**Essential Guidelines for sending out the template finance letter:**

1. **Please take time to carefully edit the template to fit you own context**

This document is intended to be used as a template only, and obviously it is not possible to produce a template that will perfectly fit the situation of every parish in the Diocese. Therefore you will need to do some careful editing.

There are some places that will obviously need updating before you can send this letter out, e.g. church name, bank details and addresses. Where this is the case, we have highlighted the text in yellow.

However, there are other sections that may need to be altered:

‘Why has St xxxx’s income been so affected by covid-19?’: please consider whether all these bullet points apply to your church, or if there are other important factors for your church that haven’t been included, and alter accordingly.

‘Why do we still need the same amount of income now church has ‘closed’?’: There are three paragraphs in this section, beginning at: “A key priority for me…” We have listed here the types of activities we know vicars in Cumbria are involved in at this time, but again please edit to fit the priorities you have personally been focussing on over the past few weeks.

1. **Think carefully about the payment options you offer in the ‘How you can Help’ section**

You may not choose to include all 5 payment options.

You need to liaise with your treasurer to ascertain what they feel comfortable doing. For example:

* Are they happy to receive standing order mandates and post them on the banks?
* Are they happy to receive cheques (perhaps on the understanding they can be banked after the crisis has passed)?
* Are they able/happy to fulfil the admin needed to set up an online fundraising page or set up text giving?

Whatever happens, please ensure that treasurers feel safe and comfortable in what they are being asked to do, and never expect them to break government guidelines on social distancing.

**Setting up an online Fundraising Page**

Although this is a good option to be able to offer, if you don’t already have a fundraising page set up for your church, you need to be aware this will take time and so will delay when you are able to send the letter out. Please act quickly on this to reduce the delay as far as possible.

There are a number of companies and charities you can register with in order to set up these online fundraising pages, e.g. JustGiving. All the fundraising pages work in much the same way, but we recommend give.net (run by stewardship.org.uk) because they understand how to work with parishes who are ‘excepted charities’ and so don’t have a registered charity number.

To set up an online fundraising page please visit: <https://www.give.net/pages/for-charities/>

**Setting up Text giving**

Again if you decide to use this as a giving option you will need to first register an account with a text giving provider, and again this will take time and cause a delay on being able to send the letters out.

Information on how to set up text giving can be found here: <https://www.parishresources.org.uk/wp-content/uploads/Text-Giving-2020.pdf>

**Further Support**

If you need any help at all with the letter or setting up the payment options, please do not hesitate to contact out Stewardship Enabler on, Sophie.hodge@carlislediocese.org.uk or 07988 090 477.