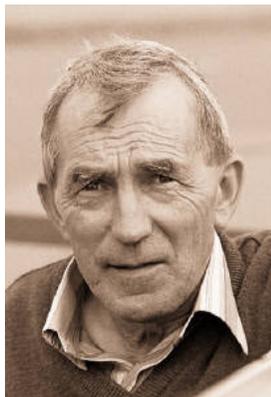


Core tasks probably include:

- Ensuring the church teaches regularly on giving and stewardship issues. The PGO should seek to resource clergy and readers with appropriate resources.
- Leading the organisation of an annual renewal of stewardship pledges
- Promoting Christian giving through magazine articles, circulating leaflets, etc.
- Encouraging taxpayers to give tax-efficiently through Gift Aid, payroll giving etc.
- Ensuring the church thanks people for their contributions at least once a year.
- Helping local residents and casual visitors to give effectively (e.g. Friends, Gift Aid envelopes).
- Being a point of contact for the parish with the Area Parish Development Adviser and attending training, networking events and giving conferences organised by the Diocese or Episcopal Area.



Looking at parishes across the country, the national stewardship network has identified that it is good practice to appoint someone to be Parish Giving Officer (PGO), who will encourage the congregation in their giving, and act as a champion for some of the wider stewardship issues.

The Parish Giving Officer model can be effective at benefice or team level as well as at parish level. What is important is that trust can be established and developed between the Parish Giving Officer and the congregation, and between them and the clergy. They will also need to establish a good working rapport with the treasurer and Gift Aid officer.

Their role is to encourage giving and stewardship from within their congregation, not only by encouraging the clergy and readers to teach and preach on stewardship and by providing resources, but by actively championing stewardship within the parish. It is ideal if they are a member of the PCC, as they will be able to bring a stewardship perspective to PCC discussions.



This leaflet was produced by:

The Revd Canon Martin Wood
Bradwell Area Parish Development Adviser

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Martin offers regular training for parish giving officers. It usually takes about two hours, either in an evening or on a Saturday morning. He's happy to provide individual training if a regular session is not in the offing.

Martin's pages on the Diocesan website:
www.chelmsford.anglican.org/mwood

Spring 2009

The Role:

The PGO role should ideally be carried out by someone concentrating solely on this task. However, in a number of parishes, the role will need to be combined with another. In this case, it is preferable to combine with the job of Gift Aid officer, rather than treasurer.

The first column in the table below summarises the key tasks that need undertaking within a parish relating to finance and giving.

The right hand two columns provide some thoughts on how the tasks could be split when there are teams of two or three volunteers.

- For three volunteers, the tasks labelled "T" are the responsibility of the treasurer, the ones labelled "PGO" should be carried out by the Parish Giving Officer, and the "GA" tasks are for a Gift Aid officer.
- For two volunteers, the Parish Giving Officer role and the Gift Aid officer role have been combined into one labelled "Planned Giving" ("PG").

TASK	Team of 3	Team of 2
Responsible for book-keeping and preparation of financial updates to the PCC	T	T
Annual Report and Accounts, and working with the auditor or independent examiner	T	T
Ensuring the parish adopts appropriate cash management and banking arrangements	T	T
Developing a budget, and reporting progress against it.	T	T
Communicating the budget in narrative form	PGO / T	T
Encouraging teaching on giving and stewardship	PGO	PG
Organising annual renewals of pledged planned giving	PGO	PG
Promoting giving within the parish through circulating leaflets, producing magazine articles, resourcing home groups etc.	PGO	PG
Ensuring the church thanks its planned givers at least once a year	PGO / GA	PG
Encouraging Tax Efficient Giving	PGO / GA	PG
Talking with individual church members about giving	PGO / GA	PG
Administering the Gift Aid scheme and keeping records	GA	PG
Making a Tax Claim	GA	PG

Overall objective:

To help the parish community develop its approach to planned giving, thereby enabling the parish to resource its mission and ministry.

The PGO reports to:

The PCC, and works in close co-operation with the clergy, treasurer and Gift Aid officer.

It is desirable for the post-holder to be a member of the PCC, but it is not essential. It is recommended that they should present an annual report to the PCC, highlighting achievements over the past year, and proposed actions for the coming year.



Outline person specification:

- Enthusiastic and able to motivate other people to give to God
- Sensitive to people and who will not pressurise them into a commitment.
- Respectful of confidentiality regarding any conversations or discussions held.
- Happy with their own giving.
- Have a high expectation of church members to respond, whilst at the same time realising not everyone will respond positively.
- Understand that progress will only be made by encouraging and motivating regular, committed and generous giving. This often takes some time to achieve.

