



The Church of England in Essex and East London

# Parish Giving Scheme Administration

The PGS Team  
Diocese of Chelmsford



# Who we are?

The PGS Team are here to:

- Advise you on PGS
- Answer your questions
- Process your Church Registration Form
- Send you your donor materials



# What is the administration process for joining PGS?

- Read the information about the Parish Giving Scheme
- Discuss with your PCC and gain PPC approval
- Complete the Church Registration Form
- Send the Church Registration Form to us
- Tell us how many donor packs you require



# The Church Registration Form



The purpose of this form is to provide the PGS with Parish bank information and Parish contact details to enable your Parish to participate in the Parish Giving Scheme.

### PARISH DETAILS

Church Name:	
City/Town/Village:	
Church 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:  
 Contact number:      Email address:

**PGS Statement Receiver.**  
 Title/name:  
 Address:  
 Contact number:      Email address:

### BANK DETAILS

**Parish or Church bank details.**  
 Name of Account:  
 Bank name & Address:

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*  
**RETURN completed to your PGS Diocesan representative - for details go to our**

- This can be found in the back of the PGS Handbook
- Leave the Church Code section blank, this will be completed by us
- We send your form to the Gloucester office for processing



# The Administration Process

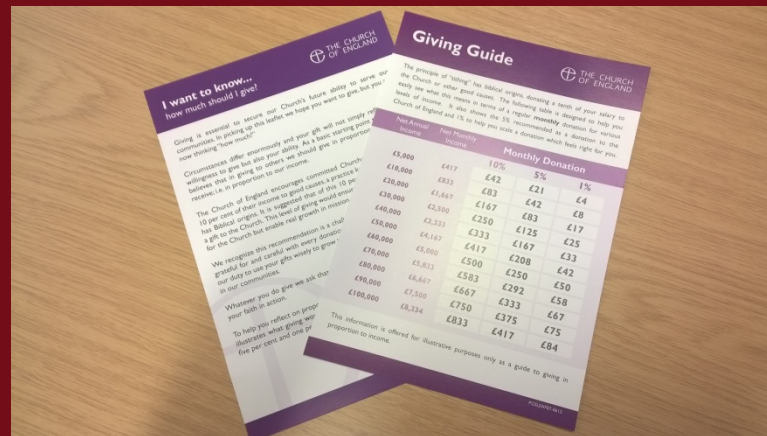
- The Gloucester office will then let us know that your form has been received and processed
- We will then send/deliver (or you can collect!) the requested number of donor packs to the parish along with a covering letter
- The PGS project leader in your parish should then distribute these to members of the congregation wishing to sign up



# The Donor Packs

The Donor Pack includes:

- Gift Pack Folder
- Gift Form
- Giving Guide
- How much should I give? Advice Sheet
- Token





# The Gift Form

- This is to be completed by the individual donor
- Donor sends the completed form to Gloucester Office

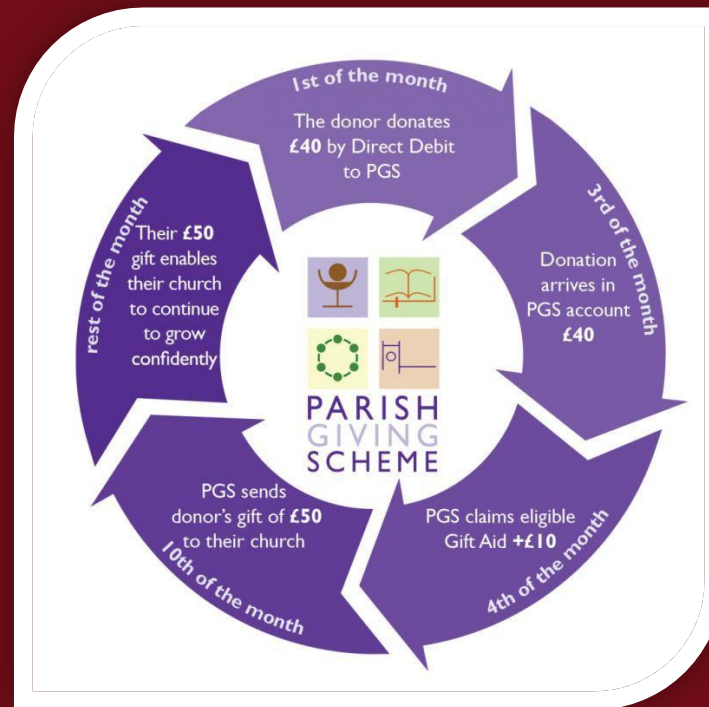
This section will already be completed for you when you receive the form

The form is titled 'PARISH GIVING SCHEME' and includes a 'YES I wish to give a regular donation for my church' declaration. It contains fields for donor name, address, and contact information. There are sections for 'I wish to donate' (monthly, quarterly, or yearly) and 'I wish to Gift Aid my donation'. The form also includes a 'Direct Debit' section with a service user number '421402' and a donor reference number 'FGSTHANKYOU'. At the bottom, there is a 'The Direct Debit Guarantee' section with the Direct Debit logo.



# Congratulations you have joined PGS!

- Once the donor form is received and processed by the Gloucester Office, direct debits can begin to be taken







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# Diocesan Office Contacts

The PGS Team

[pgs@chelmsford.anglican.org](mailto:pgs@chelmsford.anglican.org)

01245 294432