**[Name of your church]**

[Address 1]

[Address 2]

[Address 3]

[Address 4]

[Address 5]

[Date]

Dear *[Name, handwritten]*

I would like to start by saying thank you for all that you give to *[name of church]*, in terms of your time and talents as well as your financial giving. The ministry of our church changes lives, both within our church and in the wider community, and we are building on this ministry as we continue to look forward to an exciting and challenging future.

This ministry is only possible thanks to the generosity of church members such as yourself. We are writing to all those who worship regularly in our church and asking everyone to review how they support God’s work so that together we can carry on playing a key part in our local community by:

* continuing and growing our activities for children, our young people and the elderly as well as our care for the wider community, the bereaved and the sick and welcoming those coming to baptisms *[Add your own priorities here]*
* paying our bills, for gas, electricity and insurance so we can continue to worship in our beautiful church, building on the work of those who came before us
* giving away more than £*[xxxxx]* to *[give examples]* in *[year]* as part of our wider mission giving
* paying our Parish Support Fund pledge in full and so contributing our share of the cost of ministry across the Diocese.

We achieve all this thanks to the support and hard work of everyone in our congregation, together with donations, so that we can meet our financial costs of about £*[xxxxx]* each week. 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 the opportunities ahead, we are asking everyone carefully and prayerfully to do two things:

* to review what they can offer to *[name of church]* in terms of time and talents
* to review their financial commitment to *[name of church]* and to make sure that their giving is effective and planned. It is a great help to us if you can give by standing order or by regular envelopes and Gift Aid your donations if you pay tax.

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 return your response forms by *[date]* and if you have any questions then do contact me.

Thank you again for your ongoing support of God’s work through our church, and for all you give in response to this request.

*[Your usual sign off]*

***Vicar***