



## **Advice for Parish Giving Scheme Registrations During Covid -19 (updated 15<sup>th</sup> July 2020)**

### **Advice to PGS Registered Parishes with PGS Donors**

For all parishes in our Diocese who have joined the Parish Giving Scheme (PGS) and already have PGS Donors the PGS team in Gloucester have issued some reassuring advice for PGS Statement Receivers regarding the continuing operation of the scheme and the support given to parishes during the Coronavirus outbreak. You can read their most current advice and any future updates in full by visiting the PGS website at <https://www.parishgivingscheme.org.uk/>

The PGS team have given us assurance that:

- All existing regular gift instructions will be claimed and returned to your parish bank account as you would normally expect on the 10<sup>th</sup> of the month.
- PGS will continue to submit the monthly Gift Aid claim to HMRC for all existing eligible donors.
- Once the PGS receives the Gift Aid payment from HMRC they will pass the payment directly to your parish bank account
- The PGS will be able to administer changes to existing donations.
- The PGS team will be monitoring the email inbox and managing telephone calls.
- New donors may still complete a paper PGS Gift Form (if they have already received one from their PCC) and post it to the PGS team in Gloucester for processing. A PDF version of the PGS Gift Form which can be emailed to potential donors is also available from your Diocesan PGS representative on request.
- New donors can also set up their regular direct debits over the telephone –see news of the PGS Dedicated Telephone service below.

#### **NEW DEDICATED TELEPHONE SERVICE FROM PGS**

- **On Monday 27<sup>th</sup> April the PGS team launched a new, dedicated telephone service designed to enable prospective donors to set up a regular Direct Debit gift over the phone.**
- **PGS dedicated telephone number is 0333 002 1271**
- **Lines are open Monday to Friday, between 9 – 5pm.**
- **You will need to have your bank account details, church/parish name and PGS parish code to hand (available from the PGS representative for your parish).**
- **You will be able to Gift Aid your donation, if eligible, and you will also be given the option to increase your giving annually, in line with inflation.**

**For more information on how this service works visit**  
<https://www.parishgiving.org.uk/donors/how-it-works/>



### **Advice to PGS Registered Parishes Without PGS Donors at present**

For parishes that have recently registered for the PGS but who have not yet been able to distribute their paper PGS Gift Forms and are currently in the planning stages of a giving programme to coincide with their launch of the PGS to their congregation; we advise :

- postponing your giving programme and proper launch of the PGS to your congregation until it is safe to do so in line with Government Covid-19 guidelines
- encouraging church leaders and PCC members to start donating through the PGS by using the new, dedicated telephone service by the PGS team (see above) designed to enable prospective donors to set up a regular Direct Debit gift over the phone. This will allow PCC members to practise using the PGS in preparation for a wider launch to the congregations after lockdown
- A PDF version of the PGS Gift Form is available directly from your Diocesan PGS Representative. This form can be emailed to prospective donors in place of distributing the PGS paper Gift Form. It may also be preferred by those who may not wish to use the telephone service

### **Advice to Parishes considering registering for the PGS**

Please do continue to register for the PGS by **emailing** a copy of your completed PGS registration form and PCC bank account pay in slip to [janet.edmond@leeds.anglican.org](mailto:janet.edmond@leeds.anglican.org). If you do not have access to a scanner, a clear smartphone image would also be perfectly acceptable to attach to an email.

Please note that during the current Coronavirus situation Parish representatives **do not need** to provide signatures on the PGS Registration form but instead individually email [janet.edmond@leeds.anglican.org](mailto:janet.edmond@leeds.anglican.org) expressing their approval for the parish to register for the scheme.

All PGS Registration form details are verified by the Diocese before being emailed to the PGS team in Gloucester for processing. As soon as parish registrations have been processed by the PGS team, the Diocese will organise PGS Resource packs to be posted to PCCs as soon as possible and if the physical distancing regulations allow visits to the Post Office.

There may be a delay to when you can launch the PGS to your congregation but at least you will be in a position where you are ready to do so once Government advice changes regarding physical distancing.

**For further advice on any aspect of the PGS please contact Janet Edmond, Stewardship Officer, Diocese of Leeds on 07376525684 or [janet.edmond@leeds.anglican.org](mailto:janet.edmond@leeds.anglican.org)**