCC as you introduce PGS within your parish and also to facilitate the on-going administration of the system. These materials fall into two categories:

**Materials intended for PCC** are available on the Diocesan website:

- This Implementation Handbook
- PGS Parish Registration Form
- “An introduction for your PCC” leaflet
- “Hints and tips for local success” leaflet

**Materials intended for individual donors** can be obtained for you to print from your Stewardship & Resources Officer, once your PCC has registered with PGS:

- An infographic flyer on how your congregation can donate
- “Ways you can set up Regular Giving with PGS” leaflet
- “Step by Step for new donors” using the online system
- PGS Donor Gift Forms, one designed for your parishioners, and one designed for visitors.
- Your parish’s unique QR code, which can be copied onto posters, newsletters, etc.
- “Your Questions Answered” leaflet

PGS tokens, to be placed in collection plates by those registered, can be obtained from your Stewardship & Resources Officer.

## Copyright Notices

The PGS logo, which is used in this handbook and on the various PGS materials, is Trademarked <sup>TM</sup> 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. and state you agree to the above conditions: [info@parishgivingscheme.org.uk](mailto:info@parishgivingscheme.org.uk)

## Acknowledgements

Thanks go to the team at Parish Giving Scheme Ltd and to National Church Officers for their support and guidance. In addition, thanks go to Stewardship Advisers in other dioceses including Portsmouth, Derby and Hereford for their generosity in sharing their knowledge, experience and example resources.

Thank you also to the parishes of the Diocese of Worcester who have participated within pilot PGS trials prior to a wider launch of PGS. Their enthusiasm for the scheme has enabled others to learn more and their helpful feedback has been extremely valuable in preparing for the wider use of PGS across the Diocese.

# Why the Parish Giving Scheme?

## Giving that makes a difference

We want to encourage generosity, efficiency and regularity in giving; so that properly resourced the Kingdom of God will grow through the flourishing of the life of the local church; so donors know their money is being used well and so that PCCs can budget confidently.

"Over 33,000 givers are already using the PGS to give to their church, because it makes life easier for them and for their parish. It improves cash flow and combats the issue of static giving. It's a sure-fire winner and will be a real benefit to our parishes."

*John Preston, Diocesan Secretary, Diocese of Worcester*

The PGS brings a number of benefits, which are not offered by any other way of regular giving:

- Being a Direct Debit scheme, your donors are protected by the Direct Debit Guarantee
- Donors can opt-in to increasing their donations annually with inflation
- A donor can choose to remain anonymous to your local church

The form is titled 'PARISH GIVING SCHEME' and includes the following sections:

- Header:** Four icons representing a person, an open book, a group of people, and a church building.
- Title:** Mr  Mrs  Miss  Ms  Other
- Name:** First name(s): \_\_\_\_\_ Surname(s): \_\_\_\_\_
- Address:** Full home address: \_\_\_\_\_
- Contact:** Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- Donation:** I wish to donate  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.
- Agreement:** 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)
- Declaration:** 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.
- Gift Aid:** 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:** Signature \_\_\_\_\_ Title: \_\_\_\_\_

It also helps you by:

- Collecting your regular donations and paying to you in one monthly payment
- Claiming the Gift Aid on your behalf and sending it to you in one payment
- Continuing when your church is unable to open and reduces your reliance on envelopes.

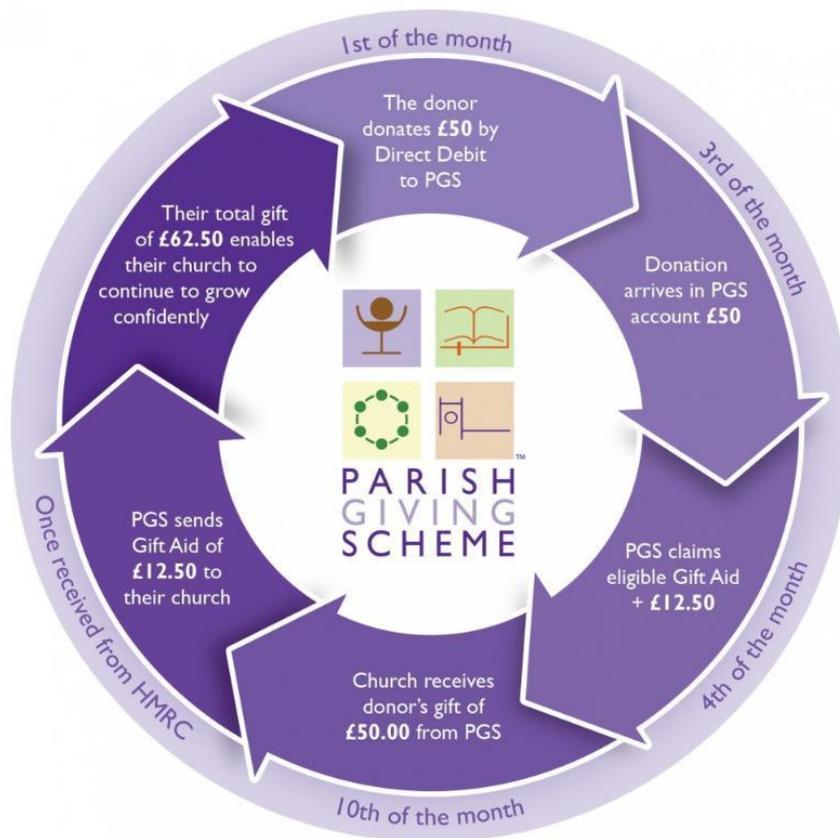
"I wholeheartedly commend the Parish Giving Scheme to every parish and to every individual."

*Bishop John Inge*

## How does the Parish Giving Scheme work?

Many donors are accustomed to automatic direct debit systems for things like their household bills and donating to other charities, and think the traditional ways of collecting money by the local church are a bit out of date!

PGS works a direct debit system which takes donations from donors accounts on the 1<sup>st</sup> of the month. They then claim any Gift Aid on the 4<sup>th</sup>, sending the gift to you on the 10<sup>th</sup> of the month. Gift Aid is then returned to you as soon as it is received from HMRC.



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 for the donor than standing orders, cheques and cash. If you want to read more about this, go to:

[www.directdebit.co.uk/DirectDebitExplained/Pages/DirectDebitGuarantee.aspx](http://www.directdebit.co.uk/DirectDebitExplained/Pages/DirectDebitGuarantee.aspx)

Donors can also choose to remain anonymous to their local churches and still have Gift Aid claimed, as this is done by Parish Giving Scheme.

Donors can also sign up to donate to their parish with PGS in three different ways: online, by phone, and by a paper form.

## Advantages for local churches

Donors may opt-in to have their gift automatically increased in line with inflation each year, based on the Retail Price Index. With this church receipts should increase year on year and the dangers of static giving levels and values eroded by inflation are avoided. This is entirely at the donor's discretion on an opt-in basis, but it is proving popular - with more than 55% of the cash received currently index-linked.

2021 = £40 Gift + £10 Gift Aid = **£50**

Donor opts in to increase gift with the Retail Price Index (RPI), which is estimated as 3.2% per annum

2022 = £41.28 Gift + £10.32 Gift Aid = **£51.60**

### An increase of £1.60 at no extra trouble!

The PGS remits the donations directly to the local church's bank account within ten working days of collection each month, with gift aid following as a second payment each month. The Statement Receiver (typically the Church Treasurer) can access an online report showing names and amounts for each donation. Anonymous gifts are also detailed on the statement; the donor names are simply omitted.



#### Donor Statement for Period: February 2021

(Your parish will receive all donations by the 10th of the month. Gift Aid will be sent separately once the PGS has received it from HMRC.)

Parish: Dibley  
Diocese: Oxford Diocese  
Parish Ref: 27060000

Key: Frequency  
M = Monthly  
Q = Quarterly  
A = Annual  
Inflation  
Y = Inflationary Increase  
N = No Inflationary Increase

| Transaction Donor Ref | Description        | Contact ID | Current Month     |               |               | Tax Year To Date  |                |                | Calendar Year To Date |               |                | Total Received to Date | Frequency | Inflation |
|-----------------------|--------------------|------------|-------------------|---------------|---------------|-------------------|----------------|----------------|-----------------------|---------------|----------------|------------------------|-----------|-----------|
|                       |                    |            | Donation Received | Gift Aid      | Total         | Donation Received | Gift Aid       | Total          | Donation Received     | Gift Aid      | Total          |                        |           |           |
| The Revd G Granger    | PGS THANKYOU-15885 | 23107      | 170.79            | 42.70         | 213.49        | 1707.90           | 427.00         | 2134.90        | 341.58                | 85.40         | 426.98         | 6148.44                | M         | Y         |
| Mr & Mrs H Horton     | PGS THANKYOU-72766 | 64432      | 100.00            | 25.00         | 125.00        | 1000.00           | 250.00         | 1250.00        | 200.00                | 50.00         | 250.00         | 3600.00                | M         | N         |
| Mr F Pickle           | PGS THANKYOU-37541 | 98547      | 89.00             | 22.25         | 111.25        | 356.00            | 89.00          | 445.00         | 89.00                 | 22.25         | 111.25         | 1068.00                | Q         | N         |
| Mr J Trott            | PGS THANKYOU-09321 | 72451      | 78.50             | 19.62         | 98.12         | 785.00            | 196.20         | 981.20         | 157.00                | 39.24         | 196.24         | 2836.00                | M         | Y         |
| Mr O Newitt           | PGS THANKYOU-16378 | 23627      | 88.64             | 22.16         | 110.80        | 886.40            | 221.60         | 1108.00        | 177.28                | 44.32         | 221.60         | 3191.04                | M         | Y         |
| Anonymous             | PGS THANKYOU-28067 | 98123      | 60.00             | 15.00         | 75.00         | 60.00             | 15.00          | 75.00          | 60.00                 | 15.00         | 75.00          | 180.00                 | A         | N         |
| <b>Grand Totals:</b>  |                    |            | <b>586.93</b>     | <b>146.73</b> | <b>733.66</b> | <b>4795.30</b>    | <b>1198.80</b> | <b>5994.10</b> | <b>1024.86</b>        | <b>256.21</b> | <b>1281.07</b> | <b>17023.48</b>        |           |           |

| Joiners | Leavers               |
|---------|-----------------------|
|         | Cllr D Horton (28943) |

#### An example Donor Statement

Here £586.93 would be sent to the parish on the 10<sup>th</sup> of the month with the gift aid of £146.73 following as a second payment as soon as PGS received the moneys from HMRC.

As more and more donors switch to the PGS, it will save many hours of administrative time at a local church level. PGS donations are much easier for the Treasurer to reconcile than standing orders or cash. It will improve cash flow to church funds, since Gift Aid is added each month.

## What your church needs to do

### Be Realistic

The PGS will not solve all financial problems that a local church might have. However, it does offer an important opportunity to engage people in thinking about their own levels of financial generosity to their church.

It is strongly recommended that you run a giving programme, and take advantage of the opportunity to encourage giving, as well as introducing the PGS as your church's preferred method of giving. PGS is an excellent tool to help your church to process incoming giving and administer Gift Aid, but it is not of itself a motivational tool to elicit higher levels of giving.

### Pray

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

You might like to use our prayer:

Loving Creator,  
You have given to us all that we have  
And continue to give generously to us of your love.  
We pray that you guide us, lead us and help us,  
As we consider how to best steward your gifts,  
To encourage generosity,  
And to build Your Kingdom People.

**Amen.**

### Is it for your Church or Parish?

Next you need to think about whether your PGS account is for your church or parish, and so will it be used by several churches. The easiest way to think about this is to copy your governance structure. If your church has a separate PCC and a separate set of accounts, it is best to have a separate PGS account. If your church is part of a multi-church parish and has one set of accounts and one bank account for those several churches, it is best to have one joint PGS for all the churches.

In certain circumstances a parish can open a second PGS account if there is a special ongoing purpose, such as for a community hall or centre, as long as it is part of the church's accounts.

If you would like more information about what would best suit your situation, please speak to your Stewardship & Resources Officer.

## Pass a PCC resolution

Joining the PGS will mean that money from participating donors will flow to the PCC 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 ... agree to join the Parish Giving Scheme and to agree to receive donations from the scheme in favour of this parish.”

You will need to confirm in the application form when this resolution was passed.

## Complete the Registration Form

Use the Parish Registration Form to register your church. This is available for download on the Diocesan website: [www.cofe-worcester.org.uk/pgs/](http://www.cofe-worcester.org.uk/pgs/) or can be sent to you upon request.

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).

### PARISH DETAILS

Please complete except the PGS Code and Name, which will be completed by the Diocese.

**The church name used to register your parish is important.** 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 parish and church name reflects the local reality. Should your church be known locally as something different, then please inform the Stewardship Officer at the point of Registration so the appropriate parish name is allocated. (Please note that parish names cannot exceed 30 characters).

### CONTACT DETAILS

Please note that when supplying details of the 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 name and contact details.

In the event of further queries, diocesan representatives will contact the individual(s) named as PGS Project Leader and Statement Receiver to discuss any aspects of the implementation of the Scheme in your parish.

### BANK DETAILS

Please include the bank or building society account details related to the church or parish into which you want the funds to be transferred by PGS.

### PCC RESOLUTION

Please fill in the name of the parish and the date the resolution was passed.

## **GIVING PROGRAMME**

It is strongly recommended that you run a giving programme to take advantage of the opportunity to discuss giving and introduce the PGS as a preferred method of donation. The PGS is a good mechanical tool to help your church process incoming donations and administer Gift Aid, but it is not a motivational tool to elicit more giving.

A giving programme helps to share the vision for the church in your area and is key to engaging and exciting donors to be generous. Your diocesan representative can help you to plan how best to do this and make the most of the opportunity that joining PGS provides.

If you put in a month and year, your Stewardship & Resources Officer will be in touch beforehand to talk with you more about what you might be interested in organising.

## **CONFIRMATION**

When you submit your parish registration form, please also include a copy or scan of a paying in slip or voided cheque for the parish bank account matching the details on the registration form. This is for verification purposes and will be deleted or destroyed after use.

## **SIGNATURES REQUIRED**

Once all the parish details are complete please give the relevant name and email contact for the various officers, so that they can be contacted. If the parish is in vacancy, two church wardens may sign in place of the incumbent.

## **Submit the Completed Form**

The completed Parish Registration form should be sent to:

Chris Boden  
Stewardship & Resources Officer  
[cboden@cofe-worcester.org.uk](mailto:cboden@cofe-worcester.org.uk)

**When you submit your parish registration form, please also include a copy of a paying in slip for the parish bank account matching the details on the registration form.**

This will then be checked, verified and the information transferred to the relevant PGS form. Chris will then contact the named signatories in order to sign the form electronically if possible. This will then be sent to the Parish Giving Scheme to create the account. Once created, your Stewardship & Resources Officer will be in touch to give you more resources and talk about promoting PGS within your church.

# Implementing Parish Giving Scheme locally

## Organising a giving renewal programme

When introducing the PGS locally, there exists a great opportunity for parishes to engage in a 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, in conjunction with a parish giving renewal programme. More importantly, this provides an ideal opportunity to encourage people in their Christian giving.

As with any well-designed giving renewal programme, this is another way of sharing vision and demonstrating how generosity enables the funding of Christ's mission and ministry within a local context. 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*

If you have recently engaged in a giving renewal programme, prior to joining PGS, you may prefer to simply offer the PGS within some key messages and a lower key 'giving review' to aid the take-up of PGS.

Resources are available to help you in the Giving Review section of the Diocese of Worcester's website, and your Stewardship & Resources Officer would be happy to chat more to offer ideas and help.

[www.cofe-worcester.org.uk/enabling-giving/](http://www.cofe-worcester.org.uk/enabling-giving/)

## Letting people know

Once you are registered your Stewardship & Resources Officer will be in touch with resources that will help you let your donors know how they can set up their donations.

**GIVE TO YOUR LOCAL PARISH**  
IN THREE SIMPLE WAYS

**1 GIVE ONLINE**  
A few quick and easy steps to set-up regular giving on our website:  
[www.parishgiving.org.uk](http://www.parishgiving.org.uk)

**2 GIVE BY TELEPHONE**  
Between Monday and Friday, 9am - 5pm, you can give to your local parish by calling the PGS team on:  
**0333 002 1271**

**3 GIVE BY A GIFT FORM**  
You can pick up a gift form from your PGS parish representative. Simply fill in the details and we'll do the rest.

Website: [www.parishgiving.org.uk](http://www.parishgiving.org.uk)  
Email: [info@parishgiving.org.uk](mailto:info@parishgiving.org.uk) | Tel: 0333 002 1260

You will be sent by email:

- PGS infographic (*pictured above*)
- Your unique QR code, which can be pasted into your usual newsletters/posters etc.
- “Hints and Tips for Local Success” – a leaflet to give you some tips on how to launch PGS in your church
- “Your Questions Answered” – a leaflet answering questions for those looking at setting up donations with PGS
- “Ways you can set up Regular Giving with PGS” – a leaflet explaining the ways that donors can set up their donations with PGS
- A step by step guide for setting up a donation via the PGS website.
  
- PDF versions of the paper form that can be printed for individuals to sign up. These come in two kinds, one for people who already give via another means and one for visitors.

Individual Donor Forms must be sent to the PGS office directly; if a donor wants 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. Donations set up by the website or phone line, must be completed before the 20<sup>th</sup> of the month to be guaranteed to come out the following month.

We are no longer able to print and post these items to you as we move towards being Carbon Net Neutral across the Diocese of Worcester.

We will also send you some PGS tokens, these can be kept at the back of your church and put in the collection plate by those who are part of the scheme.

**Experience from other dioceses has shown that, if you ask PCC members to adopt PGS first, as their preferred way of giving, other church members are more likely to take up PGS too.**

## Moving Forward

### Giving Practice

The number of donors giving through the PGS will increase as the Scheme becomes established in your parish and the other giving methods (standing order and weekly envelopes) will reduce in time. Local promotion of PGS will need to continue at parish level as new people join the congregation and regular teaching and preaching about generous giving should continue to take place.

It is a good opportunity to reflect upon giving practices in your parish and ensure that as well as periodic giving renewal programmes, you have a process of thanking regular givers each year (irrespective of the method they employ) and a process of encouraging annual renewal. You'll find all the resources you need for these aspects at the Stewardship and Giving pages of the diocesan website:

[www.cofe-worcester.org.uk/pgs/](http://www.cofe-worcester.org.uk/pgs/)

For further support in all aspects of Giving and Stewardship, please contact the Stewardship Officer.

Chris Boden  
Stewardship & Resources Officer  
[cboden@cofe-worcester.org.uk](mailto:cboden@cofe-worcester.org.uk)

### Gift Aid

To make a claim through 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 £500 per tax year up to the end of the tax year. This will still allow your church to claim the full £5000 of GASDS on eligible donations. From the 2018 tax year this allowance rises to £8000, and the need to claim a minimum of £800 of Gift Aid receipts outside of the PGS.

This shouldn't be an issue for most churches as it is unlikely that all donors will be using PGS and there will still be 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. For further guidance on this please contact the Finance Department at the Diocesan Office.

### Stewardship Resources

The launch of PGS is a fantastic opportunity to raise the profile of stewardship in your parish. Experience in our Diocese and neighbouring Dioceses reveals a much stronger take up of the PGS

when it is offered as a vehicle for giving as part of a Stewardship Programme. 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 two years) prior to the launch of the PGS you may prefer to simply offer the PGS within an annual review of giving to aid the take up of the scheme.

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 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 use this to link generosity with the mission and ministry that flows from it.

There are many types of Stewardship Programmes that a church can choose from. Please adopt one most appropriate to your parish and introduce the PGS through the programme as a preferred method of giving.

Your Stewardship & Resources Officer will be able to advise you further on these aspects and will discuss stewardship and giving renewal with you when you meet with them to discuss joining PGS.

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“Introducing the Parish Giving Scheme in the Diocese of Worcester gives us a great opportunity to consider not only how we give financially, but also why we give and how much we give.

The experience of others makes clear that, with the right encouragement, this could be the best opportunity for a generation to review what it means to live as financially generous disciples, an opportunity that has the potential to transform our efforts to become Kingdom People and play a full part in God's mission by putting the church on a more financially stable footing.

I wholeheartedly commend the Parish Giving Scheme to every parish and to every individual.”

*The Rt Revd John Inge  
Bishop of Worcester*

## Contact Details

For more information please visit:

[www.cofe-worcester.org.uk/pgs](http://www.cofe-worcester.org.uk/pgs)

Or contact:

Chris Boden  
Stewardship & Resources Officer  
[cboden@cofe-worcester.org.uk](mailto:cboden@cofe-worcester.org.uk)  
07943 326411

Or contact the Parish Giving Scheme at:

[www.parishgiving.org.uk](http://www.parishgiving.org.uk)

76 Kingsholm Road, Gloucester, GL1 3BD  
0333 002 1260  
[info@parishgiving.org.uk](mailto:info@parishgiving.org.uk)

