

# An introduction to the Parish Giving Scheme

## Why are regular gifts so important to our Church?

The Church of England offers a Christian presence in every community. Together we seek to make this Christian presence the heart of all our cities, towns and villages: by our wonderful buildings; by worshipping together; by serving our communities and by sharing our faith and values. This valuable contribution to our community has a cost, of which 75% is met by personal gifts. For our Church to survive and grow, we rely on regular gifts so that we can plan confidently for the future.

## What is the Parish Giving Scheme?

The Parish Giving Scheme (PGS) has been set up to help us best manage regular gifts. It is a charity that is owned and funded by the National Church Institutions of the Church of England.

## How does it work?

Gifts can be made on a monthly, quarterly or annual basis, using the attached gift form and Direct Debit instruction. Even though gifts are made to the Parish Giving Scheme, they are restricted to our parish, giving you peace of mind that your gift cannot be used elsewhere. Unlike a utility bill you are always in charge of what you give. Your gift will be passed back to our parish by the 10th of the month. Gift Aid will be received separately once PGS has received it from HMRC. The unique feature of this scheme is the option for you to commit in principle to increase your gift annually in line with inflation. Whilst this is a voluntary decision, it is one that could potentially have a huge impact on the life and future of our church.

## What are the main benefits?

The main beneficiary of this scheme will be our church. Through your generous commitment, we can be assured of a regular, tax-efficient source of income which has the capacity to increase with the cost of living, yet involves virtually no administration. You will benefit from a system that is secure, confidential and easy to use, while supporting our church today and for the future.

## Frequently Asked Questions

### Who is responsible for my personal information?

Although PGS has been set up to help us manage gifts, it is a separate legal entity from our parish and must comply with data protection law. By returning the gift form you consent to PGS using your information for the purposes of the Parish Giving Scheme. For more information please see PGS's privacy notice available on the PGS website [www.parishgiving.org.uk/privacy-policy](http://www.parishgiving.org.uk/privacy-policy). Alternatively, please call PGS on 0333 002 1260 for a copy of the privacy notice.

### Why can't our parish offer Direct Debit?

Direct Debiting is a highly regulated system, and is only offered by Banks for established businesses or organisations who are considered financially sound and reputable with proven internal control systems.

### Will our parish be charged for this scheme?

There is no direct charge to us for using the Parish Giving Scheme or processing your gift. The annual running cost of the scheme is met by the National Church Institution of the Church of England.

### Why am I giving to PGS?

In order to claim Gift Aid and manage your gift on behalf of our parish, it is necessary that your gift is legally given to PGS who are handling all the administration on our behalf. The gift is restricted to our parish and cannot be used by PGS for any other purposes.

### Can I choose the day my gift is collected?

Unfortunately not. In minimising costs it is important that all gifts are collected on the same day each month, which has been agreed as the 1st.

### What rate of inflation will be used?

If you opt-in to increase your gift annually, we will use the Consumer Price Index (CPI) as an independent and well known measure of inflation. As your giving anniversary approaches, we will calculate your increased gift using the most recently published monthly CPI data.

### What if I say yes to an inflationary increase, but my circumstances change?

We fully understand that circumstances can change; please rest assured that you will be written to 30 days in advance of any increase with the revised amount. If you are unable to meet it simply let us know.

# What next?

## How do I go about signing up to the scheme?

Fill out the form opposite, with as much detail as possible using a black pen in BLOCK CAPITALS.

Detach it from this leaflet following the cutting line and post it to the address given below.

**Important:** It is essential to complete all sections of the gift form in particular 'Church / Parish name; Diocese of; and PGS Parish code'. Without this information in full PGS cannot process your gift.

**Note:** We welcome gifts from couples, so if you wish to make a joint gift please write 'Mr & Mrs' in the 'other' box. For the purpose of Gift Aid however they need the signature **of just one individual who pays sufficient tax to cover the gift.** Please **add your title in the Gift Aid signature box** so they know which individual the declaration belongs to.

## Then what can I expect?

Within 10 working days you will receive a letter confirming your personal details, the level, frequency and date of your first gift and the parish you wish to restrict it to. Please check this letter thoroughly to ensure that all the details are correct. In this letter you will receive a PGS reference number (located below the address) which needs to be retained by you, and quoted in any future communication you have with the Parish Giving Scheme. There will also be a bank reference code which begins with 'PGS Thank You', and ends with a unique number code. This is the description which will appear on your bank statement when each gift is given.

## How will our parish be notified of my gift?

We will receive your gift in our parish bank account by the 10th of the month and Gift Aid will be received separately once PGS has received it from HMRC. Our parish's Planned Giving Representative receives a statement detailing the names of those who have given gifts through PGS. PGS will provide our parish's Planned Giving Representative with your postal address, however you can decide to remain anonymous by ticking the box on the right. If you decide to remain anonymous only the amount of the gift will be shared with our Representative. We wish to encourage you to remain known to us, so that we can thank you and tell you more about how you can support us and to avoid mistakenly approaching you in the future to consider a regular gift to our church.

## I currently give by standing order; how do I stop this?

Unfortunately PGS is unable to cancel a standing order for you, only you may do this. If you bank online it is very simple to do through your online account, otherwise you will need to contact your bank direct.

## How do I go about changing my gift in the future?

We know that circumstances change and your ability to give may increase or decrease over time. If you wish to make a change please notify the Parish Giving Scheme using one of the methods provided in the contact information box below quoting:

- Your PGS reference number (found below your address on PGS correspondence)
- How much your existing gift is for
- What you would like it changed to
- When you would like this change to be brought into effect

Should you wish to have a confidential conversation about your options in changing your gift, please don't hesitate to contact our Parish Giving Representative or the Parish Giving Scheme at the address below.

**Note:** For administrative reasons **the Parish Giving Scheme cannot make any changes within 10 working days of the next gift date.**

## Who do I contact for help?

Parish Giving Scheme, 76 Kingsholm Road, Gloucester GL1 3BD

Tel: 0333 002 1260 Email: [info@parishgiving.org.uk](mailto:info@parishgiving.org.uk)

[www.parishgiving.org.uk](http://www.parishgiving.org.uk)



# Gift Form

**I wish to give a regular gift for my church**  
 Please tick to confirm you have read and understood the information on pages 1 and 2, including the Frequently Asked Questions.

**I wish my gift to be used solely for the benefit of:**  
 Church / Parish name .....  
 PGS Parish code .....  
 In the village / town / city of .....  
 In the Diocese of .....

**I wish to support my parish in the future by agreeing to an annual inflationary increase on my gift.** Please tick Yes   
*I understand that the new amount will be communicated to me by letter 30 days prior to the gift donation date. I have the right to opt out of this arrangement at any point in the future by communicating my wishes by letter, email or phone to the Parish Giving Scheme.*

**I wish to Gift Aid my donation**  
**Gift Aid makes every £1 worth £1.25** *giftaid it*  
*Please treat as Gift Aid donations all qualifying gifts of money made from the date of my first gift on this declaration and in the future. I am a UK tax payer and understand that if I pay less income Tax and/ or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference. I understand the charity will reclaim 25p for every £1 that I give.*  
 Signature \_\_\_\_\_ Title: \_\_\_\_\_

Title: Mr  Mrs  Miss  Ms  Other

First name(s): \_\_\_\_\_  
 Surname(s): \_\_\_\_\_  
 Full home address: \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**I wish to give**   
 Please tick one **per month**  **quarter**  **year**   
**to the Parish Giving Scheme** Registered Charity Number: 1156606

**Starting on the 1st\* of ..... (month) ..... (year)**  
 \*Please allow one month from today  
 NB: Only you can cancel your existing Standing Order

I wish to remain anonymous to my parish's Planned Giving Representative (please carefully read 'How will our parish be notified of my gift?' on page 2)

## Instruction to your Bank or Building Society to pay by Direct Debit

Name and full postal address of your Bank/Building Society

To: The Manager \_\_\_\_\_ Bank/Building Society  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_

Name(s) of Account Holder(s)  
 \_\_\_\_\_  
 Branch Sort Code  
 \_\_\_\_\_  
 Bank / Building Society account number  
 \_\_\_\_\_

Service User Number  

4	2	1	4	0	2
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 Donor reference number (to be completed by PGS office)  

P	G	S	T	H	A	N	K	Y	O	U				
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**Instruction to your Bank or Building Society**  
 Please pay Parish Giving Scheme Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Parish Giving Scheme and, if so, details will be passed electronically to my Bank / Building Society.

Signature(s) \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_

Please complete this page and send it to: **Parish Giving Scheme, 76 Kingsholm Road, Gloucester, GL1 3BD**

CUT HERE

*This Guarantee should be detached and retained by the payer*  
**The Direct Debit Guarantee**



- ✓ This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- ✓ If there are any changes to the amount, date or frequency of your Direct Debit PGS will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request PGS to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- ✓ If an error is made in the payment of your Direct Debit, by PGS or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- ✓ If you receive a refund you are not entitled to, you must pay it back when PGS asks you to.
- ✓ You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.