**[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 your support for *[name of church]*. It is good to have you as part of our church.

The ministry of our church has been, and continues to be, possible through the generosity of our church members and friends of the church. *[Name of church]* is a vital part of our community. Please think for a moment about what our church means to you. Week by week we meet to worship and provide many activities for all ages to our community, including *[include one or two recent or ongoing examples of whatever means are used to reach out to and serve the local community.]* We are also privileged through our ministry to offer support to those who have lost loved ones, and to welcome families celebrating marriages orbringing their children for baptism*. [Include/delete as appropriate]*

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

I am encouraged by the time, skills and energy which people bring to the church and also the financial support given week by week. All of these gifts matter and that is why I am writing to you as someone who *[is a friend of name of church/worships with us: delete as appropriate]* to ask you to consider the support you give to our church.

You know it is important that *[name of church]* can meet its day-to-day bills for maintaining, insuring, heating and lighting our building; pay for our share of the Parish Support Fund, which enables the Diocese of Southwark to support mission and ministry in every one of its parishes; and continue to provide the range of activities that make up the life of our church. You may not realise that this comes to £*[xxxx]* per week. We do receive money from funeral and wedding fees and also from fundraising, but the vast majority comes from our regular church members giving faithfully each week through their envelopes or standing orders. If each member and friend from our church community were able to increase their giving by £*[xxxx]* per week then we would be able to resource our current budget and future plans for the next year.

You too can do one very positive and definite thing to help: please read the enclosed [stewardship pack/brochure] and respond. We are asking people to join our confidential Planned Giving scheme, either by taking our weekly giving envelopes or by setting up a monthly standing order, whichever is most convenient. If you can give regularly, this will help us to know how much income we are likely to have so we can plan our future activities. The financial details of what is given will be confidential to our Treasurer or Gift Aid Officer but I will be aware of the overall response and will write to thank all those who respond.

It may be that you would also like to support *[name of church]* in other practical ways and so I have also enclosed a response form outlining some of our current volunteering opportunities.

Thank you for reading this letter and the thoughtful way in which I know you will   
respond. I hope and pray that you will join us in regular support for our church. If you need further information or want to talk this through with someone, please do not hesitate to contact me.

*[Your usual sign off]*

***Vicar***