

Please complete this form clearly and accurately and **RETURN to your PGS Diocesan Representative** together with **a paying in slip**, for verification purposes.

**PARISH DETAILS**

|  |  |
| --- | --- |
| Church Name: |  |
| Church Address:  Postcode: |  |
| City/Town/Village: |  |
| PGS Parish code: | (to be completed by the diocese) |
| Diocese: |  |

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Overall project leader** in your Parish.  Title/Name:  Address: | |
| Contact number: | Email address: |
| **Treasurer.**  Title/Name:  Address: | |
| Contact number: | Email address: |
| **PGS Statement Receiver.**  Title/name:  Address: | |
| Contact number: | Email address: |

**BANK DETAILS**

|  |  |
| --- | --- |
| **Parish or Church bank details.**  Name(s) of account holder(s):  Name and full postal address of your Bank/Building Society: | |
| Sort code:  🞎🞎 / 🞎🞎 / 🞎🞎 | Account number:  🞎🞎🞎🞎🞎🞎🞎🞎 |

Signed & verified

Treasurer (sign) …………………………print name: ……………………..date: ………

Incumbent (sign) …………………………print name: ……………………..date:……….

Church warden (sign)…………………....print name:………………………date:………

*If the Parish is in vacancy, a second church warden may sign in place of the incumbent*



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Please answer these questions before sending off your form (for the ‘how many’ questions, if you don’t have exact figures, a percentage or an answer ‘to the nearest ten’ will suffice):

|  |
| --- |
| 1. Do you plan to use the PGS Gift Tokens in your parish? |
| 1. Briefly describe how you are planning to motivate your donors to review their giving levels: |
| 1. How many regular donors do you have? |
| 1. How many of these already give by Standing Order? |
| 1. How many of your regular donors have signed a Gift Aid declaration? |
| 1. How many usually attend church on a Sunday (across all the services)? |

The information above will not be transmitted to the PGS but is gathered to help us at the diocesan office to benchmark the scheme’s effectiveness.

# Process and deadlines

This form should be returned to Church House (address below) to trigger the issue of donor materials for your church.

Each PGS Donor Form needs to be back in the hands of the PGS administration centre in the first week of the month preceding the first direct debit collection. This is because a lead time of at least three weeks is needed for processing a Donor Form and raising the first direct debit. Clear instructions appear on the form about where to send it.

Donors may need to be reminded to CANCEL existing Standing Orders. Ideally, donors will keep them going until the month before their first Direct Debit collection date.

# Is this Form now Complete?

Please send it to:

**Parish Giving Scheme, Diocese of Chichester  
Church House, 211 New Church Road, Hove BN3 4ED**

Please include evidence of your bank account details, such as a paying-in slip.