



# A Parish Funding Programme

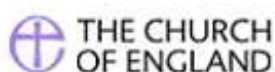
bringing together...

Our vision for the future

Our plans and initiatives

Our funding needs

Our prayerful response



Resources can be found at :  
[www.parishresources.org.uk/giving/pfp.htm](http://www.parishresources.org.uk/giving/pfp.htm)

## An Introduction

### The Purpose

The principal purpose of '**The Parish Funding Programme**' is to generate sufficient Planned Giving to enable Parishes to fund their continuing mission and future plans.

The programme has, at its heart, the discernment and communication of God's vision and purpose for the Parish, together with any planned initiatives. This forms the basis for assessing future funding needs and the required increase in planned giving.

### The Context

A **Parish Funding Programme** is intended for Parishes which have:

- A desire to carry out plans for mission growth which require additional funding
- A need to reverse current, budgeted or prospective deficits, in order to continue their mission.

The Programme is designed in a flexible format so that it can be adapted by Parishes to meet their particular needs and circumstances.

The success of the Programme relies on a foundation of teaching and prayer. This underpins implementation and helps individuals to respond to God's love by making generous use of the financial gifts for which he gives us responsibility.

### Description

**The Parish Funding Programme** leads up to a presentation to potential givers of the vision, plans and funding needs of the parish, at a suitable Parish Event.

The Programme is based on seven steps which are found to be common to successful funding programmes, drawn from the experiences of many Parishes in varied locations. Each step is vital to the success of the whole and none should be omitted.

The timetable is flexible but it is unlikely that an effective programme will take less than three months to complete.

Parishes are encouraged to adopt or adapt the Programme's descriptive and sample material to fit the needs and characteristics of their own situation.

### Benefits

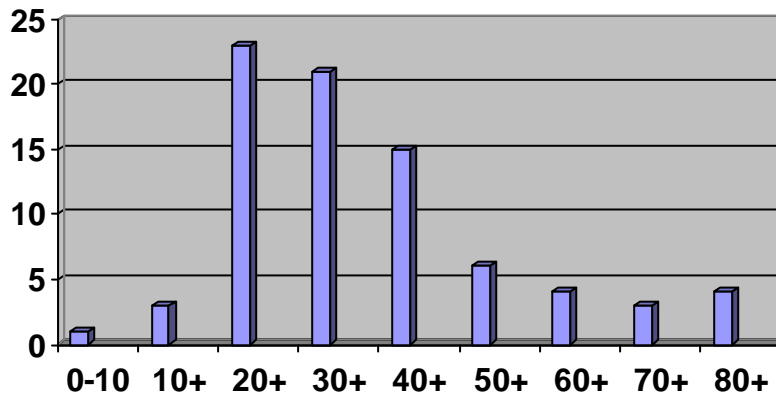
The first 80 completed Parish Funding Programmes have seen:

- clear vision and plans for future growth
- an average of 40% in annual planned giving

The graph overleaf shows an analysis of performance to date

## SUMMARY OF RESULTS 2001-08

### % Increase in Planned Giving



<b>Total Programmes</b>	<b>80</b>
<b>Average Increase</b>	<b>39%</b>
<b>Aggregate Increase</b>	<b>£1.4m per annum</b>
<b>New Planned Givers</b>	<b>1500</b>
<b>Recommend to others</b>	<b>99%</b>

## The Seven Steps

### *Step 1. Full and Open Commitment from the Church Leadership*

It is essential that the church leadership is strongly committed to the process and to its successful outcome. This step includes:

- ◆ Creation of a Parish Funding team with responsibility for implementing the programme on behalf of the PCC
- ◆ Corporate commitment by this team and the PCC to preparation, presentation and 'ownership' of the Parish Vision
- ◆ Corporate commitment of the Incumbent / Ministry Team, Parish Funding Team and PCC to regular prayer throughout the programme.
- ◆ Recognition by the members of the PCC and Parish Funding Team that within their personal capabilities, commitment to the financial target shows suitable leadership to the parish at large.

Parishes are encouraged to invite the Diocesan Stewardship Adviser (or equivalent) to attend a PCC Meeting, in order to explain the programme and to ensure that a decision to proceed is based on a sound understanding of what is involved.

Please see Information Sheets on

- Role of the Team Leader (p 11)
- Profile and Selection of the Parish Funding Team (p 11)
- The Role of the PCC (p 11)
- Regular prayer throughout the Programme (pp 28 - 35)

### **OUTPUTS: PFP Team Formed and PCC Committed to Proceed**

### *Step 2. Discovering and Sharing God's Vision*

**A compelling Vision** and future plans for the Parish need to be formed and distilled into a presentation communicated at the Parish Event. This step is central to the Programme.

The Vision and plans should capture the imagination of the parish at large and give clarity to the financial requirement. Creation of the Vision and Plans will usually be led by the Incumbent and PCC (possibly through a small team), but should involve thorough consultation with the 'grass roots' of the Parish.

Outside facilitation of the Vision process is recommended, because it encourages objectivity and openness to new ideas. There are various ways in which this vital step can be taken. The process described in this guide has been applied successfully by many parishes who have completed the PFP.

Please see Information Sheet on

- Forming a Parish, Priorities and Plans Vision (p 12 - 19)

### **OUTPUTS: Parish Vision and Plans for Incorporation into PFP Presentation**

### **Step 3. The Budget and the Income Target**

This step requires the Parish Funding Team to work with the Treasurer / Finance Team to:

- Create the Funding Budget for the next 3 years. This should reflect the funding of new initiatives as well as the resourcing of continuing activities, as identified in the Vision and Plans.
- Assess the Target for future income and how much of it needs to be raised by increased planned giving. If the new initiatives have a significant financial cost, it may be beneficial to show target income options with and without the planned initiatives to demonstrate the impact of achieving the upper target.
- Provide a Required Giving Profile which can be extrapolated from the existing profile of personal planned giving to demonstrate how the target for regular planned giving can be reached (see page 21)
- Show how Gift Aid (including Payroll / Share Schemes) can be maximised and how it can contribute towards a target.

This financial information will form an integral part of the Presentation given at the Parish Funding Event and in the leaflet which is handed out or sent to all on the target list. The financial content should be in a simple, understandable format.

Please see Information Sheet on

- Budget, Giving Profile and Income Target (pp 21 & 22)

### **OUTPUTS: 3 Year Budget integrated with Parish Vision and Plans**

### **Step 4. Preparing the Parish Funding Presentation**

The Parish Funding Presentation is prepared by the Parish Funding Team. Each parish should convey its own characteristics and content.

However, the following items should be prominent:

- A positive and lively review of what the church is doing for individuals and groups within and outside the church membership and its continuing priorities. *Some telling stories, pictures, headline statistics and quotations will give life to this section.*
- A summary of new initiatives and their potential impact, drawn from the Vision.
- How these initiatives will be carried out and what commitment of time, skills and money is involved.
- The Funding Budget
- The Income Target
- The Required Planned Giving Profile

The Parish Funding Presentation is complemented by a summary handout for distribution to potential givers (see step 3 – p 20).

Prior to the Event(s), the PCC should have the opportunity to review the Presentation and to consider prayerfully their individual responses to the funding requirement.

Please see Information Sheet on

- The Parish Funding Presentation (p 23)
- Outline Presentation Format (p 24)
- A power point template format and examples of previous presentations are available at
  - [Parish Funding Programme Template for Presentation](#)
  - [Parish Funding Programme Example 1](#)
  - [Parish Funding Programme Example 2](#)
  - [Parish Funding Programme Example 3](#)

### **OUTPUTS: PFP Presentation confirmed by PCC**

#### ***Step 5. The Parish Funding Event***

##### **(a) The Contact List and Invitations**

The principal objective is to encourage all those who will consider themselves having some interest in the future life and mission of the church to attend the Parish Funding Event.

Wide consultation within the Parish during the vision and planning process (see Step 2) will engender interest in attending the event.

It is essential to create a well-researched list of contacts who are existing or potential planned givers, for invitation to the Parish Funding Event.

A member of the Parish Funding Team should take responsibility for co-ordinating creation of the contact list at an early stage in the programme. The final list should be reviewed carefully and sensitively, to ensure accuracy and to avoid embarrassment.

Contact groups to be approached will normally include:

- ◆ Electoral Roll members
- ◆ Existing planned givers
- ◆ Other worshippers and known contacts. In smaller villages, it might well be appropriate to invite the whole community
- ◆ Members of Church Organisations (and, where appropriate, parents)
- ◆ Post Baptism families
- ◆ Post Wedding Couples (selectively)
- ◆ Church Magazine Recipients

It is recommended that the list is annotated to identify those who should not receive 'follow-up' phone calls (see Step 6) because they are more speculative contacts, (e.g. many of those who are not on the electoral roll and/or known attendees).

Invitation cards should come from the Churchwardens, supported by a personally signed letter from the Incumbent. A small 'Event' team should arrange for invitations to be delivered and followed up to encourage maximum attendance. They should be handed (preferably) or sent out at least four weeks before the event. However, the event should be 'trailed' regularly in Parish communications well before the despatch of invitations, so that its date can be noted in diaries.

**Step 5 cont'd**

The 'Event Team' should follow up unreturned invitations to the core membership and 'warm prospects' during the week before the event, by personal visit, e-mail or telephone call.

Please see Information Sheet on

- Sample invitation and reply card (p 25)
- Sample letters

### **(b) Timing, Location and Format**

It is normally preferable for the Parish Event(s) to be held between late January and mid June (avoiding Easter and its holiday period), or between mid September and early November. The style and location of the Parish Funding Event(s) should fit sensitively with the character of each Parish. Event(s) should be carefully structured to appeal to the specific 'target' groups of people. It is important that a sense of occasion and importance is generated throughout the Church community, leading up to the Parish Event(s).

Locations which have proved successful include:

- ◆ Church Centre/Hall
- ◆ Village Hall
- ◆ Special local venue
- ◆ Church

but others may be considered, according to local circumstances.

The event should normally incorporate:

a time for arrival and welcome

- ◆ the Presentation and questions (see Step 4 for the Presentation)
- ◆ meal/buffet
- ◆ closing remarks/prayer

It should be scheduled to attract as many as possible of the target list of attendees. Examples of successful events have included:

- ◆ Parish suppers/buffets
- ◆ Sunday lunch
- ◆ Afternoon tea

In larger Parishes, it may well be advisable to hold more than one event to attract different congregations/groups.

The Parish Funding Presentation should be led at the Event by a well-respected and effective communicator who will encourage positive responses. The Presentation should also incorporate input from the incumbent to give authority and accreditation. The full commitment of the church leadership and the PCC should be emphasised. At the end of the Event, a synopsis of the Presentation and a Confidential Response Form should be given to attendees. They should also be sent immediately to selected invitees ('warm prospects') who did not attend the Event.

Thank you letters should be sent to all respondents within 2-3 weeks of Thanksgiving Service.

Please see Information Sheet on

- [Confidential Response Form](#) (pp 27 - 28)
- [Parish Funding Programme Presentation Leaflet](#) (pp 21 - 22)

**OUTPUT: PFP Presentation at Event, followed by Distribution of Presentation Synopsis, plus Confidential Response Forms**

### **Step 6. Collection of Confidential Responses**

In order to optimise the impact of the programme, it is important that follow-up is prompt, sensitive and well organised. This step will significantly enhance the financial outcome and the feeling of corporate involvement.

The Presentation should alert the attendees and receivers of the pack that they will receive a follow-up telephone call (or visit) to ask whether they intend to return a response form, if it has not been received within 7-10 days. This means that the contact team's call is expected.

Follow-up after the Presentation should be effected during a 2-3 week run-up to the Thanksgiving Service through Church Notices, news sheets and, most importantly, through personal telephone calls (or visits) by the contact team.

The contact team needs to be recruited well before the Event takes place. Follow-up telephone calls and/or visits should be recorded and their responses advised to a co-ordinator. The role of the co-ordinator is to:

- ◆ ensure that the contact team is fully briefed well before the Event. (A 'Contact Briefing Session' leaflet is attached as an Information Sheet).
- ◆ ensure that follow-up calls are made.
- ◆ collate responses.

The contact team may comprise some/all of the people who delivered invitations to the Event. This is a role which PCC members can be encouraged to undertake as part of their commitment to the programme.

It is recommended that the contact team meets together for a 'Contact Briefing Session' to ensure that:

- ◆ they are able to answer/refer queries about the Confidential Response Forms
- ◆ they understand their responsibilities

It is emphasised that the 'contact team' is only telephoning/visiting people who are selected from the contact list as 'warm contacts', and is not asked to press people to respond, nor to discuss levels of giving. The emphasis is on encouraging willing responders to do so promptly.

Please see Information Sheet on

- [Contact Briefing Session](#) (pp 29 & 30)

**OUTPUT: Collected Confidential Response Forms Pledging Increased Planned Giving**

## Step 7. Thanksgiving Service and Afterwards

Confidential Responses should be presented to God at a Thanksgiving Service approximately 3 - 4 weeks after the Parish Event(s).

As soon as possible after this, the result of the Programme should be communicated and celebrated. Thank you letters should be sent promptly to all who have responded.

It is strongly recommended that an update gathering is held subsequently (say after 6 months), when respondents are thanked collectively and a 'progress report' is given, in relation to the initiatives and plans which were included in the Presentation.

The Parish Funding Programme gives a solid base on which to build the habit of regular reviews of planned giving, connected to regular updates of the Parish Vision, plans and financial needs.

### **OUTPUT: Thanksgiving Service, Thank-you Letters, Follow-up Information on progress with Vision Plans**

#### **The Foundation**

The seven steps describe how the PFP is constructed. However, it must be built on a strong foundation of teaching and prayer.

This foundation is needed to ensure that:

- ◆ We are listening to God's leading throughout the Parish, and seeking his blessing on what we do and the outcomes of the programme.
- ◆ We are preparing the hearts and minds of those involved in leading and responding, to recognise that what we do with our money is central to our Christian discipleship
- ◆ That there is a strong theological input to underpin the programme.

A varied range of material is available to enable each Parish to create a foundation of teaching and prayer.

Please see Information Sheets on Teaching, Preaching and Prayer Resources.

- Teaching (p 33)

[Steps in Giving](#)  
[Emmaus](#)

- Preaching (p 34)
- Prayer (pp 35 - 40)

Patterns of Prayer  
Collects  
Form of Intercession  
Parish Funding Prayers

- A suggested timetable for the Programme is attached at p 31.

## Information sheets included in this pack

### *Step 1 : Full and Open Commitment for the Church Leadership*

- ❖ Role of the Team Leader (p 11)
- ❖ Profile and Selection of the Parish Funding Team (p 11)
- ❖ Role of the PCC (p 11)
- ❖ Regular prayer throughout the Programme (pp 35 – 40)

### *Step 2 : Discovering and Sharing God's Vision*

- ❖ Creating a Vision and action plans for a Parish (pp 12 – 19)

### *Step 3 : The Budget and the Income Target*

- ❖ Illustrative format for:  
Parish Funding Programme Leaflet (pp 21 & 22)  
(Incorporating Funding Budget, Giving Profile and Income Target)

### *Step 4 : Preparing the Parish Funding Presentation*

- ❖ Parish Funding Presentation template and previous presentations (p 24)

### *Step 5 : The Parish Funding Event*

- ❖ An invitation and reply card (p 25)
- ❖ Confidential Response Form (pp 27 – 28)

### *Step 6 : Collection of Confidential Response Forms*

- ❖ Contact Briefing Session (pp 29 & 30)

### *Steps 1 – 7*

Suggested Timetable for the Programme (p 31)

### *Foundation of Teaching and Prayer*

- ❖ Teaching (p 33)
- ❖ Preaching (p 34)
- ❖ Prayer (pp 35 – 40)

## Role of the Team Leader

Firstly, find a good leader! It is important that the PFP Team is led by someone who will:

- ◆ Hold the respect of the church community
- ◆ Lead and encourage the team positively
- ◆ Communicate its purpose clearly within and outside the team
- ◆ Liaise closely with other key people and the PCC
- ◆ Oversee and co-ordinate the Programme's timetable
- ◆ Understand and be committed to the funding requirement

## Profile and Selection of the Parish Funding Team

The Team Leader should consult with the Incumbent and Churchwarden(s) to recruit a balanced team.

A suitable core profile would be:

- ◆ The Team Leader (as chair and co-ordinator)
- ◆ A Churchwarden
- ◆ Treasurer / member of the Finance Team (in larger churches)
- ◆ The Incumbent
- ◆ Parish Giving Officer / Stewardship Promoter

Additional members should be recruited as necessary to ensure that the team has the ability to

- ◆ Organise the Parish Event(s)
- ◆ Create and deliver the Presentation material
- ◆ Issue and follow up invitations
- ◆ Follow up Confidential Response Forms
- ◆ Co-ordinate and communicate results
- ◆ Send out 'thank you' letters
- ◆ Establish a renewal process

## The Role of the PCC

The PCC's prayerful and committed leadership is vital to the success of the Programme. Accordingly, it should be fully consulted and involved at key stages.

At the outset, the PCC should confirm its support for the initiative in recognition of the need to increase planned giving.

The PCC should then confirm support for the programme and the appointment of the Funding Team, recognising that its own role will include:

- ◆ Regular prayer for the programme and its leaders
- ◆ Practical support wherever appropriate (e.g. assisting with follow-up calls)
- ◆ Positive personal commitment to the financial target to the extent of individual capability
- ◆ Regular personal and corporate prayer (see pp 35 - 40)

## **Forming a Parish Vision, Priorities and Plans**

### **Why do it?**

Because the result can be:

- a transforming difference to the parish and community
- a conscious and shared desire to discover God's will for our parish and its people
- a common purpose to bind together our work and prayer for God's kingdom
- a firm foundation for decision making and allocating resources
- a source of inspiration for personal and parish commitment

### **Keys to Success**

- An open-minded and prayerful readiness to embrace new responsibilities
- Commitment by the church leadership, including the PCC, to the process and its outcomes
- Wide consultation within the church family (and the local community)
- Communication and explanation of the resulting plans
- Clear responsibility for making the plans a reality
- Regular review and communication of progress
- All supported by a foundation of continuing prayer

### **How do we go about it?**

This guide explains the following steps

- Forming and communicating a new parish vision, priorities and plans
- Refreshing and communicating an existing vision
- Clarifying responsibility for executing plans
- Reviewing progress
- Creating the foundation of prayer

### **Forming a new Parish Vision, Priorities and Plans**

There are many possible catalysts for embarking on a new Parish Vision. Typical examples are:

- The arrival of a new incumbent or lay leadership
- A perceived lack of direction or momentum
- A prelude to a Stewardship / Funding Programme
- Difficulty in making decisions
- An interregnum leading to a selection process
- Several years have passed since the last one was formed

Different catalysts will affect such things as urgency, expectations, format of presentation. Variations will also arise from location, tradition, history and available skills / personalities. Notwithstanding the context, there are vital steps which are common to all successful vision forming. These are now described.

### **Commitment by the Church Leadership**

This is the crucial first step. Whatever the context, there needs to be a shared commitment by the church leadership

- to discern God's will for the church / parish
- to the process and its outcomes
- to support a small 'vision team' to spearhead the process

## Information Sheet — Step 2

In order to take this step, the leadership (typically the incumbent / clergy team and the PCC) should prayerfully consider why a new vision is needed and when is the right time to commit to the process. An external input (e.g. a Diocesan Parish Resources Officer or equivalent) to a PCC meeting often helps the PCC to understand the potential benefits, the practicalities and timing issues.

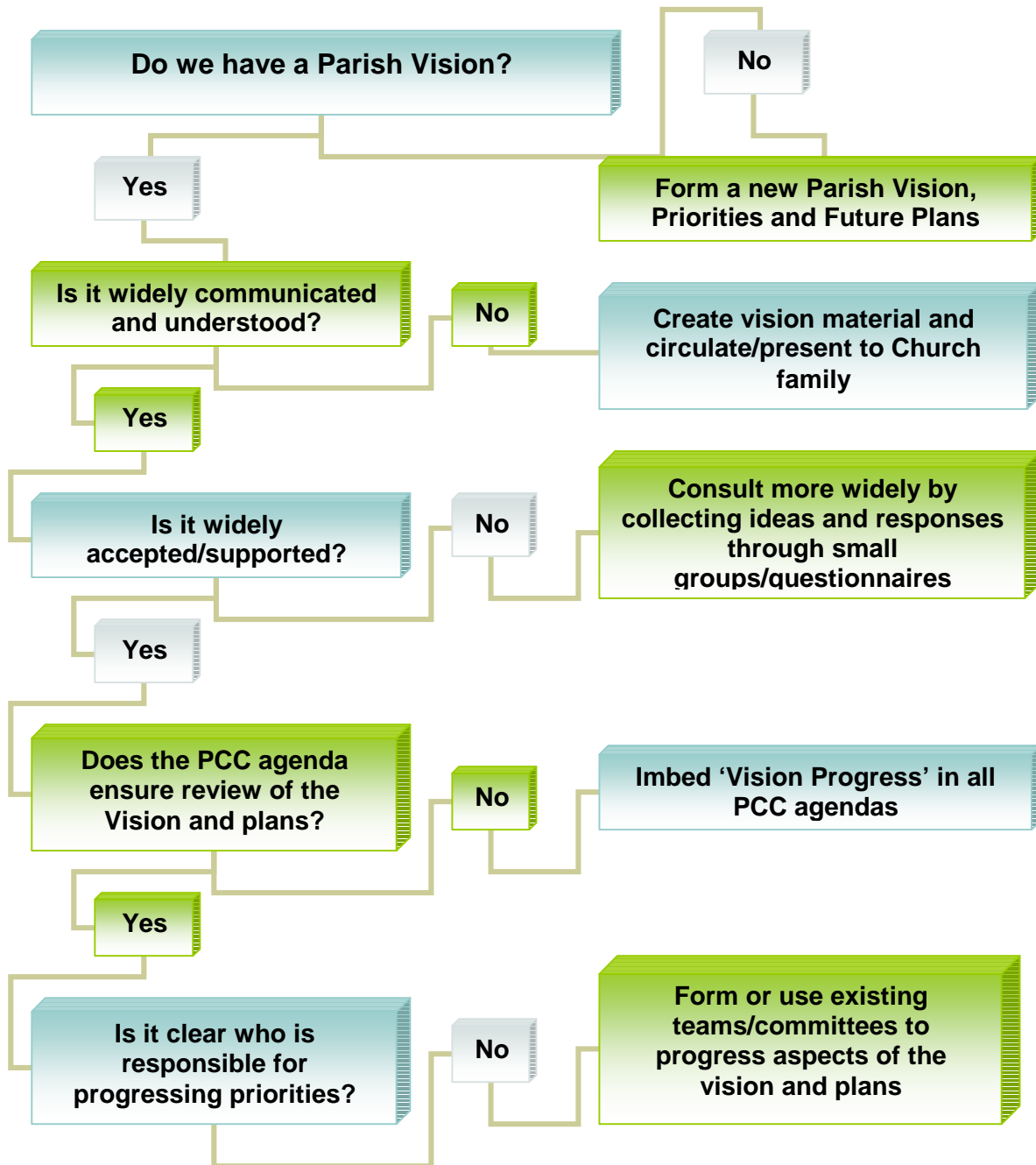
As well as passing the relevant PCC resolution, PCC members should commit to support the consequent stages, such as the PCC Away Day (p 16).

### **Note:**

Sometimes the incumbent / PCC will be uncertain whether previous vision work gives a good foundation for the PFP. The following flow chart can help to define the starting point.

**Do we have an effective Parish Vision?**

The following flow chart sets out some questions for the PCC to ponder – and suggested responses



Whatever the context and starting point, a vital first step is for the church leadership, including the PCC, to recognise the importance of vision forming as a prelude to decision making, allocating resources and optimising regular giving.

### **'Top Down and / or Bottom Up'**

There is no single 'right' way to go about forming a Parish Vision and Plans. It is important to take into account the context of the church or parish.

A good question to answer at the outset is how best to combine the discernment by the leadership with the views and contributions of the wider church family and, in some circumstances, the local community.

These considerations lead on to 2 principal models

#### **'Top Down'**

PCC leads the process, starting with a PCC Away Day, which generates

- Priorities for the next three years
- Plans for the next twelve months

In some cases, the incumbent and / or the 'leadership team' will first define some vision priorities for the PCC to 'buy into.' However, a preferred option is for the PCC (perhaps with other key people) to work unfettered in the first instance.

The PCC output is then shared with the wider church family by invitation to comment on the outline priorities and plans. A particular effort should be made to elicit support / enhancement from people who are (potentially) involved in the priority areas, which have been identified / discussed.

This feedback is then assessed by the Vision Group to enable the PCC to consider amendments / change in emphasis to their original vision and plans.

#### **'Bottom Up'**

The perceptions and priorities of the church family are collected through a questionnaire, which is then analysed and considered by the PCC. From this, the PCC discerns the priorities for the parish at a PCC Away Day, together with outline plans as in the 'top down' model.

The Parish Development Profile provides suitable templates for the questionnaires, identification of priorities and future plans, by the 'top down' or 'bottom up' methods. This is described in the following pages. There are links to downloadable templates on page 17

In either method, it may be a good idea to involve the local community at the consultation stage. This is most likely to be effective in smaller village locations, where the church is recognised as central to the community.

For a more comprehensive community consultation, 'Discerning Church Vocation' provides a more detailed resource. This booklet can be obtained from ReSource by calling Christine on 01749 672860.

### **The PCC Away Day**

The purpose of the PCC Away Day is to focus on the process of discerning God's vision for the parish and forming some outline plans for the future. It is a crucial step, whether using the 'top down' or 'bottom up' model. The full commitment of the PCC to participate is needed.

An outline Agenda is circulated to the PCC prior to the Away Day, and again on arrival at the venue.

The Parish Development Profile (PDP) (or other) questionnaire is completed by PCC members on the day, or in advance, by the congregation. The profile of results is completed by the facilitator and presented to the PCC for initial discussion. The gap analysis highlights the topics, which appear to warrant priority consideration.

Groups are formed to discuss the priority areas (one or more groups for priority areas). The groups are asked to discuss and commit to flip charts for each project:

- What we already do
- What we aspire to
- What we plan to do

A good way of expressing this, is for each group to complete flip charts, which say:

- In 2009, we are already .....
- In 2012, we want to say .....
- During the next 12 months, we plan to .....

Each flip chart is presented to the rest of the PCC for comment / refinement.

The completed flip charts are then handed over to the Vision Team to present to the next PCC Meeting for acceptance / amendment as the working document, to be used for wider consultation and eventual agreement of specific plans.

### **Footnotes**

- It is often a good idea for key people who are not currently on the PCC, to join the PCC Away Day (e.g. leaders / workers – such as Children and Youth, Pastoral Assistants, House Groups, PCC sub-groups)
- If a 'bottom up' approach is taken (see above), the PCC Away Day may be preceded by
  - (i) A Parish Survey (using the PDP Questionnaire or another model). The output from that would form the profile to be presented by the facilitator to the PCC
  - (ii) A Parish Away Day, from which the priorities for attention have been distilled through a similar process
- The PDP Questionnaire might be re-worded to the preference of the church context, without becoming too unwieldy
- As well as opening worship and prayer, there should be opportunities for prayerful reflection during the Away Day, and the following meetings of Vision Team / PCC to ensure that the entire enterprise is grounded in prayer and a shared desire to seek God's will
- It is usually preferable for the PCC Away Day to be held at a pleasant location outside the parish, so that the chances of distraction are minimised
- The role of the facilitator is to enable and encourage attendees to take part and make their contribution, not to present their own views. An experienced, external facilitator, who is familiar with the PDP, or other process, is recommended.

## **Templates**

The following templates are attached and available from the Parish Resources website.

- [The PCC Away Day Agenda](#)
- [The PDP Questionnaire](#)
- [Composite Ratings](#)
- [Vision and Plans Review Format](#)

## **Communicating and Consulting**

Although the leadership role of the PCC is crucial, it is also vitally important that the wider church family is fully involved in discernment of God's vision and commitment to the resulting priorities.

In the 'bottom up' approach, the consultation will have taken place through questionnaires or a Parish Day prior to the PCC Away Day.

In the 'top down' approach, the output from the PCC Away Day (and subsequent PCC Meeting), should be shared with the wider church family, with an invitation to:

- add comments
- offer support or any specific initiative

In either case, the final 'Vision and Plans' should then be presented to the church family. The best way to achieve this will vary, but the most probable approaches are:

- a) a parish event with refreshments, or
- b) during worship services and / or
- c) publication of leaflets, brochures or articles

## **Clarifying Responsibility for Executing Plans**

### **A Reality Check**

The immediate impact of the PCC Away Day is usually very positive. There is often a positive feeling arising from:

- recognition of what is already being achieved
- possibilities for the future

However, there will also be some feelings of concern:

- the possibilities are great, but they are also daunting
- the existing stalwarts will be asked to do even more
- the incumbent will be expected to do everything

Momentum can easily be lost, with a resultant feeling of disappointment.

### **Making it Happen**

In order to make sure that the potential from the Away Day (and all that accompanies it) is turned to advantage, (these) issues are important:

- Underlying prayer
- Commitment to small steps

### **Underlying Prayer**

The following steps are suggested:

- A Parish Vision Prayer to be published and prayed at services / meetings (and individually) throughout the follow-up to the PCC Away Day
- House Groups / Prayer Groups to talk and pray about the priorities arising from the PCC Away Day presentation
- A monthly (electronic) prayer letter celebrating prayers and confronting challenges to be circulated

### **Commitment to Small Steps**

Typically, the PCC Away Day will generate a list of potential initiatives. One of the tasks of the Vision Group and the PCC is then to home in on a manageable number of small steps, which can build momentum, as more people become committed.

The context of the church will influence the reality of how this can be done. In most cases, there will be two options at the outset:

- (i) establish new team(s) / group(s), each to take responsibility for one topic / initiative
- (ii) ask an established team / committee to consider how to progress the new initiative

In either case, the responsible team / group does not need to be populated by the PCC and gives an opportunity to approach newer arrivals / young people to become involved. During the consultation process, some potential candidates may well have expressed views or support.

The team / group should report its progress and challenges to PCC meetings, and for inclusion in the prayer letter.

One of the most important benefits of the vision process can be to involve people who previously have not been involved in core activities of the church. It can be the beginning of a new journey of faith.

A suggested format for reviewing and reporting progress of the new initiatives follows:

**VISION AND ACTION PLANS REVIEW FORMAT**

<b>PLANS/TASKS 2007 - 09</b>	<b>SPECIFIC STEPS</b>	<b>TIMESCALE</b>	<b>RESPONSIBILITY</b>	<b>CURRENT STATUS</b>

*(Vision Statement)*

.....

### **The Parish Funding Programme Presentation Leaflet**

[A Parish Funding Programme Presentation Leaflet](#) (or presentation synopsis) should be handed out to all attendees as they leave the Event (and dispatched subsequently to all others on the target list, by hand, post or e-mail).

Its key components are:

- A summary of the initiatives and the vision which are incorporated in the presentation (see also Step 4).
- The target for Regular Planned Giving, usually based on a 3 year budget, incorporating the initiatives which are planned during that period.
- A Projected Giving Profile which demonstrates how the target might be reached. This profile should be extrapolated from an analysis of the existing profile of planned giving. The comparison between the existing profile of the projected profile can be demonstrated in the presentation. It is important that this is realistic, and provides a range of choices. Essentially, it is suggested that givers might see where their giving is now, and ask themselves as part of this review whether they might be able to 'move up a box'?

### **The Parish Funding Presentation**

This is the presentation which is prepared by the Parish Funding Team and given at the Parish Funding Event.

It's purpose is to:

- ◆ Inform members and contacts of St .... about the church's vision, activities and future plans
- ◆ Highlight priorities for the coming year(s) and explain where money, time and skill commitments are needed
- ◆ Specify the funding requirement and the target for annual planned giving
- ◆ Demonstrate how the target for planned giving can be reached.

The presentation should be made in a clear, concise format and summarised in pamphlet or leaflet form.

An illustrative topic outline for the Presentation follows together with samples of previous presentations.

..... **Church : Outline Presentation**

Each parish is encouraged to prepare a Presentation which conveys its own story. However, the following outline offers an outline of typical topics

Our Vision Statement - What we want our parish to be

- ◆ The big picture - what we want to become here in ....
- ◆ Where we have come from – our history
- ◆ Its context in the world around us
- ◆ Our enthusiasm for development and growth

Our Strategy and Plans - How we will reach our vision

- ◆ Our existing activities
  - Related to the key words of the Vision
  - Statistics (who we reach, teach, care for)
  - Stories of changed lives
- ◆ What we need to do
  - The priorities (e.g. youth, young families, communication, lay leadership, learning)
- ◆ What we plan (in the priority areas)
- ◆ How we will do it
- ◆ Our resources
- ◆ Our needs
  - People, buildings, money
- ◆ How we will meet our needs
  - People (training, support)
  - Buildings (investment)
  - Money (funding - reaching the target)

Next Steps

- ◆ Completing Confidential Response Forms
- ◆ There will be telephone/visitor follow up
- ◆ Thanksgiving Service on .....
- ◆ Follow-up in 6 - 12 months

Samples of past Presentation Templates and PFP presentations are available at:

- [Parish Funding Programme Presentation 1](#)
- [Parish Funding Programme Presentation 2](#)
- [Parish Funding Programme Presentation 3](#)

Information Sheet - Step 5

**A Sample Invitation and Reply Card**

The following example provides a sample format, which can be adapted for the specific requirements of a Parish

You are warmly invited to a

PARISH SUPPER

to launch our Parish Funding Programme

Date

at St.....

at (7.30pm for 7.45pm)

---


*I/We will attend the Parish Supper on .....*

*Name(s)*

*Address(es)*

*Phone/E-mail*

*RSVP to....*



## Information Sheet - Step 5

### **Confidential Response Form**

A sample response form is provided on the Parish Resources website :

- [Confidential Response Form](#)

This can be adapted and 'badged' for the specific requirements of a Parish.

## Evaluation

On completion of the Programme, it is strongly recommended that the following [evaluation form](#) is completed and returned to your Diocesan Stewardship Adviser (or equivalent) at .....

		<u>Very Positive</u>	<u>Quite Positive</u>	<u>Quite Negative</u>	<u>Very Negative</u>
Q1	What is your overall assessment of the Programme's impact on your Parish?				
		<u>Very Positive</u>	<u>Quite Positive</u>	<u>Quite Negative</u>	<u>Very Negative</u>
Q2	What is your assessment of the full PFP Pack as a basis for planning the Programme?				
		<u>All Respects</u>	<u>Most Respects</u>	<u>Some Respects</u>	<u>Not At All</u>
Q3	How closely did you adhere to the Programme as explained and published?				

### The Results

		<u>Omit</u>	<u>Change</u>	<u>Find Difficult</u>
Q4	Which steps did you omit / change / find difficult?			
a)	formal approval by the PCC			
b)	dedicated PFP Team			
c)	creation of Vision and Plans			
d)	1-3 year Funding Budget			
e)	Clear Funding Target			
f)	Profile of giving to achieve target			
g)	Presentation of Vision and Plans			
h)	Parish Funding Event			
i)	Follow up Visiting			
j)	Presentation of pledges at Gift Service			
		<u>New</u>	<u>Increased</u>	<u>Total</u>
Q5	How many Planned Giving Pledges did you receive?			
Q6	What was the value of these pledges?	<u>£ pa</u>	<u>+ Gift Aid £ pa</u>	<u>= Total £ pa</u>
New				
Increased				
Total				
		<u>£ pa</u>	<u>+ Gift Aid £ pa</u>	<u>= Total £ pa</u>
Q7	What was the value of any 'one-off' donations?			
Q8	Would you recommend use of the PFP to other Parishes?	<u>Yes</u>	<u>No</u>	

## Teaching, Preaching and Prayer Resources

### TEACHING

The following resources provide teaching material, which is ideally suited to the Parish Funding Programme. An outline of each is provided to enable Parishes to make a suitable selection for inclusion in the Programme.

#### 1. STEPS IN GIVING

This is a short course, which encourages individuals to recognise stewardship and financial giving as part of their journey of Christian discipleship. It consists of:

- A short individual questionnaire
- Linked Bible text and reflection
- Prayer and meditation

It builds on 'Steps in Giving' material provided by the National Stewardship Network.

The course should be followed in the period leading up to the event, and should be reinforced by a short sermon series. (A suggested outline is available with the 'Steps in Giving' Course).

#### 2. EMMAUS—excerpt from the Emmaus Nurture course 'Your money and your life'.

Session 13 provides a framework which enables us to consider the relevance of giving to our lives and our faith. The headings are:

- |                           |   |
|---------------------------|---|
| <b>First Principles</b>   | - What's ours is His<br>- The love of money is a dangerous thing<br>- God provides what is needed |
| <b>Bible Study</b>        | - based on five excerpts from the New Testament   |
| <b>How Should we Give</b> | - proportionally<br>- regularly<br>- realistically<br>- joyfully                                  |

**Understanding your church's finances**—using the format of the PFP Presentation

**Steps into Giving**

**Ways into giving**

This course would work well over a period of 2-3 weeks

**Emmaus—Stage 2 : Nurture : ISBN 0 7151 4874 5 : Cost £17.50**

#### 3. PRAYER RESOURCES AND CONTACTS

- Prayer section of Giving in Grace website, [www.givinginGrace.org/prayer](http://www.givinginGrace.org/prayer)
- [www.parishresources.org.uk](http://www.parishresources.org.uk) sections on preaching and worship/enhancing the offertory

## PREACHING

It is important that regular teaching on Christian Stewardship takes place in each Parish, irrespective of specific campaigns, such as the Parish Funding Programme. Part of this teaching should come within the responsibility of the clergy, possibly supported by lay readers, ministry team members and/or the Diocesan Resources Officer.

Within the PFP, we recommend a short sermon series linking with:

- The principal themes of the discerned vision and plans and/or
- A teaching course (see teaching resources – p 26)

A range of preaching material is available from the Diocese of Liverpool's 'Giving in Grace' website at [www.givinginrace.org](http://www.givinginrace.org) and [www.parishresources.org.uk](http://www.parishresources.org.uk)

It contains:

- Preaching Guidelines
- Why does preaching about money matter?
- Guidelines
- Planning the Preaching Programme
- Thanksgiving Sunday
- Who will do the Preaching?
- The Value of Testimony
- What about Children?
- What about our Teenagers?

Three preaching tracks

- Preach Matthew
- Preach 2 Corinthians
- Preach Exodus

## PRAYER

At the outset of the programme, a continuous pattern of prayer should be established and maintained within (for example):

- Regular services
- The daily offices
- Small Groups
- PCC and other meetings
- Prayer cards
- Parish website

We offer a range of prayer resources which might fit into such a pattern.

### 1 Patterns of Prayer

The following suggested patterns are intended to encourage the whole parish to pray during the funding programme. The following are included:

- ◆ Forms of prayer for use at a PCC meeting.
- ◆ Patterns of prayer for daily use by the whole parish.
- ◆ Form of prayer for corporate weekly or daily use.

#### Forms of Prayer for use at a PCC Meeting

Two alternative patterns are suggested; however the important thing is to actually pray together. The form that prayer takes is secondary. Try to encourage corporate participation, and do not be afraid of using music; unaccompanied singing can sound amazingly good. Remember, 'the person who sings prays twice'.

##### Form One (adapted from Common Worship)

The light and peace of Jesus Christ be with you  
**and also with you.**

The glory of the Lord has risen upon us.

**Let us rejoice and sing God's praise for ever.**

We have come together in the name of Christ to offer our thanksgiving for all the wonderful gifts of creation and redemption, to hear and receive God's holy word, and to pray for the needs of the parish, that by the power of the Holy Spirit we may give ourselves to the service of God.

Blessed are you, sovereign God, our light and our salvation; to you be glory and praise for ever. You bless your people with abundant gifts; you provide for all our needs; above all you gave us the gift of your Son Jesus, that we may have new life in Him. May we who walk in the way of Christ, cheerfully offer our lives to Him.

Blessed be God, Father, Son and Holy Spirit:

**Blessed be God for ever.**

(The Parish Funding Prayer is prayed together - see p 33)

**Amen.**

## Psalm 65

- 1 Praise is due to you, O God, in Zion;\*  
To you that answer prayer shall vows be paid.
- 2 **To you shall all flesh come to confess their sins;\***  
**when our misdeeds prevail against us, you will purge them away.**
- 3 Happy are they whom you choose and draw to your courts to dwell there\*  
We shall be satisfied with the blessing of your house, even of your holy temple.
- 4 **With wonders you will answer us in your righteousness, O God of our salvation,\***  
**O hope of all the ends of the earth and of the farthest seas.**
- 5 In your strength you set fast the mountains\*  
and are girded about with might.
- 6 **You still the raging of the seas,\***  
**the roaring of their waves and the clamour of the peoples.**
- 7 Those who dwell at the ends of the earth tremble at your marvels;\*  
the gates of the morning and evening sing your praise.
- 8 **You visit the earth and water it;\***  
**you make it very plenteous.**
- 9 The river of God is full of water;\*  
you prepare grain for your people, for so you provide for the earth.
- 10 **You drench the furrows and smooth out the ridges;\***  
**you soften the ground with showers and bless its increase.**
- 11 You crown the year with your goodness,\*  
and your paths overflow with plenty.
- 12 **May the pastures of the wilderness flow with goodness\***  
**and the hills be girded with joy.**
- 13 May the meadows be clothes with flocks of sheep\*  
and the valleys stand so thick with corn that they shall laugh and sing.  
**Glory to the Father and to the Son and to the Holy Spirit;**  
**as it was in the beginning, is now and shall be for ever. Amen.**

## Reading

*(Choose the reading set for the day in the Parish Funding Lectionary)*

This is the word of the Lord.

**Thanks be to God.**

*The reading is followed by a time of silence.*

The Lord is my light and my salvation; the Lord is the strength of my life.

**The Lord is my light and my salvation; the Lord is the strength of my life.**

The light shines in the darkness and the darkness has not overcome it.

**The Lord is the strength of my life.**

Glory to the Father, and to the Son, and to the Holy Spirit.

**The Lord is my light and my salvation; the Lord is the strength of my life.**

## Magnificat

- 1 **My soul proclaims the greatness of the Lord, my spirit rejoices in God my Saviour\***  
**He has looked with favour on his lowly servant.**

2 From this day all generations will call me blessed,\*  
the Almighty has done great things for me and holy is his name.  
3 He has mercy on those who fear him,\*  
from generation to generation.  
4 He has shown great strength with his arm\*  
and has scattered the proud in their conceit,  
5 Casting down the mighty from their thrones\*  
and lifting up the lowly.  
6 He has filled the hungry with good things\*  
and sent the rich away empty.  
7 He has come to the aid of his servant Israel,\*  
to remember his promise of mercy,  
8 The promise made to our ancestors,\*  
to Abraham and his children for ever.  
Glory to the Father and to the Son and to the Holy Spirit;  
as it was in the beginning, is now and shall be for ever. Amen.

### **Prayers**

*Prayers are offered.*

*Invite members of the PCC each to contribute a word to the prayers, followed by silence and:*

Lord in your mercy

**Hear our prayer**

*If necessary arrange a short or one-word prayer with each member beforehand.*

Gathering our prayers and praises into one, as our Saviour has taught us, so we pray

**Our Father in heaven.....**

### **The Blessing**

The Lord, bless us, and preserve us from all evil, and keep us in eternal life.

**Amen.**

### **Form Two**

#### **Song**

*(Choose a Taize chant or a simple chorus which can be sung unaccompanied)*

*(Pray the Parish Funding Prayer together - see p 33)*

**Amen**

#### **Reading**

*(Choose the reading set for the day in the Parish Funding Lectionary)*

#### **Song**

#### **Prayer**

*(Allow the PCC to pray freely using the following headings:*

*Thanksgivings*

*Prayer for the people of the parish*

*Prayer for members of the Parish Funding Team and the PCC*

*Prayers of self-offering*

*Possibly use a Taize chant as a response—eg 'O Lord hear my/our prayer'...)*

## **The Lord's Prayer**

### **Final Prayer of Blessing and Dedication**

#### **Song**

#### **Pattern of prayer for daily use by the whole parish**

*This simple pattern is suggested as a way of involving the whole Parish in prayer; it can be published as a leaflet for each member to use daily at home.*

Every member of the Parish is invited to set aside ten minutes each day for the duration of the programme. If possible, make this the same time every day. Find a suitable place in which to pray, somewhere away from the distractions of the telephone, interruptions etc. somewhere you feel comfortable. If it helps, light a candle. Find a suitable position in which to pray; there are no rules, but it makes a huge difference if your back is straight and your legs uncrossed, this enables you to remain alert, yet relaxed. At the start of each prayer time, become as still as you can and invite the Holy Spirit to guide you.

- First: Come before God with your desire, in words such as these:  
*'Lord, I ask for grace to offer all that I have and all that I am to you'.*
- Second: Read prayerfully the Scripture passage set for the day (see below).
- Third: Take a few minutes to meditate on the passage, look out especially for any words or phrases which may have struck you, and ask God if He has something to say to you through them.
- Fourth: Pray for ... (*Incumbent*), ... (*Team Leader*), members of the PCC and members of the Parish.
- Fifth: Use the Parish Funding Prayer (p 33) and the Lord's Prayer
- Sixth: Take a minute to reflect on the prayer time and write down anything which may have struck you.

#### **Pattern of corporate prayer for weekly/daily use by the whole Parish**

This pattern of prayer can be used daily or weekly. It is suggested that, if used daily, times are varied to enable as many as possible to come at least on some occasions. Publish the times widely and encourage those who cannot attend to pray at home or at work at the same time. Twenty minutes is a good period of time to set aside for this corporate prayer; be sure to start promptly and to end promptly. Think carefully about the best location for these meetings. Meetings can be led by the clergy or lay ministers, the team leader, warden or other competent lay person.

- First: Welcome the people and ensure that they are comfortable. This may entail explaining and reassuring them about the content of the meeting.
- Second: Take a little time to become still together.

- Third: Read slowly the Scripture passage set for that day (see below).
- Fourth: Leave some time of silence for each person to meditate on the passage.
- Fifth: Invite **short** (*ie a word or phrase only*) petitions, encourage silence after each concern. Do not be afraid of silence, a quality silence is a good indicator of prayer.
- Sixth: Conclude with the Parish Funding Prayer said together and the Lord's Prayer

## 2 COLLECTS

Collects at the end of the Psalms in Celebrating Common prayer

Ps 8 (p505)	Ps 25 (p524)	Ps 39 (p542)	Ps 45 (p550)
Ps 60 (p565)	Ps 62 (p567)	Ps 90 (p605)	Ps 115 (p636)
Ps 127 (p656)	Ps 148 (p675)		

## 3 FORM OF INTERCESSION

Let us pray for the Church and the world and let us thank God for His goodness.

Almighty God, our heavenly Father,  
 you promised through your Son Jesus Christ to hear us when we pray in faith. So we pray for your church all over the world. For the extension of your kingdom overseas and at home and especially we thank you for your love and care for this church, all who minister and worship here and the surrounding community. We ask you to help us to be generous in our response to that love and care, generous with our commitment, with our time and with our abilities and all the gifts for which you have given us responsibility.

Lord in your mercy . . . . . Hear our prayer

We pray for all those who hold positions of authority and influence - in Government, in our Royal Family, in business, in our schools and hospitals; in the church. Help them to use their authority wisely and with humility. And we pray that we may be generous in spirit in our dealing and attitudes, whether we are in authority or subject to others. Especially, let us be slow to criticise and quick to praise the efforts and work of others.

Lord in your mercy . . . . . Hear our prayer

We pray, Lord, for our relationships with family, friends and neighbours and for their well being. Help us to be generous in our response to their needs. Help us to make time to listen and to show real understanding and sympathy. In silence we recall individuals who have special problems and concerns at this time and let us pray for wisdom in our response. (*Silence*)

Lord in your mercy . . . . . Hear our prayer

We pray for those who are suffering in body, mind or spirit and for all those who care for them. We bring before you those known to us who are in special need just now... in silence let us commend them to God's care and protection. (*Silence*)

And we pray that we will be generous in our responses to those known to us, who are in need of God's help, through our actions, our words, our prayers.

Lord in your mercy . . . . . Hear our prayer

And we thank you, Lord, for those who have gone before us, for their example, their influence on our lives and on our church. We remember those who have died recently. Let us remember now those other saints known to us. Help us to be generous in our continuing love and support for those who mourn and we pray Lord, that they may have confidence in your promise of eternal life through the loving sacrifice of your Son, Jesus Christ.

Merciful Father, accept these prayers for the sake of your Son, our Saviour Jesus Christ.

#### **4 PARISH FUNDING PRAYER**

There are three suggested prayers, however, we would encourage each Parish to compose their own, relating to their own specific needs and ethos.

**Prayer One:** (Collect for the Second Sunday of Epiphany—CW)

Almighty God, in Christ you make all things new; transform the poverty of our nature by the riches of your grace, and in the renewal of our lives make known your heavenly glory; through Jesus Christ, your Son our Lord. **Amen.**

**Prayer Two:**

Heavenly Father, give us grateful hearts, that, inspired by your Holy Spirit we may return worthy praise by the offering of our lives and possessions in your service; through Jesus Christ our Lord. **Amen.**

**Prayer Three:** (adapted from Common Worship)

Yours, Lord, is the greatness, the power, the glory, the splendour and the majesty; for everything in heaven and on earth is yours. All things come from you, give us grace to return to you what is your own. **Amen.**

#### **5 FIRST FRUITS**

A paperback worship anthology on generosity and giving, containing a range of material, (including sermon material, collects, prayer, meditations, hymns and songs as well as all-age worship themes)

Canterbury Press: ISBN 1-85311-392-1 : Cost £7.99

#### **6 PRAYER RESOURCES**

Ignatius Loyola – teach us Good Lord (Oxford Book of Prayer)

Michael Quoist – prayer before a £5 note (Prayers of Life p 23)

## SCRIPTURE PASSAGES

### Scripture passages for each day

*It is suggested that each passage is dated.*

#### Week One:

Day 1 Psalm 67  
Day 2 Ephesians 1: 3-14  
Day 3 Philippians 1: 3-11  
Day 4 Psalm 65  
Day 5 John 3: 11-21  
Day 6 Luke 15: 4-7  
Day 7 Psalm 19

#### Week Two:

Day 8 Revelation 4  
Day 9 Hebrews 12: 1-4  
Day 10 Psalm 100  
Day 11 Isaiah 55: 1-5  
Day 12 Isaiah 44: 1-5  
Day 13 Psalm 148  
Day 14 Psalm 103: 1-14

#### Week Three:

Day 15 Colossians 1: 15-20  
Day 16 Philippians 2: 1-11  
Day 17 Romans 3: 21-31  
Day 18 Luke 4: 16-24  
Day 19 Luke 5: 17-26  
Day 20 Luke 6: 20-23  
Day 21 Luke 7: 11-17

#### Week Four:

Day 22 Luke 8: 26-39  
Day 23 Luke 9: 18-26  
Day 24 Luke 12: 13-21  
Day 25 Luke 14: 28-33  
Day 26 Luke 16: 9-15  
Day 27 Luke 16: 19-31  
Day 28 Luke 18: 18-30

#### Week Five:

Day 29 Luke 19: 1-10  
Day 30 Acts 2: 42-47  
Day 31 Acts 4: 32-35  
Day 32 2 Corinthians 8: 1-15  
Day 33 2 Corinthians 8: 16—9: 5  
Day 34 2 Corinthians 9: 6-15  
Day 35 Philippians 4: 10-20

Week Six:

Day 36 Mark 14: 1-11  
Day 37 Mark 14: 12-25  
Day 38 Mark 14: 26-42  
Day 39 Mark 14: 43-65  
Day 40 Mark 14: 66-72  
Day 41 Mark 15: 1-15  
Day 42 Mark 15: 16-32

Week Seven:

Day 43 Mark 15: 33-47  
Day 44 Mark 16: 1-8  
Day 45 Luke 24: 13-35  
Day 46 John 21: 1-14  
Day 47 John 21: 15-23  
Day 48 Acts 2: 1-13  
Day 49 Acts 2: 37-41

Week Eight:

Day 50 1 Samuel 2: 1-10  
Day 51 Luke 1: 46-55  
Day 52 1 Peter 1: 3-9  
Day 53 Isaiah 9: 2, 6-7  
Day 54 Song of Songs 8: 6-7  
Day 55 1 Corinthians 15: 51-57  
Day 56 Psalm 150

## **ADDITIONAL RESOURCES**

In addition, the following material from within the Diocese of Liverpool's ['Giving in Grace'](#) Programme is recommended, as suitable support for the Parish Funding Programme

**Why Prayer Matters**  
**Prayer Options**  
**Liturgical Responses**  
**Matthew Liturgical Resources**  
**2 Corinthians Liturgical Resources**  
**Exodus Liturgical Resources**  
**Prayers for the Programme**

Further teaching, worship and sermon materials are also available on the national Christian Stewardship website at [www.parishresources.org.uk](http://www.parishresources.org.uk)