

How to register your Church for the Parish Giving Scheme

September 2022

This document talks you through completing the Parish Giving Scheme parish registration form. Please read this document fully before filling in the form and make sure you've also read our [Parish Giving Scheme Guide for PCCs](#).

Once you have completed the form please email it to parishgiving@diocant.org or post it to Parish Giving, Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ. If you have any questions or concerns about the scheme, please email the Finance team on the address above or call them on 01227 459401.

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1. Filling in the form - single church registration

You can find the PGS Single Church Registration Form [on our Parish Giving Scheme webpage here](#).

Most information should be self-explanatory (e.g. "Treasurer Name") but we have included any special notes and answers to frequently asked questions below.

Section 1: Parish details

Church name:

- This will be the name which appears on all future donation forms.
- The maximum length allowed by PGS is 30 characters (including spaces).
- This is commonly a saint's name (e.g. 'St. Peter's') but we can also include other style names such as 'New Hope Church' or 'Parish of Anytown'.
- For names such as 'St. Peter's, Anytown' you should only enter 'St Peter's' in this box and 'Anytown' in the 'Town/city/village' box.

Church address:

- This should be the address of the church building, not a separate office address, if you have one.

Town/city/village:

- You can enter a suburb name in this box, if relevant.

Diocese:

- We are the Diocese of Canterbury.

PGS Parish Code:

- Please leave this box blank - it will be completed centrally.

Section 2: Contact details

- The 'Project Leader' is the person in charge of implementing Parish Giving Scheme in the church.
- The 'PGS Statement Receiver' is the person who will receive the monthly giving statistics. They will also be the main point of contact between the church and PGS.
- Both of those positions can be filled by the treasurer - or one or more persons in the church. Neither is required to be a PCC member.

Section 3: Parish or church bank details

- This must be the PCC (or benefice) bank account. We cannot register parishes using private bank account details.
- We will require proof of the church's bank details (see 3. *Other requirements*).
- Each PGS account can only be linked to one set of bank account details. Where multi-church parishes and multi-church benefices would like to register, please use the Multi-Church Parish/ Benefice form and follow the steps in 2. *Filling in the form - multi-church registration*.

Section 4: Signed and verified

- For guidance on signing the form electronically, please see 5. *How to sign the form electronically*.
- If you are unable to, or would prefer not to, sign the form electronically, you can print it and sign it manually. Then you can either scan the document and email it to parishgiving@diocant.org or post it to Parish Giving, Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ.
- If the church has no incumbent and/or treasurer we can accept the signatures of alternative PCC officers - please email us in advance to confirm this.

2. Filling in the form - multi-church parishes or benefices

You can find the PGS Multi-Church Registration Form [on our Parish Giving Scheme webpage here](#). If you are in a multi-church parish or benefice and would like to register multiple church buildings under one PGS account please use this form.

This means that when donors are [visiting the PGS website and searching for their local church](#), even if it's not the main parish/benefice church, they will still be able to give the correct PGS account.

Please note that each PGS account can only nominate one bank account for payments - therefore all gifts made to a single PGS account (from whichever church) will be paid into the same bank account. If each church or parish would like to use separate bank account details they will each need to complete a PGS Single Church Registration Form (as per section 1).

Most information should be self-explanatory (e.g. "Treasurer Name") but we have included any special notes and answers to frequently asked questions below.

Section 1. Parish details

Church name:

- This should be the name of the main church in the parish or benefice.
- For names such as 'St. Peter's, Anytown' you should only enter 'St Peter's' in this box and 'Anytown' in the 'Town/city/village' box.
- The maximum length allowed by PGS is 30 characters (including spaces).
- If you would like your PGS account to be listed under a joint parish/benefice name, e.g. New Hope Parish or Parish of Anytown, this can be arranged. Please contact us in advance via parishgiving@diocant.org or on 01227 459401 to arrange this.

Parish address:

- This should be the address of your main church building, not a separate office address, if you have one.

Town/city/village:

- You can enter a suburb name in this box, if relevant.

Diocese:

- We are the Diocese of Canterbury.

PGS Parish Code:

- Please leave this box blank - it will be completed centrally.

Section 2. Church details

Church name(s)

- Please enter the names of all other churches/parishes you would like to register alongside the main church. We just need their names - e.g. St Mary's, Villagetton.
- Please leave the PGS parish codes blank as they will be filled in centrally.
- The 'Project Leader' is the person in charge of implementing Parish Giving Scheme in the church.
- The 'PGS Statement Receiver' is the person who will receive the monthly giving statistics. They will also be the main point of contact between the church and PGS.
- Both of those positions can be filled by the treasurer - or one or more persons in the church. Neither is required to be a PCC member.

Section 3. Parish or church bank details

- This must be the PCC (or benefice) bank account. We cannot register parishes

using private bank account details.

- We will require proof of the church's bank details (see 3. Other requirements).

Section 4. Signed and verified

- For guidance on signing the form electronically, please see 5. *How to sign the form electronically*.
- If you are unable to, or would prefer not to, sign the form electronically, you can print it and sign it manually. Then you can either scan the document and email it to parishgiving@diocant.org or post it to Parish Giving, Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ.
- If the church has no incumbent and/or treasurer we can accept the signatures of alternative PCC officers - please email us in advance to confirm this.

3. Other requirements

Proof of bank account details

Before we can complete your registration we will need to see proof of your account details. Usually we need to see either a paying-in slip or bank statement which shows your account name, number and sort code. Please send this to us with your registration form.

What resources you need

In addition to your registration form we need to know what PGS resources you will need. When you register you will be sent a PDF donation form which you can add to your website or include in emails. You will also receive the "Giving To" leaflet template which you can edit and personalise to your church's context.

4. What will happen after you submit your form?

When we receive your form:

- Our Finance team will acknowledge receipt of the form and request any missing information or documentation. Communication will generally be with the overall project leader and statement receiver.
- We will then forward the registration form to the PGS office where the church will be added to their systems.
- Your PDF form, "Giving To" and any physical resources will be prepared and

sent out. Additional resources can be made available in the future, as the need arises, by contacting the parishgiving@diocant.org.

- PGS will process the application. Once you are registered your Statement Receiver will receive an email from PGS confirming the registration and requesting you to set up the church's online account.
- Once the Statement Receiver has set up the church's online account you are ready to start receiving donations.
- Our Finance team will remain available to parishes for support in implementing the PGS as the need arises.

5. How to sign the form electronically

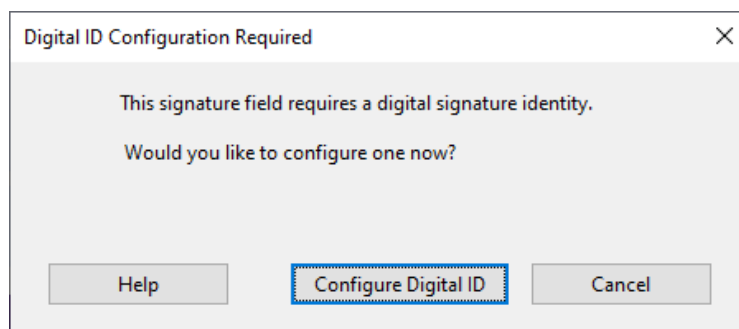
You will need to have Adobe Acrobat Reader version 9 or above installed to complete a PGS registration form. Here is link to download for free: <https://acrobat.adobe.com/uk/en/acrobat/pdf-reader.html>

For the Signed and Verified section:

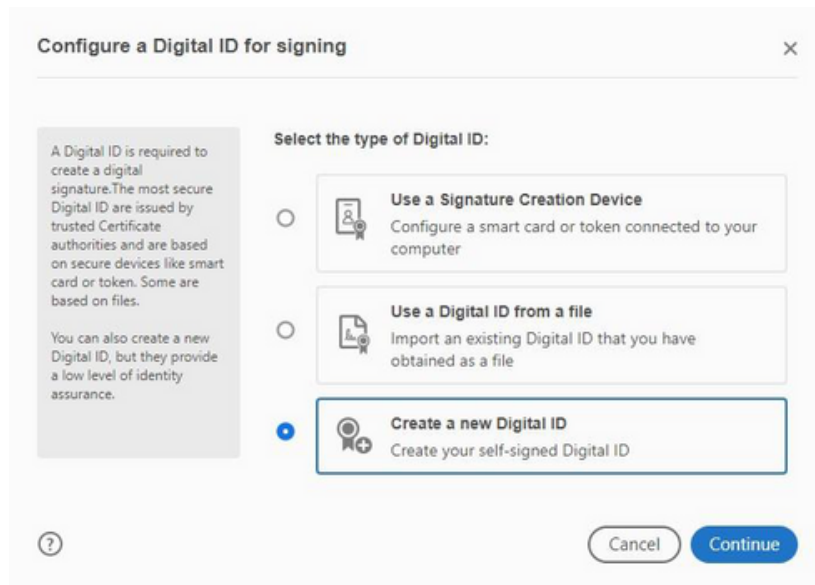
1. Double click on the 'Sign' cell

The screenshot shows a registration form with a purple header bar that reads "SIGNED & VERIFIED". Below the header is a table with three columns: "SIGN", "PRINT NAME", and "DATE (dd/mm/yy)". There are three rows for "Treasurer", "1st Church warden", and "Incumbent". Each row has a red arrow pointing to the "SIGN" cell. Below the table, there is a note: "If the Parish is in vacancy, a second church warden may sign in place of the incumbent". At the bottom, there is contact information for the Parish Giving Scheme: "Parish Giving Scheme Registered England No. 8824540. Registered Charity No. 1156606. 76 Kingsholm Road, Gloucester, GL1 3BD. Tel: 0333 002 1260 Email: info@parishgiving.org.uk". A vertical label on the right side of the form reads "PGS-SINGLEREGFORM-0421".

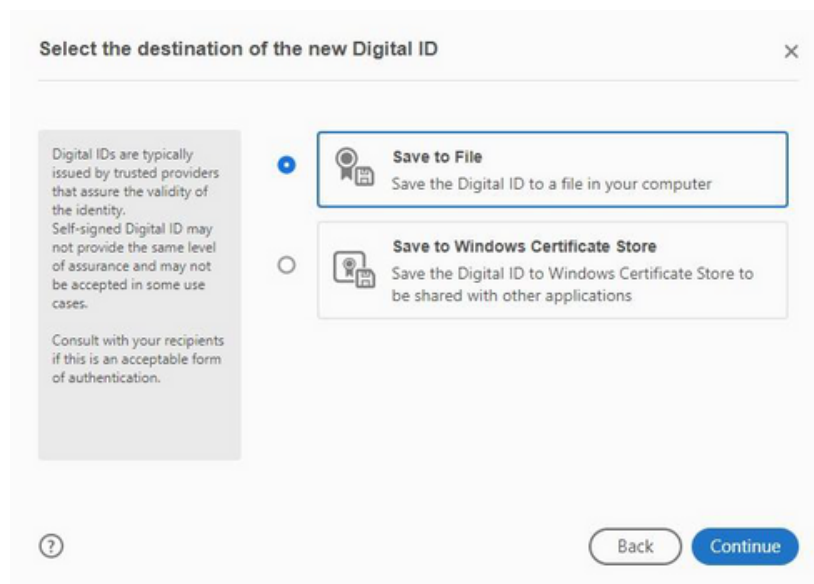
2. Select 'Configure Digital ID' from the pop up



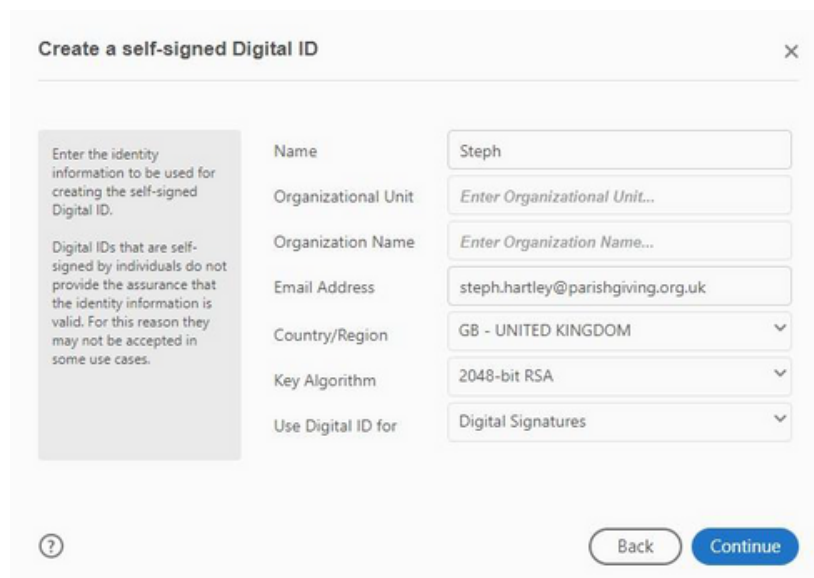
3. Select 'Create a new Digital ID' and press continue



4. Click 'Save to File' and continue



5. Complete the required details: Name, Email Address and Country/Region and select continue



6. Create a password – and select 'Save'

The dialog box is titled "Save the self-signed Digital ID to a file". It contains the following elements:

- A help icon (?) on the bottom left.
- A text box on the left with instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy it or back it up."
- A text label: "Your Digital ID will be saved at the following location :".
- A text input field containing the path: "C:\Users\Steph Hartley\AppData\Roaming\Adobe\Acro".
- A "Browse" button to the right of the path field.
- A text label: "Apply a password to protect the Digital ID:". Below it is a password input field with a green strength indicator.
- A text label: "Confirm the password:". Below it is a second password input field.
- "Back" and "Save" buttons at the bottom right.

7. Your digital signature is now set up. Select continue to sign the document

The dialog box is titled "Sign with a Digital ID". It contains the following elements:

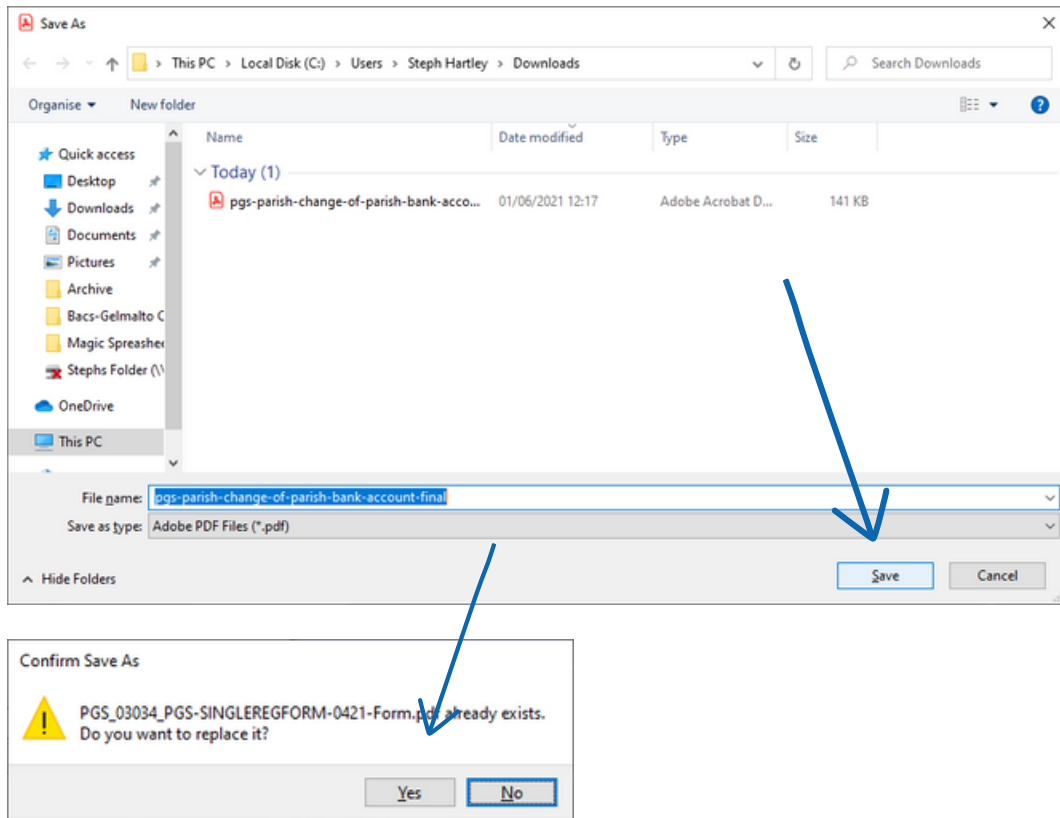
- A help icon (?) on the bottom left.
- A text label: "Choose the Digital ID that you want to use for signing:". To the right is a "Refresh" button.
- A list item for a Digital ID: "Steph (Digital ID file)" with a document icon and a key icon. Below it, it says "Issued by: Steph, Expires: 2026.05.21". To the right of the list item is a "View Details" link.
- "Configure New Digital ID", "Cancel", and "Continue" buttons at the bottom.

8. Enter your password and select sign

The dialog box is titled "Sign as 'Steph'". It contains the following elements:

- A help icon (?) on the bottom left.
- An "Appearance" dropdown menu set to "Standard Text" with a "Create" button to its right.
- A preview area showing a digital signature: "Steph" in large black font, followed by "Digitally signed by Steph" and "Date: 2021.05.21 11:33:01 +01'00'". A red scribble is over the signature.
- A "View Certificate Details" link below the preview.
- A text label: "Review document content that may affect signing". To the right is a "Review" button.
- A password input field at the bottom left, with a blue arrow pointing to it from the text "8. Enter your password and select sign".
- "Back" and "Sign" buttons at the bottom right.

9. You will see a pop up for the 'file save as' location, select 'save'. Then select yes on this pop up



10. Your document is now signed and can be sent electronically (emailed) to the next signatory or, if completed, to parishgiving@diocant.org



www.canterburydiocese.org/parishgiving

