**[Name of your church]**

[Address 1]

[Address 2]

[Address 3]

[Address 4]

[Address 5]

[Date]

Dear *[Name, handwritten]*

I am writing to thank you for all that you give to the life of *[name of church]*. I really value your commitment and your generous support. It is the faithful and consistent giving of committed members such as you that enables us to minister to our congregation and to the wider parish.

Our generosity and a shared responsibility makes mission and ministry possible, both by giving financially and in the way we use our time and abilities. Our giving is reflected through every family welcomed in our church, every service we celebrate, and [*include one or two recent or ongoing examples of whatever means are used to reach out to and serve the local community].*

This is an important and challenging time for *[name of church]* as we plan for our future. Under the leadership of the PCC, our church is currently looking at our resources and ministry so that together we can carry on playing a key part in our local community by [*add a couple of examples of specific future plans]*.

Over the past few weeks, our small groups have been reflecting on God’s loving generosity to us and on how our response might look in terms of the way we use our time, skills and money. To meet both the challenges and opportunities ahead, we are asking everyone carefully and prayerfully to review their giving. I have already done so with the churchwardens and now I want to invite you to do the same.

From a financial perspective, in 1 Corinthians 16:2 Paul encourages us to follow the example of the Galatian church and teaches us that our giving should be:

* **a priority**. Our giving should be a first call on our income and not the leftover spare change
* **planned**. We need to plan and regularly review our giving to God through the ministry of the Church. Ideally we should give by standing order, which benefits everyone, especially if this is how we pay other key transactions. We should also consider Gift Aid if we pay tax. Planned giving should in addition allow spontaneous generosity
* **proportionate**. God blesses us with all we have and our giving should reflect his loving generosity. We should prayerfully consider giving a realistic proportion or percentage of our income, whether that is 2%, 5%, 10% or beyond. *[Optional text:* *It is also important to make a will and, after considering our commitments, we should plan to leave a legacy as a proportion of our estate.]*

In Romans 12: 4-6, Paul says that while we are all members of one church family we have been given different skills. I am asking you to look at your time and skills and to ask yourself how you may be able to support ministry by getting more involved in aspects of our shared life.

Please read the enclosed [stewardship pack/brochure], which contains response forms and envelopes; the one relating to finance will go directly to the Treasurer or Gift Aid Secretary *[add name and title as appropriate]* and your individual response will remain confidential. The response form dealing with ministry will come back to me [*or whoever is reviewing time and talents forms*] and we can talk about it together.

Please take some time to pray and then to respond using both forms; we are called to be disciples in every aspect of our lives. Each of us should ask ourselves if our giving, both financial and of ourselves, is the right response to God’s overwhelming generosity to us.

Thank you again for all you do and all you give in the life and ministry of our church.

*[Your usual sign off]*

***Vicar***