

A simple way to give to your church

# The Parish Giving Scheme Implementation Guide for Parishes



Walking | Welcoming | Growing



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## Introduction

Southwark is the 30th Church of England Diocese to join the Parish Giving Scheme (PGS). This handbook is intended to provide a single reference document for churches in our Diocese looking to implement the PGS at parish level.

The document is aimed at Parish Treasurers and Giving Officers but may also be of interest to clergy, Churchwardens and PCC members.

This handbook and other helpful information is available on the Diocesan website at [southwark.anglican.org/help/](https://southwark.anglican.org/help/) or on the PGS website at [www.parishgivingscheme.org.uk](http://www.parishgivingscheme.org.uk)

If you are interested in registering for the PGS or have questions about its implementation or encouraging giving, please contact the Giving Team:

Gabby Parikh, Head of Giving

Tel: 020 7939 9400

E-mail: [gabby.parikh@southwark.anglican.org](mailto:gabby.parikh@southwark.anglican.org)

## Related documents

A selection of materials, including videos, is available online to support your parish as you implement the PGS and to facilitate the administration of the scheme.

Materials intended for PCC use are:

- The Parish Giving Scheme: Implementation Guide for Parishes (this publication)
- The Parish Giving Scheme: Guide for PCCs
- Parish Registration Form.

Materials intended for individual givers once the PCC has registered with the PGS are:

- “A simple way to give to your church” leaflet
- PDF versions of the Gift Form, parts 1 and 2, with the PGS registered name and number for your church
- tokens (right) which people who use the PGS can put in the offertory plate.



Leaflets will be supplied by the Giving Team, as PDF versions personalised for your church. Churches will be able to circulate information to givers via e-mail or their church website, or as printed copies if they prefer.



## Why use the PGS?

In our Southwark Vision we share a vision for the future in which we will see “generous giving and prayer supporting all we do”. In order to help parishes encourage generosity and resource our future, we are offering this exciting new tool. The PGS provides a professional, effective donation management system to support parishes in funding mission and ministry, as we reach out to and serve the communities of South London and East Surrey.

The PGS is a direct-debit system originally developed by the Diocese of Gloucester. It has since gained the backing of the Archbishops’ Council, and in December 2014 became part of a new joint venture charity. It is now a separate charitable limited company, Parish Giving Scheme Ltd (Registered England Number 8824540; Registered Charity number 1156606).

Used by most Dioceses, the PGS is tried, tested and highly recommended for its reliability and ease of use. By offering this scheme in a parish and through givers’ generous commitments, churches can be assured of a regular, tax-efficient source of income which has the capacity to increase with the cost of living yet involves virtually no administration.

With the help of the PGS, givers benefit from a system that is secure, confidential and easy to use, while supporting the Church today and for the future.

## Why should your parish join the PGS?

- ✓ Gift Aid is automatically claimed for your church, which means reduced administration and less work for your Treasurer and Gift Aid Secretary. You will maximise your cash flow and minimise your administration.
- ✓ When people make the switch to direct debits and away from giving by envelope or into the open collection plate, giving levels remain steadier, especially during times when people are away from church on holiday or for other reasons.
- ✓ Parishes are able to budget and plan more effectively.
- ✓ The PGS sends monthly, annual and tax year statements to each parish; these can be very useful for thank-you letters.
- ✓ There is no direct cost to the parish as the yearly fees are covered by central Diocesan funds.
- ✓ 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.
- ✓ If your bank charges you for banking cash, and many more are thinking of doing this, then switching to the PGS will reduce banking fees.
- ✓ You will inflation-proof your giving.
- ✓ The PGS is complementary to any giving programme, both at the point it is introduced and subsequently.



## Why use the PGS (continued)?

### Why should an individual join the PGS?

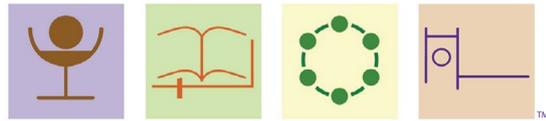
- ✓ They are in total control of the amount they give.
- ✓ It offers an easy way for givers to amend their donations via a simple phone call or e-mail to the PGS office.
- ✓ The direct debit guarantee means their gift is safe and secure.
- ✓ They can choose to automatically increase their gift annually in line with the rate of inflation.
- ✓ They can have tokens to put on to the open plate to reflect their generous giving.
- ✓ They can also opt to be anonymous givers.
- ✓ Help is available from the Diocese of Southwark and the Parish Giving Scheme, a UK-based charity in partnership with all the Dioceses in the scheme.

### Direct debits

Some people are suspicious of the direct debit processing system, but they need not be. It is the only payment method with a money-back guarantee and is therefore safer for the giver than standing orders, cheques or cash. To read more about this, go to [www.bacs.co.uk/Services/bacsschemes/directdebit/Pages/DirectDebit.aspx](http://www.bacs.co.uk/Services/bacsschemes/directdebit/Pages/DirectDebit.aspx)



# Why use the PGS (continued)?



## 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 info sheet

**Instruction to your Bank or Building Society to pay by Direct Debit**

Name and full postal address of your Bank/Building Society

To: The Manager	Bank/Building Society
Address:	
Postcode:	

Name(s) of Account Holder(s)

Branch Sort Code

--	--	--	--	--	--	--	--

Bank / Building Society account number

--	--	--	--	--	--	--	--	--	--

# Gift Form

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

Please tick to confirm you have read and understood the PGS information sheet pages 1 and 2, including the Frequently Asked Questions.

**I wish my donation to be used solely for the benefit of:**

Church / Parish name: ST SAVIOUR'S  
 PGS Parish code: 123456789  
 In the village / town / city of: OXTED  
 In the Diocese of: SOUTHWARK

**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 in 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** *giftaid it*

**Gift Aid makes every £1 worth £1.25**

*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:

**DIRECT Debit**

Service User Number

4	2	1	4	0	2
---	---	---	---	---	---

Donor reference number (to be completed by PGS office)

P	G	S	T	H	A	N	K	Y	O	U				
---	---	---	---	---	---	---	---	---	---	---	--	--	--	--

**Instruction to your Bank or Building Society**

Please pay Parish Giving Scheme Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Parish Giving Scheme and, if so, details will be passed electronically to my Bank / Building Society.

Signature(s)

Date

Please complete this page and send it to: **Parish Giving Scheme, 76 Kingsholm Road, Gloucester, GL1 3BD**

Figure 1: the form enables a giver to sign up for an annual inflationary uplift and, if they choose, to remain anonymous to the local church (see arrows for where to tick these options).

## How does the PGS work?

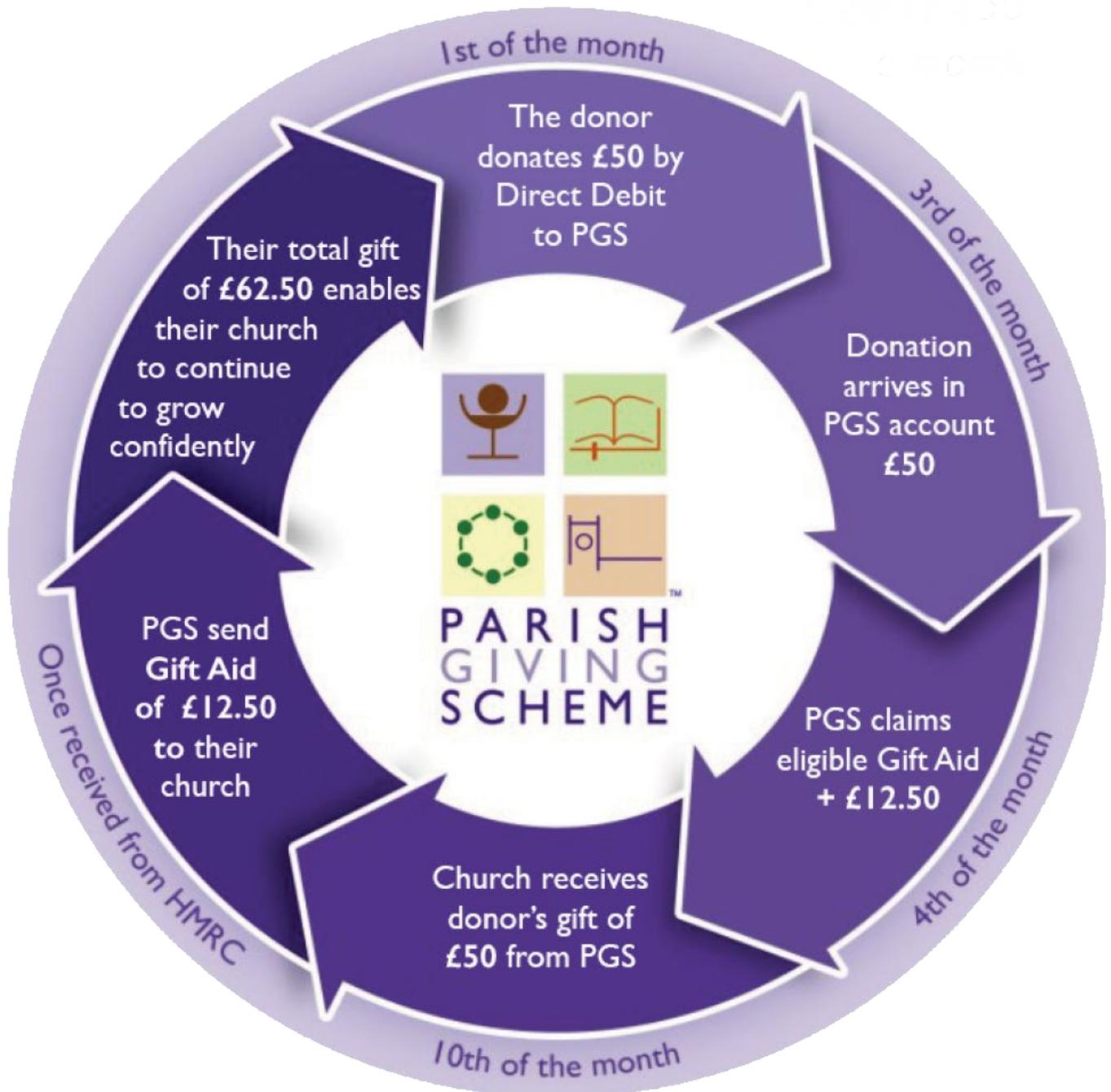


Figure 2: The PGS operates on a monthly cycle. Payments are debited from givers' accounts on the first of each month and Gift Aid is claimed on the fourth of each month. The gifts are paid into the bank account of the local church within 10 working days of collection, and the Gift Aid is paid across as soon as it is received from HMRC.



## How does the PGS work (continued)?

Payment can be made on a monthly, quarterly, or annual basis on the first day of the month. The donation is collected on the first working day of the month by the PGS, which then claims the Gift Aid, if the giver is eligible, on behalf of the church.

Another unique feature of the scheme is the option for the giver to commit in principle to increasing their gift annually in line with inflation. (The inflationary increase is based on the Retail Prices Index.) This is entirely at the giver's discretion on an opt-in basis but more than 60% of the cash received is index-linked.

Givers receive an initial letter confirming their details and welcoming them to the scheme. All those who have requested to inflate their giving annually will then receive a letter one month preceding the anniversary of their first gift informing them that their gift will shortly be inflated (with the option to vary it).

The system uses Advanced NG charity management software, a professional system used by many large charities such as Cancer Research UK. The scheme has been operating in Gloucester since late 2008, including a year-long pilot, and is now in use in 30 Dioceses.

The Statement Receiver (usually the Treasurer) can access an online report showing names and amounts for each donation (see Figure 3, below). Anonymous gifts are also detailed on the statement, with names omitted.

In the example below, £1,705 would be remitted to the parish on the 10th of the month with the Gift Aid of £161.25 following as a second lump sum as soon as the monies are received from HMRC.



Donor Statement for Period: April 2017

### EXAMPLE ONLINE PGS STATEMENT

(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: Portsmouth  
Parish:  
Ref:

Transaction Ref	Donor	Description	Contact ID	Current Month			Financial Year To Date			Calendar Year To Date			Frequency	Inflation
				Donation Received	Gift Aid	Total	Donation Received	Gift Aid	Total	Donation Received	Gift Aid	Total		
Cllr D Horton		PGS THANK YOU-9261	14149	70	17.5	87.5	140	35	175	420	105	525	M	Y
Mr & Mrs H Horton		PGS THANK YOU-9471	14381	200	50	250	200	50	250	400	100	500	Q	N
The Revd G Granger		PGS THANK YOU-9472	14386	150	37.5	187.5	300	75	375	900	225	1125	M	Y
Mr O Newitt		PGS THANK YOU-9259	14389	90	22.5	112.5	180	45	225	540	135	675	M	Y
Mr F Pickle		PGS THANK YOU-9365	14529	60	0	60	120	0	120	360	0	360	M	N
Mr J Trott		PGS THANK YOU-9263	14568	30	7.5	37.5	60	15	75	180	45	225	M	Y
Anonymous		PGS THANK YOU-9080	14577	40	10	50	80	20	100	240	60	300	M	N
Miss K Minogue		PGS THANK YOU-9470	14599	1000	0	1000	1000	0	1000	1000	0	1000	A	Y
Mr S Horton		PGS THANK YOU-9264	14623	65	16.25	81.25	65	16.25	81.25	65	16.25	81.25	M	N
<b>Grand Totals:</b>				<b>1705</b>	<b>161.25</b>	<b>1866.25</b>	<b>2145</b>	<b>256.25</b>	<b>2401.25</b>	<b>4105</b>	<b>686.25</b>	<b>4791.25</b>		

Joiners: Mrs S Horton (14623)  
Leavers: Mrs Cropley (14694)

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

Figure 3: The PCC Treasurer or Giving Officer will receive a monthly statement of payments received through the PGS. Note that, in the example above, some givers have chosen to remain anonymous.



# What does your church need to do?

The Parish Action List in Appendix 1 (see page 18 of this booklet) summarises and guides you through the key stages of launching the PGS.

## 1. Pray

It is wise to seek God's guidance before making any significant decision affecting your church.

## 2. PCC discussion

The PCC should then meet to discuss the PGS and consider its benefits. We would be happy to attend your PCC (on Zoom or in person when permitted) to discuss the PGS. You can find a PowerPoint presentation and a Guide for PCCs at [southwark.anglican.org/help/giving](http://southwark.anglican.org/help/giving) to aid discussion.

## 3. Start the conversation

It is important to be realistic. The PGS will not be a magic bullet to solve all your financial challenges but it does offer a golden opportunity to engage people in thinking about their own level of financial generosity. Parishes have found that a discussion about the PGS can act as a prompt for people to reflect on their level of giving, and then review it. As one person has said, "It's a comfortable way into an uncomfortable conversation!"

It is strongly recommended that you have your annual giving review or run a Giving Programme prior to, or alongside, introducing the PGS, to take advantage of the opportunity to discuss giving. Further information on Giving Programmes can be found on page 17 of this booklet.

## 4. Pass a resolution

Joining the PGS will mean that money from participating givers will flow to the PCC through the PGS, rather than directly from the giver 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. This can be done online on Zoom or similar channels as well as in person.

The resolution can be as simple as: "We the PCC of [name of church] request the Parish Giving Scheme to commence operation of the scheme on our behalf."

**Aide-memoire:**

Note the date the PCC resolution was passed



## What does your church need to do (continued)?

### 5. Register your church

A PCC representative then needs to complete all sections of the PGS Parish Registration Form (except signatures – see Note 6 on page 11). You can see the Parish Registration Form at Appendix 2 of this booklet on pages 19-20, and download a copy from [southwark.anglican.org/help/giving](http://southwark.anglican.org/help/giving)

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 us a base from which to measure the effectiveness of the system. We therefore need you to complete both pages.

The process works most efficiently when no queries need to be raised about completed forms. Therefore, please complete forms as clearly and accurately as possible.

- The Parish Registration Form can be typed, printed, and then signed by the relevant PCC representatives.
- If completing the form by hand, please use BLOCK CAPITALS to ensure that all details are legible (especially bank details and e-mail addresses).

#### Page one of the Parish Registration Form

- Please ensure that all sections of this first page are fully completed, except for the PGS Code. Please leave this box blank as the code will be allocated by the Diocese and provided to the parish later.
- 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 (for example, Treasurer). The PGS systems require the person's title, full name and contact details.
- The Diocese 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 necessary.
- The church name used to register your parish is important, as this is the church name that will appear on giver resources and communications from the PGS team. To ensure that givers 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 our understanding of the name each church is known as. Should your church be known as something different locally, please inform the Diocese at the point of registration, so the appropriate parish name is allocated. (Please note that parish names should not exceed 30 characters including spaces.)
- 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 a second Churchwarden may sign in place of an Incumbent.

#### Page two of the Parish Registration Form

- This section of the form is important and will be of value in enabling us to assess the success of the PGS in our Diocese and to help inform our approach to fully support parishes.
- Please consider whether the PGS tokens will be of benefit in your parish (their use is not obligatory). Please then indicate on the form whether you will be using them.
- Please do not forget! When you send in the Parish Registration Form, please also send in a copy of a paying-in slip for the bank account detailed on the Parish Registration Form. This is for verification purposes only.



## What does your church need to do (continued)?

### 6. Return the completed Parish Registration Form

A scanned copy of the signed form and a copy paying-in slip from the parish bank account should then be emailed to the Parish Giving Team at [pgs@southwark.anglican.org](mailto:pgs@southwark.anglican.org). If e-mail is not an option, you can post the forms to Gabby Parikh, Diocese of Southwark, Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

During the COVID-19 crisis, it may not be possible to secure three signatures on one form. Therefore, we suggest that the Treasurer completes and signs the form, scans it and e-mails it to the Parish Giving Team at the above address. The two remaining signatures (for example, the Incumbent or Churchwarden) can either then sign and scan a duplicate form or send an e-mail to the Parish Giving Team indicating their approval.

<b>Aide-memoire:</b>	
Note the date the form was sent to the Diocesan Office	

### 7. After submitting the Parish Registration Form

On receipt of your Parish Registration Form at Trinity House, the following will take place:

- receipt will be acknowledged, and any queries dealt with. Communication will generally be with the Overall Project Leader and Statement Receiver
- we will forward the Parish Registration Form to the PGS team, to enable the parish to be set up within the scheme
- the PGS team will process the application. Your Statement Receiver will receive a welcome e-mail from the PGS confirming the registration and outlining the important parish details. Please check this thoroughly before givers start to register with scheme
- the Giving Team will remain available to parishes for support in implementing the PGS as the need arises.



# Implementing the PGS in your parish

## Top 10 tips for a successful launch

1. Introduce the PGS alongside a Giving Programme.
2. Appoint a respected person to lead on the adoption of the scheme.
3. Recruit a few volunteers to help launch the scheme, where appropriate.
4. Explain the impact the church currently makes within the community.
5. Communicate the vision for the future, and what can be achieved if giving increases.
6. Sign up PCC members before the launch, so they can be ambassadors for the scheme.
7. Ensure that there is time for individual discussion with potential givers.
8. Hold a celebration service when people give in their completed forms.
9. Make it clear on your website and through a permanent display that your church uses the PGS to collect the generous gifts of parishioners.
10. Thank people for their gift and keep thanking them!

## Organise a giving programme

Anecdotal evidence suggests that there is a much higher take-up of the PGS when it is launched alongside a giving review or stewardship programme. More importantly, this provides an ideal opportunity to encourage your parishioners in their Christian giving.

As with any well-designed Giving Programme, it is another way of declaring your church's 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'*

If you have recently engaged in a Giving Programme (within the past two years) prior to the launch of the PGS, you may prefer to simply offer the scheme within the context of a giving review in order to aid take-up.

During the COVID-19 crisis it may not be possible to hold a traditional giving programme, but we still encourage you to have a focus on giving, in particular on the vision of your church, the impact of people's giving and the need for your church community to resource your mission and ministry.

Resources to help guide you in this process are readily available and summarised in the section of this booklet on Encouraging Giving (see page 18). Feel free also to contact the Giving Team for more information about running a giving programme in your parish.



# Implementing the PGS in your parish (continued)

## Collating resources

On receipt of the publicity materials from the Diocesan Giving Team, you will need to prepare the resources and plan their distribution to fit with the Giving Programme, where appropriate.

You will be sent:

- “A simple way to give to your church” leaflets, personalised for your church as a PDF. You can load these on your website, use in your communications or print for those who like to have a printed copy
- a PDF Gift Form in two parts, personalised with your parish’s information. Part 1 is for information, Part 2 is the form which people will need to print, complete and send as a paper copy directly to the PGS. Please note that the PGS is unable to accept scanned copies of the Gift Forms, only original paper copies
- tokens, if you have requested them on the Parish Registration Form.

Alongside these resources, you may wish to include a Vision leaflet or a personal letter from your vicar or PCC.

Once a parish has registered with the PGS, members of its congregation can make regular donations by making a telephone call or by completing a PGS Gift Form (available from their parish) and posting it directly to the PGS team in Gloucester.

From April 2020, the PGS launched a dedicated telephone service which allows givers to set up their direct debits by telephone instead of completing the Gift Form. We strongly recommend this method. Givers can set up a regular gift to parishes by calling 0333 002 1271. One of the PGS administrators will take them through the sign-up process – this normally takes around 15 minutes.

Sue, Parishioner  
*Signing up by phone  
could not have been  
easier*



# Implementing the PGS in your parish (continued)

## Distribution and publicity

**Top tip:** experience from other Dioceses has shown that if you ask PCC members to adopt the PGS first, others in the church are more likely to follow.

When churches are open and we can meet in person, publicity packs should be handed to givers individually, where possible, or sent in the post. There is strong evidence to suggest that personal contact with givers increases the take-up of the scheme, whereas relying on a mailshot can result in a poor response.

Simply leaving piles of the forms and leaflets at the back of the church is also unlikely to lead to a good take-up of the PGS. That said, having some available for people just to pick up may be helpful to those who wish 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 givers to collect at each service, rather than individuals having to remember to bring their token with them each time.

If your church is meeting remotely, please consider these methods of publicising the scheme:

- talk about the PGS during a livestreamed service, explaining the vision for the church and how the new scheme will help to resource it
- include a personal letter from the Incumbent or PCC in your weekly communications to highlight the new opportunity
- film a member of the PCC talking about signing up for the PGS and share the video to encourage others to follow suit
- include information on the church's website and link to it on social media to encourage people to sign up
- consider using a Church of England animation to explain the importance of giving (<https://vimeo.com/411392278> or <https://vimeo.com/423221017>), or the short PGS video to explain what the scheme does (<https://vimeo.com/264997442>)
- hold a question-and-answer session about the scheme on Zoom
- hold a celebration service once people have handed in their completed forms
- thank people for their gift and keep thanking them!

### Example web pages from Oxford Diocese:

[www.denhamparish.church/parish-giving-scheme](http://www.denhamparish.church/parish-giving-scheme)

[www.stmaryscnorton.com/giving.php](http://www.stmaryscnorton.com/giving.php)

[4u-team.org/giving](http://4u-team.org/giving)

[www.warfield.org.uk/Groups/238305/Warfield\\_Church/Giving/Giving.aspx](http://www.warfield.org.uk/Groups/238305/Warfield_Church/Giving/Giving.aspx)



# Implementing the PGS in your parish (continued)

## Returning completed Gift Forms

Individual forms need to be sent to the PGS Team in good time if givers want to guarantee that their gift starts in the month they have requested. Once Gift Forms have been received by the PGS and processed, the giver will receive a confirmation letter within 10 working days stating their personal details, the level and frequency of their gift, the parish they wish to restrict it to and the start date of their gift.

Givers should be encouraged to send their forms directly to the PGS, rather than Treasurers gathering them in and sending them on, unless you plan to hold a celebration service for people to bring their completed forms to place in the offertory plate.

If you issue a Stamped Addressed Envelope (either C5 or DL size) addressed to the Parish Giving Scheme office along with the publicity packs, you may reduce confusion as to where to send the completed form and increase the response rate.

The Parish Giving Scheme office address is:  
Parish Giving Scheme, 76 Kingsholm Road, Gloucester, GL1 3BD.

## Frequently Asked Questions

A list of frequently asked questions can be found on the Parish Giving Scheme website at:  
[www.paritygivingscheme.org.uk/for-donors/faq/faqs.php](http://www.paritygivingscheme.org.uk/for-donors/faq/faqs.php)

If you cannot find an answer to your query here, please contact the Diocesan Giving Team at [pgs@southwark.anglican.org](mailto:pgs@southwark.anglican.org)



## Moving forward

### Giving practices

The number of givers giving through the PGS will increase as the scheme becomes established in your parish. Other giving methods (standing order and weekly envelopes) should reduce in time; however, you may need to continue to draw attention to the scheme as a way of giving, particularly as new people join the church.

It is therefore good practice to reflect regularly on giving in your parish and to ensure that, as well as facilitating periodic Giving Programmes, there is a process for thanking regular givers, irrespective of the method they employ. For further support in all aspects of generous giving, please contact our Head of Giving, Gabby Parikh, at [gabby.parikh@southwark.anglican.org](mailto:gabby.parikh@southwark.anglican.org)

### The Gift Aid Small Donations Scheme

One common question has been whether adopting the PGS will affect a church's ability to claim through the Gift Aid Small Donations Scheme (GASDS). In most cases, churches will enjoy increased benefits from adopting the PGS and continuing to claim fully through GASDS.

Where you have a regular giver whose donations cannot be Gift Aided and you would include their gift in your GASDS claim, it may not be advantageous for them to join the PGS so that your parish can benefit by claiming GASDS on their gift. However, as people in many cases attend church less frequently, the benefit of receiving a more regular donation through the PGS outweighs the GASDS claim for that individual.

To claim under GASDS, parishes need a direct relationship with HM Revenue and Customs. Each church should claim Gift Aid, outside the PGS, on at least £800 per tax year to be able to claim up to the maximum of £8,000 on GASDS. This should not be an issue for most churches, as it is unlikely that all givers will convert to the PGS and there will remain the one-off gifts from special services and so on. Nevertheless, it is something to bear in mind.

Parishes which receive less than £800 in Gift Aid eligible donations each year can still claim through GASDS using the "matching rule". See [bit.ly/SouthwarkGASDS](http://bit.ly/SouthwarkGASDS) for more information. This situation may change as the PGS Team and the National Giving Team 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 e-mail the Head of Giving at the above address.

### Contacting PGS

If you would like to change key personnel such as the Treasurer, Statement Receiver or Project Leader, or to update their contact details, please contact the PGS office. You should also contact the PGS office if you have queries relating to givers, donations, parish statements or you want to know where to refer existing PGS givers:

#### Parish Giving Scheme Office

Parish Giving Scheme, 76 Kingsholm Road, Gloucester, GL1 3BD

Tel: 0333 002 1260

E-mail: [info@parishgivingscheme.org.uk](mailto:info@parishgivingscheme.org.uk)



## Encouraging giving: resources

The launch of PGS is a fantastic opportunity to raise the profile of giving in your parish. Experience in other Dioceses reveals a much stronger take-up of the PGS when it is offered as part of a Giving Programme. This stronger take-up is both in terms of giver numbers and giving levels.

The launch of the 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 Programme it is another way of declaring vision and demonstrating how generosity enables the funding of Christ's mission and ministry.

A few of the many types of Giving Programme are listed below. Alternatively, we would be happy to work with you to tailor something to your needs.

### **Giving is God's Way**

Giving is God's Way is a programme developed in Southwark which aims to encourage parishioners to think carefully about the resources they have been given by God and to respond generously in the way in which they use these gifts. It draws together Bible study materials, sermon outlines, draft letters and other materials to offer a step-by-step, downloadable guide to promoting stewardship in parishes. See [southwark.anglican.org/help/stewardship/stewardship-programmes/giving-is-gods-way](http://southwark.anglican.org/help/stewardship/stewardship-programmes/giving-is-gods-way)

### **TRIO**

This Southwark programme aims to inform members of the congregation about the finances of their church and to encourage them to become more responsible in their giving, by helping them to recognise that, as far as the maintenance of the work, ministry and mission of their church is concerned...The Responsibility Is Ours. Contact the Southwark Giving Team for more details.

### **Giving in Grace**

Developed and maintained by the Diocese of Liverpool, Giving in Grace offers all the resources for running a major programme or an annual review. See [www.givinginGrace.org](http://www.givinginGrace.org)

### **Generous God, Generous People**

Developed by the Diocese of St Edmundsbury and Ipswich, this has a five-week course of daily Bible readings for personal use and a four-session series for use with home groups. See [bit.ly/SouthwarkGenerousGod](http://bit.ly/SouthwarkGenerousGod)

### **Rural Giving Programme**

This is designed particularly for smaller churches and is part of the Giving Toolkit for Rural Churches. See [www.parishresources.org.uk/sgp](http://www.parishresources.org.uk/sgp)

### **Parish Funding Programme**

This programme is a complete giving review with a full manual and some downloadable templates. See [www.parishresources.org.uk/giving](http://www.parishresources.org.uk/giving)

### **Give 10**

This seeks to resource churches that want to teach tithing. Why provide resources for this? 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. See [www.parishresources.org.uk/giving/give-10](http://www.parishresources.org.uk/giving/give-10)



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## Parish Action List

Actions	Complete?	Actioned by	Comments
Put the Parish Giving Scheme (PGS) on to PCC agenda.			
Pass resolution at the PCC.			
Nominate project leader.			
Assemble team to help with promotion where appropriate.			
Contact Diocesan adviser for support on how best to launch the PGS.			
Agree Giving Programme to accompany PGS launch.			
Complete, sign and send registration form to Diocese.			
Diocese confirms that registration form has been received.			
Resources for distribution received from Diocese.			
Write publicity, for example website, covering letter from Incumbent or PCC, where appropriate.			
Recruit PCC members onto scheme.			
Launch PGS and Giving Programme within church service.			
Approach existing planned givers and ask them to switch to the PGS.			
Approach ad-hoc givers and ask them to join the PGS.			
Hold celebration service when all PGS responses are received.			
Reply to all who have responded with thanks and information (if requested).			
Follow up with all who have not responded.			
Explore using the PGS in gaining financial support from non-church members in the parish.			

Appendix I: This form is to help parishes with the process of introducing the Parish Giving Scheme. Copies can be downloaded from [southwark.anglican.org/help/giving](http://southwark.anglican.org/help/giving)



## Parish Registration Form

Please complete this form clearly and accurately and **RETURN** to Gabby Parikh, Head of Giving, by e-mailing scanned copies to **gabby.parikh@southwark.anglican.org** or post to Trinity House, 4 Chapel Court, Borough High Street, London, SE1 1HW together with a paying in slip, for verification purposes.



### PARISH DETAILS (please complete using BLOCK CAPITAL letters)

Diocese:	<b>SOUTHWARK</b>
Church code:	(to be completed by Diocese)
Church name:	
Church address:	
City/town/village:	
Postcode:	

### CONTACT DETAILS

<b>Overall project leader in your parish</b>	
Title/Name:	
Address:	
Contact number:	E-mail:
<b>Treasurer</b>	
Title/Name:	
Address:	
Contact number:	E-mail:
<b>PGS Statement Receiver</b>	
Title/name:	
Address:	
Contact number:	E-mail:

### BANK DETAILS (please attach copy paying-in slip for verification)

Name of account:	
Bank name and address:	
Sort code:	Account number:
□□ □□ □□	□□□□□□□□

### SIGNATORIES (note that if a parish is in vacancy, a second Churchwarden may sign instead)

Incumbent (sign):	Print name:	Date:
.....	.....	.....
Treasurer (sign):	Print name:	Date:
.....	.....	.....
Churchwarden (sign):	Print name:	Date:
.....	.....	.....

Appendix 2: Parishes should complete this form and return it to the Parish Giving Team at [pgs@southwark.anglican.org](mailto:pgs@southwark.anglican.org), along with a copy paying in slip for verification purposes. Copies can be downloaded from [southwark.anglican.org/help/giving](http://southwark.anglican.org/help/giving)



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**FURTHER INFORMATION**

These details will help us support you in your PGS journey and monitor the success of PGS in our Diocese.

Date that PCC passed resolution to join PGS:	
Month and year in which you plan to launch PGS:	
Does your parish intend to use the tokens (please circle)?	Yes / No

**GIVING INFORMATION**

Please provide details about the existing regular giving in your parish, based on the situation prior to launching the PGS. How many regular givers does your church have? Please write the total number of givers by envelope or standing order in the relevant box, whether eligible for Gift Aid or not.

Method of giving	Weekly	Monthly	Quarterly	Annually	Total
Standing order					
Envelope					
<b>Total number of regular givers</b>					

**GIVING PROGRAMME**

Evidence suggests that launching the PGS as part of a stewardship review or sermon series on Giving and Generosity results in a better take-up from regular givers (see Encouraging Giving resources on page 19 of *The Parish Giving Scheme Implementation Guide for Parishes* for suggestions).

If you do plan to run a giving campaign, please indicate the name below:

.....

If you would like help in organising a giving review, please indicate that here:

.....

**RETURNING THIS FORM**

Please return this form to the Diocesan Head of Giving, Gabby Parikh.

We would prefer to receive forms by e-mail wherever possible to [gabby.parikh@southwark.anglican.org](mailto:gabby.parikh@southwark.anglican.org)

If e-mail is not available, please post the form to:

Head of Giving, Diocese of Southwark, Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW

Appendix 2: Parishes should complete this form and return it to the Parish Giving Team at [pgs@southwark.anglican.org](mailto:pgs@southwark.anglican.org), along with a copy paying in slip for verification purposes. Copies can be downloaded from [southwark.anglican.org/help/giving](http://southwark.anglican.org/help/giving)



## Acknowledgements

With thanks to the team at Parish Giving Scheme Ltd and to the Giving Advisers in the Dioceses of Oxford, Portsmouth, Guildford, and London for their generosity in sharing their knowledge, experience, and sample resources.

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