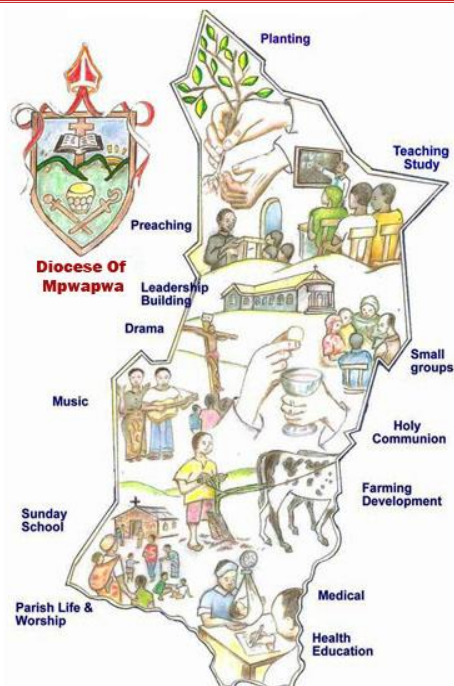


HANDBOOK

TO OUR COMPANION DIOCESE OF MPWAPWA, TANZANIA



March 2020

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Introducing Companion Dioceses (CDs)

<https://www.rochester.anglican.org/mission/companion-dioceses/>

Rochester Diocese has flourishing overseas links with the Anglican Dioceses of Harare in Zimbabwe, and Kondoa and Mpwapwa in Tanzania. It has a similar partnership with the Evangelical Lutheran Church of Estonia.

Through our links with our Companion Dioceses, we aim to:

- support and encourage each other in God's mission
- learn about each other's history and tradition
- share our spiritual and material resources and
- build strong and lasting friendships to advance the Kingdom of God within our Dioceses.

The links provide an opportunity for schools, churches, individuals and communities in Rochester Diocese to form enriching relationships with Christians in other parts of the world. These individual connections are all very different and are constantly evolving as more visits take place and relationships increasingly translate into action and joint projects.

The CD links are overseen by the Companion Diocese Steering Group, chaired by Bishop James and joined by the Links Co-ordinator, Bishop's CD Links Adviser, Treasurer and CD Chairs.

Introducing our Mpwapwa CD Group and Handbooks

All with links with Mpwapwa Diocese and St Philip's are invited to join this Group, which meets 3 times a year. It is so encouraging to meet together and share what is happening!

As Chairs of the Group we liaise with the Bishop of Mpwapwa, and his Link Co-ordinator, and with the Principal of St Philip's Theological College. We do our best to help establish and develop links, develop good practice, share news, invite prayer and practical responses to Appeals, ensure all donations are accounted for and reports received, and that visits are safe and productive.

We are delighted 2 new parish links were established last year. Do contact us if you, your parish or school are interested in a link, or could share your gifts and expertise in Mpwapwa!

This Handbook gives some information about Tanzania, Mpwapwa Diocese and St Philip's and sets out good practice. It has been drawn up with our friends in Mpwapwa. Please ask us first if you want to do things differently – it may be okay, but there may be good reasons not to.

The **Handbook for Visiting Mpwapwa** contains information for all visitors under the CD Umbrella. You will be seen as representatives of Rochester Diocese, whether you think you are or not, so every visitor must comply with trip approval and safeguarding procedures. Approved trips will enjoy the blessing and support of both Dioceses.

We are here to help you as you explore getting involved in Mpwapwa or developing your link. Things evolve, these documents are very much a work in progress, and as such we welcome your input and feedback.

Stephen and Sylvie Barbor
Co-Chairs, Mpwapwa Companion Diocese Group
mpwapwa.cdsg@gmail.com



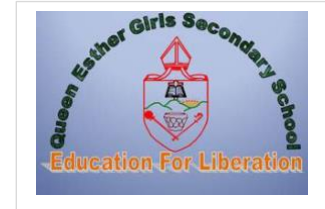
Introducing the Mpwapwa Link

<https://www.rochester.anglican.org/mission/overseas-partnerships/mpwapwa/>

The link between Rochester and Mpwapwa Dioceses was established in 2005. St Philip's Theological College, serving Tanzania and further afield, is located in Mpwapwa Diocese and is a valued part of our link.

As well as establishing school, parish, community and individual connections and with many visits to Tanzania and UK – Rochester Diocese and friends have:

- helped build a girls secondary boarding school (Queen Esther's), and provided new vehicle access up the mountain to the school
- provided the roof at All Saints Cathedral
- helped build St Luke's medical centre
- contributed to the recent enlargement of the Cathedral grounds
- contributed to repairs to the Diocese's vehicles
- helped renovate some buildings at the Kiboriani Retreat Centre
- helped fund Tearfund's Church & Community Mobilisation process in 10 communities
- enabled seed to be distributed to all Pastors and Lay workers in the Diocese following the failure of the 2019 maize harvest due to drought
- parish/school links have helped with school desks and equipment, disability equipment, income generating projects such a pig, goat, chicken keeping, building a Pre School, helping with new church and school buildings, solar, setting up a Scout Group, teaching in various settings ... the list goes on!



There are regular visits by Bishop James to Mpwapwa and Bishop Jacob to Rochester, as well as parish, school and individual visits. These relationships and friendships are a great joy and blessing to us all. Those who visit are warmly received and learn so much about faith, thanksgiving and worship in a different culture.

The Companion Diocese link is overseen by Bishop Jacob and Sylvester Chamwala, Lay Chair of their Link Committee. We are grateful for the Link Co-ordinator, Stephen Ngailo.

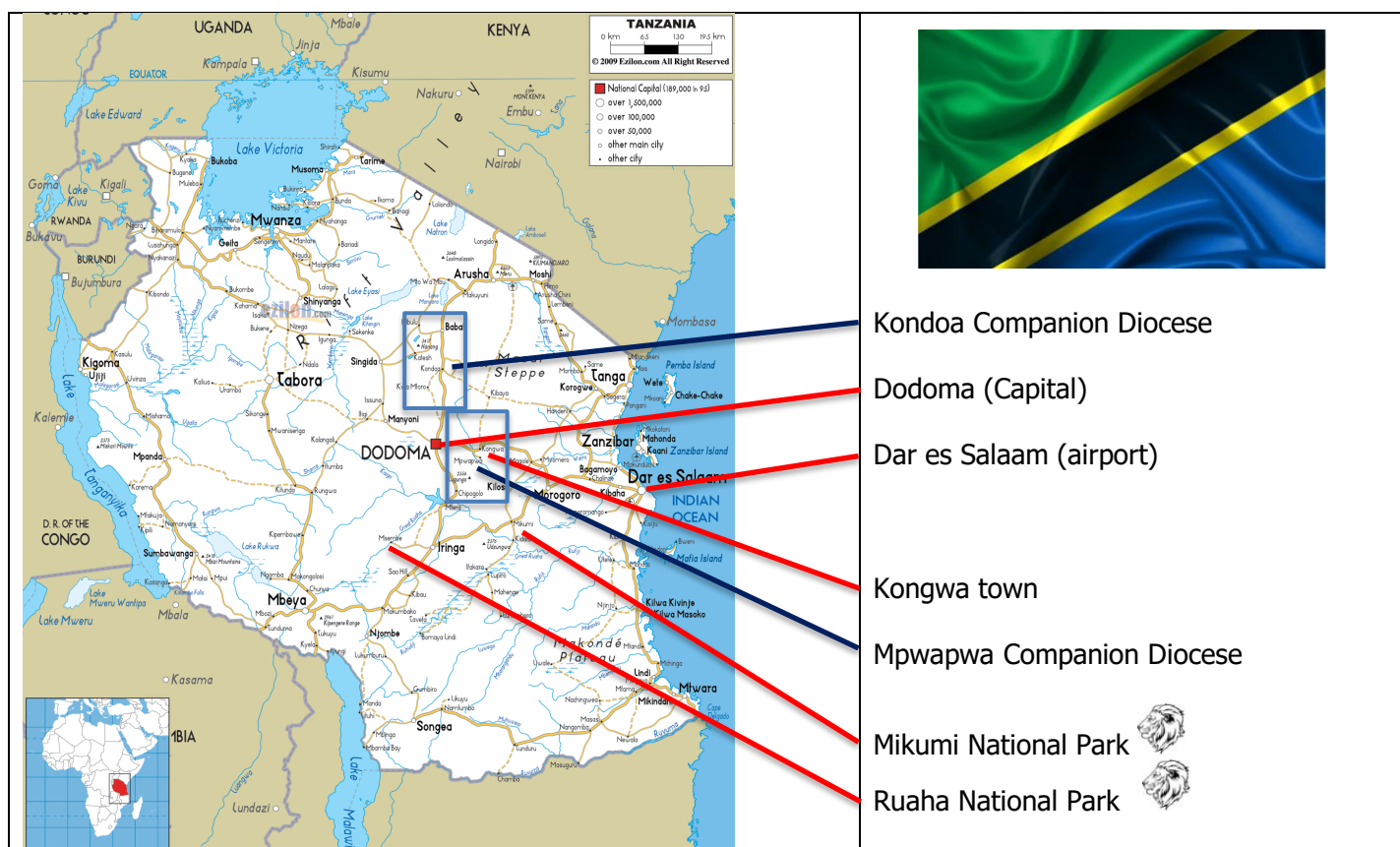
Mpwapwa Diocese has great vision, and projects currently include:

- extending St Luke's Medical Centre by building 2 new wards and toilet facilities allowing it to register it as a hospital
- rolling out Tearfund's Church and Community Mobilisation Process (CCMP), a programme that empowers villagers and in so doing releases them from a dependency culture, across the Diocese.
- restoring the Kiboriani Retreat Centre
- enabling more girls to attend Queen Esther's Girls Secondary School
- building a Pastor's house at the Cathedral site
- enabling 5 potential students to study for Certificate of Diploma at St Philip's Theological College
- providing a roof at the Cathedral Compassion Project new office building

The Diocese welcomes our prayers and any other support we are able to give to these projects.

Please contact Stephen and Sylvie Barbor at mpwapwa.cdsg@gmail.com if you would like to explore how you, your parish or school could get involved with Mpwapwa Diocese or St Philip's Theological College. There are so many opportunities to share your skills, develop a link, pray for or donate to a project or visit!

Introducing Tanzania



The United Republic of Tanzania is the 13th largest country in Africa and the 31st largest in the world. It borders Kenya and Uganda to the north; Rwanda, Burundi, and the Democratic Republic of the Congo to the west; and Zambia, Malawi, and Mozambique to the south. It is a member of the Commonwealth.

Much of Tanzania is mountainous and densely forested, however central Tanzania is a large plateau, made up of plains and arable land and is prone to both drought and flood. Tanzania has a number of wildlife-rich national parks and is home to Africa's highest mountain, Kilimanjaro.

Tanzania has been spared the internal strife that has blighted many African states. Domestic stability has not translated into economic prosperity, with many still living below the World Bank poverty line.

Swahili is the national language, with English widely taught in secondary schools. There are 100+ tribal languages spoken. The Tanzanian Shilling (TSH) is a closed currency - £1 converts roughly to TSH 2,900. UK citizens require a Visa to enter Tanzania.

Find out more from the following resources:

- <https://www.gov.uk/world/tanzania> gives current information on Tanzania.
- There are many good guides to Tanzania, such as **Lonely Planet's guide to Tanzania**.

Introducing Mpwapwa Diocese

<http://www.mpwapwaanglican.org>



The Diocese of Mpwapwa was carved out of the Diocese of Central Tanganyika, and inaugurated on 23rd June 1991. The Diocese is located in the central highlands, and covers 1600 square miles. "The Way" – the route of the East African slave trade to Bagamoyo, and the route of the missionaries inland from Bagamoyo - is a stone's throw from All Saints Cathedral.

The Diocese is led by The Rt Rev Dr Jacob Chimeledya, installed as the second Diocesan Bishop on 30th September 2007. He was also Archbishop of Tanzania from 2013-2018. 150 clergy, supported by over 600 Evangelists and Catechists, minister in 570 small churches across 150 parishes, with around 250,000 parishioners. The Diocesan vision is food security, care for the environment, and lifting people from a dependency mindset.



Bp Jacob Chimeledya

The Diocese established a girls secondary boarding school, Queen Esther's, as no girl had completed secondary education. Now girls go on to University. Class sizes in schools are generally high – some classes have 100+ pupils – with few resources. St Luke's Medical Centre, initially providing maternity services, has developed into a health centre, with a vision to become a hospital. There are few medical services in the rural areas, and it's often a long walk to reach help. St Jacob's Theological College provides theological education to lay leaders. Other initiatives include income generating buildings and a computer school. A retreat centre at the top of the Kiboriani mountains located between Mpwapwa and Kongwa is currently being revitalised as a prayer centre despite access being a challenge in the rainy seasons.

Mpwapwa is an area of semi-arid scrubland formed at around 3,000ft ~ 4,000ft above sea level, with a mountainous belt across the centre with peaks upwards of 7,000ft. Huge baobab trees can be found on the plains. Mpwapwa region is relatively cool at night (16°C) and warm and sunny during the day (25-30°C) with an average rainfall of 700mm per annum. In good years the rainy season starts from mid-November until the end of April, but about once in every five years the rains fail, resulting in drought, hardship, and crop failure.

Most of the population are subsistence farmers or pastoralists. The primary crops are maize, sunflowers, sorghum and millet, with ground and cashew nuts also being grown as cash crops. Much of the cultivation is still done by hand hoe, although the use of animal and mechanised tilling is being introduced in some areas. Unemployment is high.

Tearfund's Church & Community Mobilisation Process has been empowering 10 communities in the north of the Diocese for 6 years, funded by a link parish. Congregations have doubled, tithes increased 2-5 fold, income generating projects have been started by individual and groups, resulting in improved diet, housing, ability to pay the national health insurance, and ability to pay school fees. Bishop Jacob is keen to have CCMP rolled out across the Diocese.



Mpwapwa Cathedral

There are several Compassion projects across the Diocese, where children from the poorest families are sponsored. They meet at their projects on Saturdays, receive hot meals, health and social care, educational support and vocational training. Sponsoring a child makes a huge difference. Ask us for the details of projects close to Mpwapwa or your link!

Introducing St Philip's Theological College

<https://www.stphilipscollegetz.org/> or <https://stphilipstz.webs.com/>

St Philip's Theological College, located in Mpwapwa Diocese, belongs to the Anglican Church of Tanzania, with students from across Tanzania from various denominations and neighbouring countries. The Bishop of Mpwapwa is Patron of the College.

The college was founded in 1914 by a CMS Missionary, Rev Dr Thomas Westgate of Canada. The college itself is located some 5km from Kongwa town, and lies on the lower slopes of the beautiful Kiboriani Mountain range which accounts for its pleasant climate. The College provides hostel accommodation, and offers a quiet retreat environment ideal for a few days R&R. Individual and group visitors from Rochester are made very welcome.

In 2019 friends in Rochester enabled unlimited broadband to be installed which is brilliant for staff, students and visitors!

Courses offered include:

- 3-year Diploma (taught in English) or Certificate (taught in Swahili) in Theology, Fees for both courses are approx. £600 pa
- Certificate in Theology and Women's development – 2 years
- general theological education, church music and language courses
- numerous vocational courses which equip students with practical skills – these include environmental conservation, gardening, bee keeping, poultry care, plumbing, welding and carpentry.



Westgate Lodge @ St Philips College



Restored water supply.

St Philip's also hosts the Bethesda Disability Project which has been designed to teach students how to work with families who have children with disabilities, embracing a philosophy that disabilities affect the whole family.

Rochester Diocese has been friends of St Philip's since 2005 when the link with Mpwapwa Diocese was first established, with teams visiting regularly. Several students are sponsored by individuals and parishes here in Rochester, giving these students opportunities to study that they could not otherwise afford. Infrastructure projects too have been supported over the years.

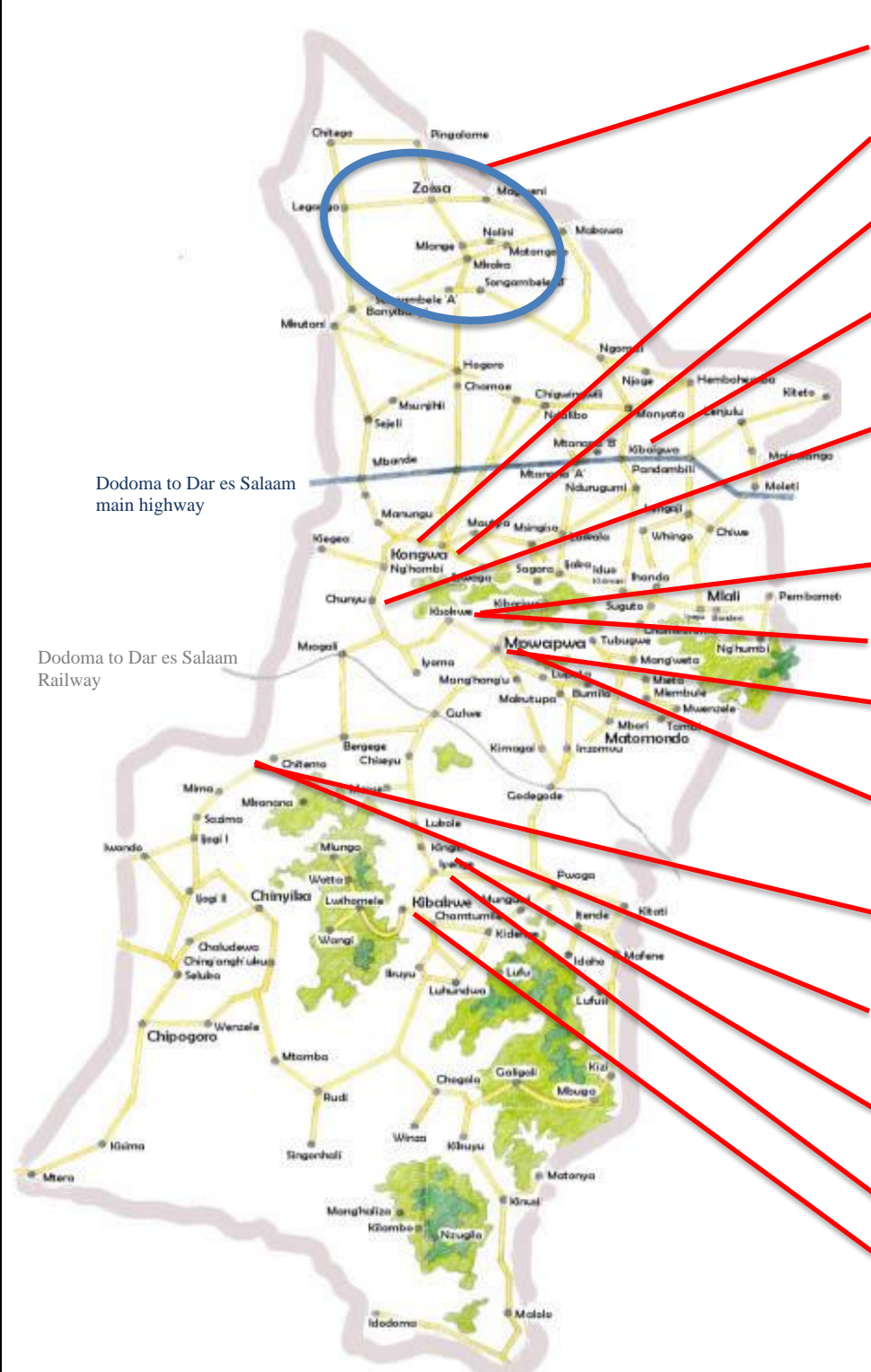
The Principal, Rev Canon Capt. Agripa Ndatila spent a month in Rochester Diocese in 2017. Christina Parry is St Philip's Representative in Rochester and can be contacted at clparry00@yahoo.co.uk. In Spring 2020 she will be working with the Principal on a new Practical Theology syllabus, ready for implementation in September. Collaboration with St Augustine's College of Theology at West Malling is an exciting initiative: two students will be visiting St Philip's over the summer of 2020.

The College is **actively seeking:**

- US\$35,000 to replace worn out Mazda "Bongo" truck
- additional sponsors for students
- a fulltime volunteer administrator



Introducing Rochester's Links in Mpwapwa Diocese

Map of the Diocese of Mpwapwa, Dodoma Region	Companion Links
 <p>Dodoma to Dar es Salaam main highway</p> <p>Dodoma to Dar es Salaam Railway</p>	<p>St Stephen's Tonbridge 10 Tearfund CCMP communities</p> <p>Crockham Hill with Kongwa</p> <p>St Mark's Bromley with St Philip's Theological College</p> <p>Bidborough Village and Primary School with Kibaigwa community</p> <p>St Peter and St Paul Shoreham, Shoreham Primary School and St Michael's Prep School (Oxford) with Chunya</p> <p>Trinity School Belvedere with Queen Esther's School</p> <p>Individuals supporting Queen Esther's.</p> <p>Bennett Memorial School with Mwanakianga School, Mpwapwa</p> <p>St Mary's Hayes (Youth) with All Saints Youth & Compassion Project</p> <p>All Saints Orpington with Chitemo and Nyhinila communities</p> <p>Seeds4Tanzania supporting Chitemo and Nyhinila communities</p> <p>Fawkham & Hartley with St John's, Lukole</p> <p>St Barnabas, Istead Rise with Iyenge</p> <p>Hadlow Link with Kibakwe</p>

Mpwapwa Diocese is somewhat similar in size to that of Wales, with mountains rising to 7000ft. The Diocese is crossed east west by both the main tarmac highway from Dar es Salaam up to Dodoma, and by the new railway which is currently under construction. It is an 8-hour drive from Dar es Salaam, where most visitors fly to.

Good Practice for Linking

Most links start with friendship, praying for one another and will often develop into sharing resources. Developing any friendship takes time, effort and compromise, so the added difficulties of geographical distance, language and culture need to be recognised and negotiated to build deep and lasting friendships between individuals and groups.

Email and Whatsapp are great tools to keep in contact. Visiting and experiencing life in your link adds an invaluable dimension. Groups and individuals from Rochester Diocese have visited, or shared their skills for short-medium-long term visits, since the link began in 2005. A wealth of experience and guidance for arranging visits can be found in our Handbook for Visiting Mpwapwa.

- 1 If you, your parish or school want to explore becoming involved with Mpwapwa Diocese, please email the Companion Diocese Link Co-ordinator, Mike Fawcett (coordinator.cdsg@gmail.com) or the Chair of the Mpwapwa Companion Diocese Group (mpwapwa.cdsg@gmail.com). Either of us will be delighted to meet with you and talk through the many opportunities open to you.
- 2 Should you decide to move forward with a link, it needs to be understood that any relationship needs to be sustainable and should therefore have the support of your Vicar and PCC or other similar governing body.
- 3 We strongly recommend that more than 1 person oversee the link. A small group can share communicating with your new friends, update your congregation/school etc, fundraise (for a particular project), and generally help develop the link, perhaps involving a visit at some stage.
- 4 The person who takes the lead on your link will be invited to attend the Mpwapwa CD Group which currently meets three times a year, to share news and encourage all those with Links in Mpwapwa and develop best practice. They are free to bring others or nominate someone else in their place.
- 5 In Mpwapwa Diocese, the Link Coordinator (Stephen Ngailo) will help identify English speakers who have access to email or Whatsapp and link you together. Regular Whatsapp Group exchanges appear to work well, allowing videos, photos and news to be shared.
- 6 Should you wish to include a Tanzanian national in a key role in the link (i.e. an agriculturist, medical professional, scout co-ordinator, etc) who is not a current resident of Mpwapwa Diocese, a CV with referees must be provided to the Committee in Mpwapwa.
- 7 You may wish to formalise your link in a written document, setting out the start date, your values and commitments to one another, and points of contact. Take time to consider your joint aims and expectations, how you might best explore these with your potential link, and put in place a time-span at which point these aims can be reviewed together, with action taken to adjust or re-energise your relationship.
- 8 Without the Companion Diocese programme, your link would probably not have been established. Please understand that even if you feel your organisation is not directly connected to the Diocese of Rochester, as far as our Tanzanian friends are concerned you come from Rochester and therefore represent Rochester, and Bishop James.
- 9 As your relationship develops – or at the outset - you may wish to involve your local community such as schools, toddler groups, women's or men's groups, Scouts/Guides, medical centres. We actively encourage this, but it needs to be well managed to ensure that good practice is adhered to. We have found a committee, Chaired by a person from your Parish, works well.



- 10 Annual Link Descriptions, including any financial support provided will be requested by the Chair of the Mpwapwa CDG. Please advise the CD Chair of any issues with your link as soon as possible, and we will do our best to resolve them.
- 11 To establish a link or deepen the friendship a visit is recommended. For the first time, you will probably join others who are travelling out. A typical 2-week trip with a group can cost £1,000 upwards depending on flight costs, transport, hotels, and whether you wish to spend any time on a safari or resting by the Indian Ocean. The separate Visiting Mpwapwa Handbook will help you plan your trip and comply with the Diocese of Rochester's procedures for overseas trips.
- 12 We strongly recommend reading "When Helping Hurts: Alleviating Poverty without Hurting the Poor ... and Ourselves" by Steve Corbett & Brian Fikkert, an excellent contemporary book on mission.
- 13 An annual celebration service of all the Rochester Overseas Companionships takes place each year on a Sunday evening, usually in September, to which you will be invited. This gives an opportunity to meet others in Companion Diocese programme and to celebrate and encourage one another.
- 14 Some parishes have partnered with Tearfund to fund a Church & Community Mobilisation Process, or sponsor children at a nearby Compassion Project. More information is below:



2018 Celebration Service



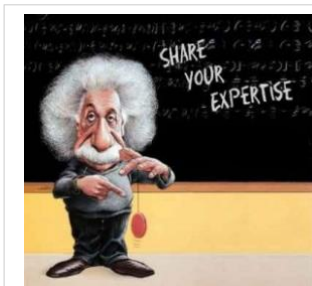
Tearfund is a UK Christian relief and development agency based in Teddington. The charity runs an excellent programme called "Church & Community Mobilisation Process" - a program which envisions and empowers villagers, equipping them to start their own income-generating and community projects to bring about sustainable transformation. St Stephen's Tonbridge funds such a programme in 10 villages around Matongoro.



Compassion is a Christian child sponsorship programme, open to a community's poorest children. Children typically attend their local community project on a Saturday for meals, education and vocational training (often provided after school on weekdays too); they also receive social and health care and learn about Jesus. There are a number of Compassion projects across Mpwapwa Diocese, including one at All Saints Cathedral (TZ340). The Mpwapwa CDG Chair can advise on the nearest Compassion project to your link. Sponsoring a child in a local project is worthwhile and makes a real difference. Current cost is £28pm.

Other ways to get involved

- If you would like to support a Diocesan project or sponsor a student, the Mpwapwa CDG Chair can talk with you about how best to do this.
- Individuals are warmly welcomed to share their time and expertise with Mpwapwa Diocese or St Philip's Theological College. Please contact the Mpwapwa CDG Chair to explore possibilities. You may wish to go short, medium or long term, share your professional skills, or serve in some other way. Again, the Mpwapwa CDG Chair can talk with you about how best to do this.



Inviting Visitors to the UK

You may at some point wish to invite your Mpwapwa Diocese friend(s) to the UK. Please think carefully about this before inviting them. Consider what impact this will have on the individual you are inviting (both when they are here, and on their return), on their work/ministry, and also on your link.

Before extending an invitation to any Tanzanian national to visit the UK, please write to the Bishop of Mpwapwa to ask for his thoughts on the idea. The Diocese may be privy to information that might otherwise not be known; and out of courtesy the Diocese should not be placed in the embarrassing situation of having demands for letters of authority to travel for plans they know nothing about.



Expect to pay for all your guests' expenses, not only in UK, but in Tanzania too.

A UK visa (currently around £90) can prove very difficult to obtain – requiring

- a letter of support from the Bishop of Mpwapwa
- a letter of invitation from you
- a Visa interview in Dar es Salaam by the applicant. This invariably requires a return bus fare to Dar es Salaam and, typically, an overnight stay too

Importantly, if your guest is a Government employee (i.e. a school teacher), an official letter of authorisation will be required from the Government allowing them permission to travel outside Tanzania. Without such authorisation, passport control will simply not allow them to leave the country.



It is **essential** that adequate travel insurance be arranged for your guests that includes sufficient medical cover (don't forget to ask about pre-existing medical conditions) and repatriation. Neither you nor your PCC or school would wish to become liable – as their host – for £000s should your guest have an accident or a medical emergency. The CDSG Link Co-ordinator will be able to advise on brokers who offer such insurance to Tanzanian nationals.

Financial Donations and Other Gifts

As friendships in Mpwapwa Diocese and St Philips Theological College grow there may be a desire to share material resources.

Please do not raise expectations beyond what you can reasonably fulfil! Sometimes simply asking the question – “How much would it cost to put a roof on the building?” – may imply to your link that you are thinking of paying for it, and now wish to know how much it will cost. Better to ask “How are you planning to”. On the other hand, if your link shares their vision with you, it does not mean that they are expecting you to fund that project, but have thought to share their vision with you.



Please do not enter into any arrangement to fund an individual (whether for education, travel, health, housing etc) or project without first consulting the Bishop or Link Coordinator in Mpwapwa. Should support be agreed, please inform the Mpwapwa CDG Chair here of the arrangements.

Should you agree to fund a project, ensure you discuss how this will be done with your Group both here in Rochester and with your link and Mpwapwa Diocese.

- Check the project is a priority for your link, rather than something you suggested.
- Ensure one person in Mpwapwa is responsible for the project; that estimates and quotes are gained; and invoices kept, together with guarantees for the work/equipment.
- Work out with that person when your funds will be released here - if it is a sizeable project it may be prudent to do that in tranches.
- Ensure you receive a progress report on how your funding has been spent before you arrange for the release of further funds. This ensures all monies transferred are accountable and transparent.
- You may also wish to consider a time-frame at which point funding will stop, or be re-evaluated - for instance 3 or 5 years.

Be clear when giving a gift, such as a laptop or bicycle, whether you are giving it to the pastor / headteacher or, to the parish / school/ or other institution. This saves any misunderstanding should the individual in post move on.

Gifts given direct to communities and schools can be transferred by the local authorities for other purposes. Giving gifts through the Diocese, whose asset codes are then placed on your gifts, effectively ensures gifts are retained by the chosen institution and used for the purposes for which they were given.



Rochester's Financial Guidelines set out the process for sending funds to our Companion Dioceses and reflect the desire to be more specific in monitoring projects for which funds are sent. A summary of these Financial Guidelines can be found on page 13. The full guidelines are at: <https://www.rochester.anglican.org/resources/finance/guidance-notes/>.

The Chair of the Mpwapwa CD Group liaise regularly with the Treasurer of the Companion Diocese Steering Group, Mpwapwa Diocese and donors to do their best to ensure donations get to the right place and are used for the purpose for which they were given. Gift Aid can be claimed on donations where the donor is a UK taxpayer and is not the beneficiary of the donation.

If you have any questions about the wisdom of funding a project, student or other, or any query on how the funds have been used, please contact the Chair of the Mpwapwa CD Group.

Companion Diocese Financial Guidelines

Overview

Monies going into Companion Diocese funds come in through:

- offerings made at our Confirmation and Licensing Services, and
- donations to support projects in partner parishes and dioceses, to support the diocesan team or to support an appeal in our Companion Dioceses.

Underlying Principles

There is a preference that funds are generally used to support projects that empower the wider community, rather than for the benefit of specific individuals, although there will be exceptions to this on occasion - such as the sponsorship of students through Theological College or the support offered to a Bishop or Pastor in order that they may undertake their role within the church. In all cases, funds will only be sent for projects that the Companion Diocese Bishop supports.

The Companion Diocese will be asked to maintain good accounting practices, which will include maintaining a bank account for diocese to diocese transfers, requiring at least two signatories to operate.

Once the funds have been transferred, the CDG Chair will email Mpwapwa Diocese / St Philip's to explain what the donations are for and receipt will be acknowledged by a known representative. If the funds are to be transferred from the diocese to a parish or other beneficiary, a receipt will be signed by the beneficiary parish by a known representative and sent to the relevant CDG Chair.

Companion Dioceses will be asked to produce reports showing how each project is progressing and how the monies have been spent.



**HM Revenue
& Customs**

The Financial Guidelines have been written against the background of a continuing increase in funds going across the Diocesan Board of Finance (DBF) account for our Companion Dioceses, the significance of some of the joint projects being undertaken and the increasing interest by HMRC and other bodies in overseas payments made by charities, particularly grants, due to the increased risk of misappropriation or misdirection of charitable funds.

Summary of Companion Diocese Financial Guidelines

1. A donation may be made by an individual, a church or other organisation to support a project in one of our Companion Dioceses.
2. **It is imperative that all funds being sent to Companion Dioceses are remitted to the DBF in first instance who will submit the funds through the proper channels and in accordance with these agreed guidelines.**
3. A donation form incorporating a Gift Aid declaration (if appropriate) should be completed for each donation. Follow the link for a copy of the Donation Form <https://www.rochester.anglican.org/mission/companion-dioceses/donation-form/>
4. Completed donation forms and monies to be sent to:
The Diocesan Board of Finance,
St Nicholas' Church, Rochester ME1 1SL.

Cheques are to be made payable to 'Rochester Diocesan Board of Finance'.

The Rochester Diocesan Board of Finance account details are:

Payee: Rochester DBF
Sort Code: 20-54-11
Account No: 90760099



When transferring monies to Rochester DBF, the payment reference should quote the relevant Companion Diocese or St Philip's Theological College.

5. At the end of each month the DBF will send a spreadsheet and a copy of any donation forms received that month to the Rochester Companion Diocese Treasurer, showing all the monies that have been received during the month. The Treasurer will review the spreadsheet and make sure the references for the monies received have been allocated to the correct fund. If anything is unclear, the Treasurer will contact the relevant Companion Diocese Group (CDG) Chair to clarify and will amend any entries, under advice to the DBF.
6. Once reviewed, the Treasurer will send the spreadsheet and copy donation forms onto the relevant CDG Chair with details of suggested transfer(s). St Philip's transfer details will be sent to the Mwapwa CDG Chair. With the Chair's agreement, the Treasurer will then ask the DBF to transfer the funds to the relevant Companion Diocese or St Philip's. Where possible the Treasurer will ensure that all donations to the same Companion Diocese are sent at the same time to keep transfer costs to a minimum. It may be that some small, not time critical, donations are held for a short period to facilitate this.
7. The DBF will inform the CDG Chair and the Treasurer when the monthly transfers have been made.
8. The CDG Chair will advise the relevant Companion Diocese / St Philip's of any transfers that have been made detailing whether the monies are to be used at the Companion Diocese's discretion or for a specific project.
9. The CDG Chair will request a quarterly report from the relevant Diocese on use of funds so that feedback can be provided to donors.

Note: Funds that are sent directly to a village or school may well not be appropriately stewarded, and may even be diverted by other governing authorities. Our Companion Diocese Treasurer (treasurer.cdsg@gmail.com) is always happy to advise.



COMPANION DIOCESE DONATION FORM

Please provide this form when sending donations to Rochester Diocese

Amanda Withers / Heather Huse, Diocesan Board of Finance

St Nicholas' Church, Boley Hill, Rochester ME1 1SL

Tel: 01634 560000 E: finance@rochester.anglican.org

Link Account Details:

Rochester DBF

Sort Code: 20-54-29

Account No: 90760099

Cheques should be made payable to Rochester Diocesan Board of Finance

Contact Name	
Organisation	
Address	
Phone	
Email	
Date:	

To which Companion fund is the donation being made (please indicate below)	
Estonia	YES / NO
Harare Diocese (Zimbabwe)	YES / NO
Kondoa Diocese (Tanzania)	YES / NO
Mpwapwa Diocese (Tanzania)	YES/ NO
St Philips Theological College, Kongwa (Tanzania)	YES/ NO
Other - please state _____	YES/ NO
For Project / Person - please state here	Please see below *
Amount £ _____	
Please indicate if the donation is eligible for Gift Aid and complete and attach the form overleaf	YES / NO

Details	
* Reason for donation and / or instructions for recipient	

Your data is collected and used by the Rochester Diocesan Society and Board of Finance (Charity No. 249339, Company No. 140656)

see our privacy notice at

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or email datacontroller@rochester.anglican.org

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Gift Aid declaration

for past, present & future donations

Please treat as Gift Aid donations all qualifying gifts of money made

Please indicate all you wish to apply	
Today	YES / NO
In the past four years	YES / NO
In the future	YES / NO

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

Donor's details	
Title	
First name or initial(s)	
Surname	
Full Home Address	
Postcode	
Date	
Signature	

Please notify Rochester DBF if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

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