

Resources for PCCs and Churches

Despite stewardship being an important part of our discipleship, it is an area we often find uncomfortable to address in church, especially money wealth and possessions. We only need to look at our Bibles to know that we should embrace this area of our faith and strive for improvement.

The sheer number of Bible references (2350 to be precise) to money, wealth and possessions tell us this is of importance to God. As a result we should be striving to help those who attend our churches grow and develop a generous faith. Talking about money is perfectly acceptable in our churches.

Stewardship is about faith development and growing disciples, it is about being open to God's Will in our parishes and enabling great things within our parishes and across our Diocese.

There are manageable steps to be taken by churches and plenty of resources available to enable this progressions to occur in all parishes. The aim is to enable giving, generosity and money to be talked about openly and effectively in our parishes and for stewardship to be a routine part of parish life.

Click [here](#) for the Giving for Life PCC Guide. On pages 7 and 8, there is a helpful review process to undertake with your PCC to help create your own order of priority for development within steps 2-6 below. All parishes are encouraged to consider Step 1, regardless of current stewardship practices and financial circumstances.

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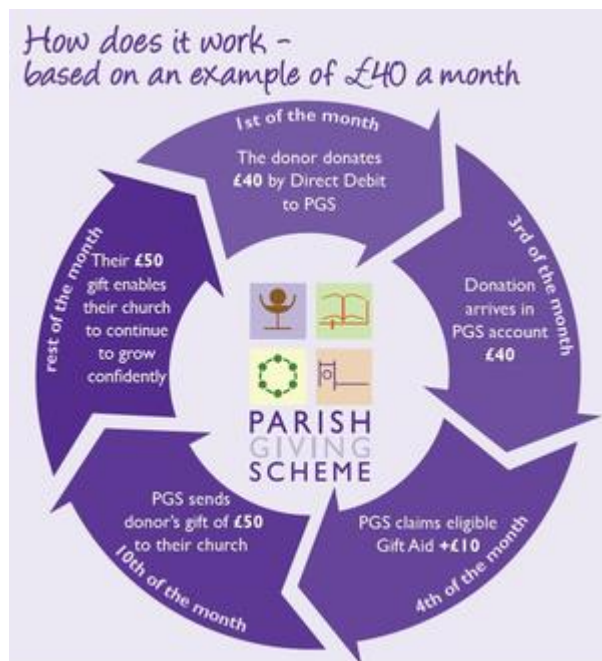
Step 1 - Look to Implement and run the Parish Giving Scheme in your Parish

The Parish Giving Scheme enables donors to give to your parish by direct debit. Read below to find out more about how the Parish Giving Scheme can revolutionise your parish approach to finances and reduce the workload of volunteers. Support is also provided here for those parishes already registered with PGS.

The Parish Giving Scheme (PGS) is a highly efficient and well developed system to help local churches manage and develop their planned giving.



Donor gifts to your local church are made by direct debit on the 1st of the month, PGS then claims all gift aid due and the total amount of all donations to your church, complete with gift aid, is paid as one lump sum into your parish nominated bank account within 10 working days.



One of the main challenges faced by churches is static giving and this is where PGS can really help your church. PGS gives donors the ability to increase their giving annually in line with inflation; it is donor choice as to whether they opt into this element of the scheme.

[Click here](#) for more details about how PGS works in Portsmouth Diocese.

Resources are also available [here](#) for parishes which have been in PGS a while and need more support to move the scheme forward.

[Click here](#) to find out more about PGS as a Charitable Company (Ltd Company No: 8824540; Registered Charity No: 1156606).

Step 2 - Run Periodic Stewardship Programmes

Run a full stewardship programme every three to four years.

A Stewardship Programme is a process to be undertaken once every 3 to 4 years, and to launch the Parish Giving Scheme in your parish.

There are numerous programmes available to suit your parish need, locality and style. Some parishes choose to mix and match from the resources to get a truly local feel.

Click below for:

- [Giving in Grace](#)
- [Giving for Life](#)
- [Rural Giving Programme](#)
- [Parish Funding Programme](#)
- [Give 10](#)

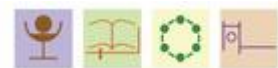
Top tips:-

Work as a team on the stewardship programme;

Preparation is key – allow about 3 months for the planning and preparation;

Divide the tasks according to skill and interest areas;

Run the programme over the course of 1 month so there is opportunity to discuss stewardship in different contexts and with different sections of the worshipping community and beyond where appropriate.



Step 3 - Follow Stewardship Good Practice

In 2009 the Archbishop's Council commended Giving for Life to us. This establishes four elements to stewardship good practice which are straightforward ways to keep the momentum. Keep reading to find out more

about each element and resources to enable you to establish good practice in your parish.

Establishing and maintaining stewardship good practice is important if we are to:

- Grow disciples
- Grow our Faith through generosity
- Resource the Kingdom

Giving for Life set out four manageable steps to establish good practices and by following these you will be able to embed stewardship into parish life and develop this important area of discipleship. [Click here](#) to find out more.

The aim of these practices is to keep momentum in parishes in the period between stewardship programmes:-

Here's how:-

1. Regular preaching and teaching – this will enable giving to be placed in the context of discipleship. A range of styles promote true learning:

- Preaching
- Discussion
- Experience
- Reflection

There are extensive teaching resources available from local and national levels as well as those included in the Stewardship Programmes.

2. Link giving to the vision and mission of your parish – where you are able to clearly demonstrate what giving enables, a giving response tends to follow. There are already opportunities in every parish that enables us to communicate this link and engage individuals:

- Annual report
- APCM
- Annual thank you letters
- Budget Communications

Then there are other opportunities such as:

- Social media
- Websites

- Parish magazines.
3. Thank givers annually – this makes a real difference; our thanks should not be assumed but expressed.

Annual Review of Giving – if this is a year-in-year-out occurrence, your church will be better placed to fund its ongoing mission. There is evidence in our own diocese that this makes a real difference to giving; one parish experienced a 25 per cent increase in planned giving after their recent Advent annual renewal.

Step 4 - Appoint a Stewardship Promoter

Statistics show that giving increases at a faster rate in parishes where there is a designated Stewardship Promoter, than where there is not.

Volunteering as a parish stewardship promoter is exciting and rewarding on a personal level, but can make a real difference in your parish; a stewardship promoter can have a positive impact on the number of planned givers and the level of giving.

It involves working as part of a team, but the time involved is not onerous or demanding.

Click below to:

- [Find out more about why the role is important](#)
- [Find out how the role could fit into your parish team](#)
- [Find out about the personal characteristics of the ideal stewardship promoter](#)

If you would like to discuss the role in more detail, please contact Victoria James, the Stewardship Adviser.

Phone: 02392 899655 or **Email:** Victoria.james@portsmouth.anglican.org

If you are already a Stewardship Promoter, please contact Victoria James, so that the known network of promoters can grow and the local sharing of success stories and resources can help develop this key area of ministry.

You might also be interested in the table of Action Points for Stewardship Promoters.

Step 5 - Wills and Legacy Giving

Writing a Will is important in itself, but in the context of our Christian faith it becomes all the more important. Keep reading to find out more about

legacies as an important area of Christian Stewardship and how you can support giving of this kind in your parish.

Legacy giving is an important part of Christian Stewardship; how we properly manage all that has been entrusted to us and making a final act of thanks for all the blessings received during our earthly life.

Seeking participation in this area of stewardship is not new. The Book of Common Prayer gives a clear instruction to clergy:

Let him be admonished to make his Will, and to declare his debts, what he oweth, and what is owing unto him; for the better discharging of his conscience, and the quietness of his Executors. But men should often be put in remembrance to take order for the settling of their temporal estates, whilst they are in health.

What does your PCC need to action?

- Ensure the PCC understands the importance of legacy giving;
- Decide whether the PCC is going to promote legacy giving
- Celebrate regular giving and legacy giving
- Write a legacy policy

How can this process be facilitated?

The good news is that there are plenty of resources available and people on hand for support:

Look at [Parish Resources](#) which includes guidance on the following:

- 6 simple steps to encourage legacy giving
- Advice on what to do when you receive a legacy gift for your parish
- Advice on drafting a wills and legacy policy

Look at the Church of England Legacies Site

Obtain a Legacy Pack from Eleanor Gill, the Legacy and Funding Officer by email; Eleanor.gill@churchofengland.org or telephone 020 7898 1564.

This pack is extremely helpful and contains a variety of resources.

Contact the Victoria James, the Stewardship Adviser to discuss this area of Stewardship:

Phone: 02392 899655 or **Email:** Victoria.james@portsmouth.anglican.org

The Church of England, "Guide to Encouraging Giving through Legacies" (which is included in the pack described above) tells us that, "Each year around 5,000 people leave a gift in their Wills to a Church of England parish.

In total, parishes receive over £50 million each year – money to finance mission projects, maintain beautiful church buildings, or enable some other aspect of church life". Parishes across our Diocese are included in these figures. Read some of those local stories below

Step 6 - Celebration and Thanksgiving

You and many others do so much in your parish and you will have many generous people who support the work of your church through their giving. It is good to be able to celebrate successes and to give thanks to show what generosity has enabled in your parish.

The Difference Legacy Gifts have made across Portsmouth Diocese

Two legacies made possible our front entrance which has transformed St Jude's. **-Mike Duff**

St. George's Church, Waterlooville has recently been fortunate receive a major legacy. We are using some of this to refurbish the organ and plan also to purchase a new banner in memory of the deceased. It's also important to point out that we have received a lot of small amounts over the last ten years, and these have been incredibly valuable to us. When added together the PCC has spent wisely and had the complete Church redecorated, purchased new candle stands and holders and made provision for the deceased names to be recorded in a memorial book. Some has been invested to increase its yield and to provide a safety net for future. **-Mike Sheffield**

We had a legacy that enabled us to carry on with re-ordering of our Church. **-Chris Feak, Sandown.**

£50K was left to St Mary's which used it to install the new West Glass doors - which has had a huge impact on the life of the Church and its accessibility and visibility. The funding was also used to refresh our Choir Music Library and Cassocks as well as providing some new resources for our work with children. **-Rev Canon Bob White**

£50K was left to St Faith's which was used to invest to provide a capital sum that continues to produce interest which is used to cover ongoing works and maintenance of the building - a real blessing for a community with a new building and no reserves. The investment discussions with IAG have helped immensely with this process. The congregation can concentrate on mission and the life of the Church while the investment helps to look after the building... **-Rev Canon Bob White**

Although not a churchgoer, a man in the parish honoured his wife's wish that her part of the estate should come to the church. We had no hall, and the closest toilet was down a steep hill over a quarter of a mile away. Not only did this prevent socialising after a service, it prevented some people from coming at all, even to their loved-one's funerals. The legacy enabled us to

put a toilet and kitchenette in the tower. This not only solved the abovementioned problems, but enabled us to expand our mission in other ways - we have large numbers of people coming through our doors, and welcomers/guides can only stay in the church for any length of time if they have the facilities to refresh and relieve themselves. -**John Ryder**

Celebration & Thanksgiving

Distinguish between Stewardship, Fundraising and Capital Campaigns

Step 7 – what is your church policy on giving to other charities?

It is generally more effective to focus your stewardship discussions by keeping money separate from time and talents. [Click here](#) to find out more about promoting giving of time and talents. It is important to distinguish Stewardship from Fundraising and Capital Campaigns

FREQUENTLY ASKED QUESTIONS ABOUT THE PARISH GIVING SCHEME

What Is The Point of PGS?

PGS helps us in Portsmouth Diocese by extending our reach to donors who prefer automatic direct debit based systems to the traditional ways of collecting money into the local church.

Who Operates the PGS?

The scheme was devised by the Gloucester Diocese. They have been running it successfully since 2011 so it is well established. Gloucester managed and operated PGS initially but it has since become a separate charitable company (Parish Giving Scheme Ltd; Registered Charity 1156606) based in Gloucester and is a central church not for profit organisation.

How Does PGS Help Donors?

PGS offers donors a convenient, elegant and secure method of making their regular donations to their local church by Direct Debit. Donors may have their donation automatically uplifted by inflation each year, if they so choose. Also donors can remain anonymous to their local churches if they prefer.

Are Some Donors Scared of Direct Debits?

Yes – and we need to overcome this fear! Donors are protected by the Direct Debit Guarantee which makes it a very safe system. More information is available at www.directdebit.co.uk or www.financial-ombudsman.org.uk (search for “direct debit”).

Why Are We So Keen to Promote PGS in the Diocese?

Because it helps local Treasurers and/or Giving Officers, and through them the local churches in the Portsmouth Diocese.

How Does It Help PCC Treasurers?

PGS remits money directly to the local church’s bank account within 10 days of collection. The amount remitted is the total for all the PGS donors in the congregation, already uplifted by Gift Aid where appropriate. The Treasurer receives a report showing the names and amounts of each donation, except where the donor has chosen to remain anonymous (see example report below)



PARISH GIVING SCHEME

Parish name: Dibley
 Parish reference: 620627612
 Date of donation: 1st December 2014
 Claim generated: 2nd December 2014

Transaction Donor Ref	Contact ID	Donation Received	Gift Aid	Total	Freq.	Inflat.
The Revd G Granger	DBF THANK YOU-808	3471	80.00	20.00	100.00	M Y
Mr D Horton	DBF THANK YOU-615	3473	60.00	15.00	75.00	M Y
Mrs A Springs-Horton	DBF THANK YOU-1339	2326	10.00	2.50	12.50	M Y
Mr H Horton	DBF THANK YOU-597	8627	90.00	22.50	112.50	M Y
Mr F Pickle	DBF THANK YOU-1828	2107	25.00	6.25	31.25	Q Y
Mr J Trott	DBF THANK YOU-427	2110	65.00	16.25	81.25	M Y
Mr O Newitt	DBF THANK YOU-233	2316	100.00	25.00	125.00	M N
Mrs L Cropley	DBF THANK YOU-246	6963	180.00	45.00	225.00	M Y
Mr S Horton	DBF THANK YOU-1699	2112	1000.00	250.00	1250.00	A Y
Anonymous	DBF THANK YOU-855	3512	250.00	62.50	312.50	M Y
			1860.00	465.00	2325.00	

Joiners (Contact ID)	Leavers (Contact ID)
3512	

Key: Freq = Frequency
 M = Monthly
 Q = Quarterly
 A = Annual
 Inflat = Annual Gift Inflationary Increase
 Y = Inflationary Increase
 N = No Inflationary Increase

How Else Will It Help At Parish Level?

As more and more donors switch to PGS, it will save many hours of administrative time at local church level. Donations are much easier for the Treasurer (or Giving Officer) to reconcile than standing orders or cash. It will improve cash flow, since Gift Aid is added each month, so there's no need to wait for the reclaim. Furthermore, with the donor option to accept an inflationary uplift (which the majority of PGS donors go with), the church receipts increase year on year.

What Measure of Inflation is used?

The system applies the most recently published January RPI on the anniversary of the donors' gift through PGS. It only applies this increase to those donors who have "opted in" which is nearly two thirds of donors across the participating Dioceses. Donors who have opted for the inflationary increase to be applied, receive a letter informing them of the change the inflation will make to their regular gift. This is sent allowing plenty of time for prayerful reflection before the increase is applied. If the donor wishes to make a change to the increased figure then a call or email to PGS is all that is required. If the donor is happy with the new amount for their regular gift, then they need do nothing more.

Why is Inflation So Important?

One of the biggest problems faced by churches is that of "static giving". If giving had kept track with inflation since the year 2000, it would have increased over 50%:

Year	2000	2005	2010	2011	2012	2013	2014
Example Gift Amount	£40.00	£45.35	£52.32	£54.98	£57.14	£59.02	£60.65

How long does it take for the money to come through?

Money is collected from donors on the 1st of each month, and remitted to PCC bank accounts within 10 days of collection each month.

Why Does the Gift Have to Be Made on the 1st of the Month?

To enable PGS to run cost effectively and efficiently, one date had to be chosen for all donations. The 1st of the month is an appropriate point in the month based on 1 Corinthians 16:2 (NIV):

On the first day of each week, each one of you should set aside a sum of money in keeping with his income, saving it up, so that when I come no collections will have to be made.

What Do PGS Donors Do as the Bag or Plate is Passed Round on a Sunday?

Parishes can request PGS tokens which can be placed on the plate or in the collection bag by donors. This indicates that they participate in PGS and enables them to express an act of offering during the course of Sunday worship.



How much will it cost us?

The Portsmouth Diocesan Board of Finance is paying the marginal costs of participating in an existing scheme through parish share. The annual subscription based on the size of our diocese and the number of planned givers equates to less than 0.02% of the £6.5m Diocesan budget. There is no direct additional cost to parishes; all gifts made to PGS for a particular parish will be paid inclusive of any gift aid due, to the parish without any deduction.

What are the strong points of PGS?

The strong points of PGS are:

- An efficient Diocesan system offered for the benefit of all our local churches
- Its positive effect on parish cash flow
- Giving is easier to reconcile than standing order or cash donations
- Most donors are inclined to tick the box that automatically uplifts the donation each year
- Reduces the administrative burden on Treasurers and/or Giving Officers

Where Can I Find Out More about PGS

Contact the Stewardship Adviser:

Victoria James

Phone: 02392 899655

Email: victoria.james@portsmouth.anglican.org