

Giving for Ministry & Mission

Sustaining financial support to your church in difficult times

It goes without saying that as a church our first concern is for God's people; those sick, those caring for others and for all those who are finding isolation and a disruption to the rhythm of life unsettling and uncomfortable. Within these troubling and uncertain times, many clergy will have a leading role in frontline care for everyone in their communities and so it is vital that as church officers and PCCs we take all reasonable and appropriate steps to secure regular financial giving and support their churches and this ministry.

When encouraging the continuation of regular giving in these times first and foremost show a sensitivity and awareness to potential changes in the financial, economic and employment circumstances of individuals – current givers and potential givers. All encouragement to giving during these times should highlight an awareness of these difficulties and (if appropriate) an offer to help.

Sustaining financial support to your church

It almost goes without saying that the most effective and efficient forms of regular giving during this uncertain period are giving through the Parish Giving Scheme and any Standing Order giving being received by your parish. Both these forms of giving ensure continuing giving to your parish even whilst regular worship services are suspended. They also minimise unnecessary social contact by avoiding the collection, exchange and banking of cash.

Many parishes within the Diocese of Derby have already joined the Parish Giving Scheme and currently over 630 people already choose to give in this way to their local church. We are hopeful that the vast majority of this generous giving will continue uninterrupted throughout this unsettled period. Remember too that additional benefits to parishes include minimising administration, a Gift Aid claim function (for all qualifying gifts), direct payments from the Parish Giving Scheme into a church bank account and the option for givers to 'auto-inflate' the level of their giving each year, something that around 56% of PGS givers within this diocese now do.

Please also take into consideration the even greater importance that planned giving will have to all churches whilst other forms of significant income – such as fundraising events – are curtailed, postponed or cancelled altogether as social contact is minimised to prevent infection. It is therefore vital that maximum effort be put into securing and growing planned giving to all churches at this time.

Possible follow-up actions:

1. **Parish Giving Scheme:** If your parish has not already joined the [Parish Giving Scheme](#) you should take steps to do so as soon as possible (Also see our [PGS resources](#)). It is a simple and quick process and a Parish Registration form and PCC Resolution can be emailed to you from the Finance Department at Church House. In these extraordinary times we will agree to wave the formal requirement for a decision to join the PGS at a PCC meeting (these will of course not be happening!) and instead will be pleased to receive confirmation of a wish to join PGS through e-mail confirmation from your incumbent/Priest in Charge and Churchwardens.

- Once we have completed registration of your parish with the Parish Giving Scheme, we will work with you (by email and/or telephone) to send some PGS materials and donor forms by post if possible.
 - If your parish is already a member of the Parish Giving Scheme you should now take the opportunity to encourage remaining cash and envelope givers to switch from their current method of giving and join the Parish Giving Scheme. You should write to these people at the earliest opportunity (email or hard copy) explaining the very particular difficulties that your church might experience at these times and how, through many different ways, joining the PGS will be a significant help. Take this opportunity to gather together and review the details of all your congregation and the people which your church has wider connections and relationships with and compare this list with your list of current PGS givers. Who can you most usefully contact and encourage towards the PGS at this time?
 - We are working with PGS during their own work from home arrangements so please contact Mary Kemp to progress this method of giving details below).
2. **Cash Collections:** Clearly, in the absence of any regular worship or meetings, there will be very limited opportunities to receive cash giving. For most churches this may represent an important loss of regular income. It might be that, as and when churches reopen, some givers will visit our church buildings for private prayer and wish to leave their cash giving at the church. This should be done securely, perhaps through use of an existing donations wall box. When we reopen please ensure that for maximum security church wall boxes and other donation collection points are emptied regularly.
 3. **Cheques:** It might be helpful for those who do not wish to join the Parish Giving Scheme to be supplied with pre-addressed envelopes in which they can mail their cheque donation direct to your PCC Treasurer. Ensure that correct details of your church bank account are included.
 4. **On-line banking – direct payment:** Another option is for people to make regular gifts via their on-line banking direct to your church bank account. Ensure that people choosing this option are provided with all the details needed to make a payment: Church bank account name, bank name, sort code, account number. You should ask people to include their name within the payment reference so you can record their giving and claim Gift Aid where you hold a current Gift Aid declaration for them.
 5. **Contactless giving units:** A reminder that more information on contactless giving units can be found at the [Parish Buying](#) service. Unattended units can function in churches without the need for anyone to be present so can operate to complement any ‘open church’ policy as an when we reopen. Please be aware that to view prices of the various units, you will first need to register on-line with the Parish Buying service; this is a quick and simple process to complete.
 6. Use [Gift Aid and the Gift Aid Small Donations Scheme](#) as applicable to all giving received.
 7. **Common Fund:** The Common Fund is **paramount to the continuing function of the Church of England in Derbyshire**. It ensures the stipends of Clergy and salaries of other colleagues in the Diocese, it is therefore essential that these funds are received. We recognise there will be pressure in achieving this but would ask that you continue to pay some of the Common Fund rather than nothing at all.

If you wish to discuss any issues around Common Fund, please contact one of our colleagues detailed below.

Finally, but importantly, in line with the latest government advice please ensure that you take all reasonable steps to **protect yourself**. If you are a PCC officer with responsibilities within the areas of giving and finance (especially PCC treasurers) and you have colleagues who fall into the category of an 'older or vulnerable person', or you are clergy responsible for parishes where this is the situation, please ensure that such people are **supported in their role**.

Please note:

- In line with government guidance, the diocesan office at Derby Church House is now closed and all usual personal face-to-face business and meetings are suspended. Colleagues will continue to answer telephones and deal with enquiries as far as possible. If you need to contact the Finance Team, please call 01332 388695
- Diocesan finance staff will continue to be available and can be contacted by email at finance@derby.anglican.org or direct to Mary Kemp at mary.kemp@derby.anglican.org

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March 2020