

PARISH ACTION LIST

The following checklist of actions may help you to set up and promote PGS in your church

Actions	Completed y/n	Actioned by	Comments
Nominate project leader			
Put PGS onto PCC agenda.			
Pass resolution at PCC.			
Assemble team to help with promotion			
Attend launch/training event run by Diocese			
Stewardship programme requirement discussed.			
Discuss with diocese your action plan to promote PGS			
Check recorded name of the parish reflects the local practice			
Registration form completed, signed & sent to the Stewardship Adviser			
Confirmation from Diocese that registration form has been received			
Resources for donor packs received from Diocese			
Customise sample letter if using			
Recruit church council onto scheme			
Make a list of people who already do 'planned giving' to 'convert' them to use PGS with donor pack and appropriate letter			
Make a list of people who do not currently do 'planned giving' to 'recruit' them into PGS with a PGS Gift Form and welcome letter and donor pack			
Possibly look at others on the electoral roll – maybe not regular worshippers, a letter from the church, together with a PGS Gift Form may be sufficient – but follow-up is likely to be necessary			
Make a list of 'Friends' of the church building and grounds who value the church's presence in the community a specific letter to these people, and include a PGS Gift Form. Again, follow-up may be needed.			
Keep a record of responses. Follow up all who have responded with thanks and information requested, and follow up those who have not.			
Engage with those who have signed up to help promote PGS in your parish			