

## GENEROSITY AND THANKFULNESS CONFERENCE

Following the success of our first generosity and thankfulness conference in February 2020, 'Leaping into the future of giving', we made a commitment to hold these events every two years.

Our second conference will be held online on Saturday 24th September, and it will be called 'Generosity and Thankfulness: Inspiring and equipping our churches'. Further details will be announced in due course once the arrangements, speakers, workshop leaders, and exhibitors have been confirmed.

Keynote speakers confirmed so far include Rt Revd Mark Davies, Bishop of Middleton; and Ven Karen Lund, Archdeacon of Manchester. Workshops will be delivered by a variety of external partners including the National Church Giving team, Data Developments, easyfundraising, Plunkett Foundation, and Ecclesiastical.

Hosting the event online will allow us to provide the event at a lower cost than hiring a conference venue or providing a hybrid option. It also enables us to offer a total of 20 workshops (you'll be able to choose 4 to attend) and an online exhibition hall. All of the sessions will be recorded so they can be watched at a later date.



**GENEROSITY AND THANKFULNESS**  
*Inspiring and equipping our churches*

 THE CHURCH OF ENGLAND  
Diocese of Manchester

 CHURCH FOR A DIFFERENT WORLD

**CONFERENCE AGENDA AND EXHIBITOR INFORMATION**  
Saturday 24th September 2022  
Online

## GENEROSITY LEARNING HUB UPDATE

We are pleased to report that the Diocese of Manchester currently has the third largest number of Generosity Learning Hub account sign ups when compared to other dioceses across the Church of England.

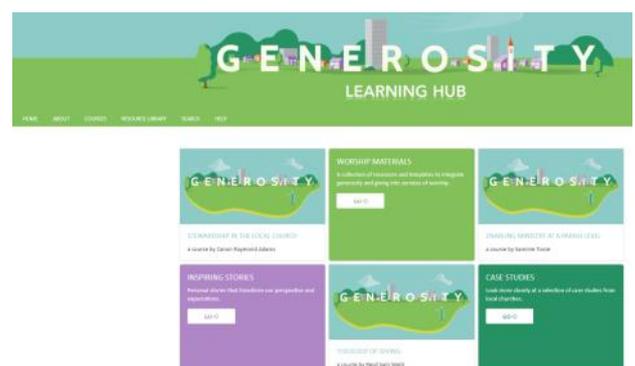
As part of our Generosity Week activities in November last year Archdeacon Karen Lund emailed all of her clergy colleagues encouraging them to visit the Hub to create their own individual accounts and explore its content.

We'd like to encourage Treasurers, Gift Aid Secretaries, and PCC members to sign up too. The Hub contains a number of courses, including: Theology of Giving; Stewardship in the Local Church; and Enabling Ministry at Parish Level.

Additionally, it provides a resources library which includes worship materials (e.g. Eucharist and service content packs), and a variety of other

materials to use at your church (e.g. Giving and Young People).

The Generosity Learning Hub, has been funded by the national church as part of the National Giving Strategy. You can access it by visiting [www.givingtraining.org](http://www.givingtraining.org)



# UPCOMING TRAINING DATES

Many of our training dates are already confirmed up to the end of 2022. There will be other course topics for clergy and laity, and they will be announced in due course.

You can reserve your places to attend the following courses by clicking on the hyperlinks in each section.

- GENEROSITY AND THANKFULNESS AT YOUR CHURCH: SELF-ASSESSMENT TOOLKIT**



An opportunity to utilise the themes of the diocese's giving strategy to complete a self-assessment toolkit focusing on generosity and thankfulness at your church.

These online sessions will train facilitators to lead this process, which will enable your church to evaluate how it deals with generosity and thankfulness, what it would like to improve, and agree its future goals. It is a fully resourced toolkit to ensure it supports individuals who will be facilitating these discussions at each church, and will include guidance on how to run these sessions via online or face-to-face meetings. Hosted by Paul Bailey, Diocesan Giving Advisor.

The following dates are available:

[2 p.m. on Tuesday 7th June](#)

[7 p.m. on Thursday 29th September](#)

[2 p.m. on Tuesday 29th November](#)

- HOW TO WRITE A SUCCESSFUL APPLICATION FOR EXTERNAL FUNDING**



This webinar will outline how your church can write applications for consideration by external funders, including organisations such as charitable trusts and foundations.

It will include the preparatory work required to

gather the necessary information before the writing process can start. Hints and tips will also be shared to enable your church to draft and submit funding proposals the recipient organisations will be interested in supporting.

The training will be delivered by Revd Paul Monk, Incumbent, Benefice of Clarksfield and Waterhead, and Heather Ford, Church Insurance Consultant, Ecclesiastical.

The following dates are available:

[7 p.m. on Thursday 9th June](#)

[2 p.m. on Tuesday 20th September](#)

[7 p.m. on Thursday 24th November](#)

- OPEN4COMMUNITY: HOW TO IDENTIFY NEW SOURCES OF FUNDING**

Open4Community, provided by Idox, is an external funding search facility which is free for parishes in the Diocese of Manchester to use. It is an excellent tool and all parishes are encouraged



to register and use it on a regular basis to gain the maximum benefit.

This webinar will explain how to: register to use Open4Community; search for potential funders and find out more about them; utilise the other tools provided; and set up regular email updates on potential funding sources.

Attendees will also have the opportunity to arrange a one-to-one consultation with Matt Godfrey from Idox. During a Zoom or Teams meeting, Matt will provide guidance on how to use the site's search function to identify potential sources of funding to support your church's mission and ministry in its local community.

The following dates are available:

[2 p.m. on Tuesday 24th May](#)

[7 p.m. on Thursday 8th September](#)

[2 p.m. on Tuesday 15th November](#)

- **BEING A TREASURER: THE BASICS**

The role of a Treasurer varies between churches and can cover a wide remit of responsibilities. This course is structured around these five key areas:



Treasurer as Trustee – this section outlines the legal framework for charities and the duties of charity trustees, of whom the Treasurer may be one.

Treasurer as Bookkeeper – this section addresses day-to-day management of church finances and accounting, exploring the systems a church may have in place for routine operations and the basic principles of charity accounting.

Treasurer as Planner – this section is primarily about budgeting but also addresses some concepts of risk management.

Treasurer as Tax Optimiser – this section covers what charities need to know to take advantage of Gift Aid and GASDS, as well as a few points about VAT

Treasurer as Compliance Officer – this section covers the requirements on charities for preparation of their year-end documents and external scrutiny.

The training will be delivered by the Association of Church Accountants and Treasurers (ACAT), and staff from the Diocese of Manchester Finance Team will also be present to answer any questions relating to our local procedures. If you are not already aware of the diocese’s block membership with ACAT this will be covered as well. Block membership provides Treasurers with free access to ACAT’s full range of services, without the need to pay individually.

The sessions will take place over three days using Zoom, [Please sign up to the three sessions here.](#)

The dates and times are as follows:

10 a.m. on Saturday 14th May

7 p.m. on Tuesday 17th May

10 a.m. on Saturday 21st May

If you can’t make one of the sessions they will be recorded and a link sent to you via email so you can watch it at a later date. The recordings will not be shared publicly via the diocese’s YouTube channel.

- **USING MY GIVING ONLINE: THE BASICS**

This webinar from the Gift Aid Lite team is aimed at Gift Aid Secretaries, Treasurers, and other church volunteers, who have recently started using My Giving Online. Additionally, it will also be useful for more experienced users who need some additional support to increase their confidence when inputting their church's giving. You can reserve a place by clicking on the link below:

[7 p.m. on Wednesday 18th May](#)

- **GETTING STARTED WITH CONTACTLESS: THE BASICS**

Over the last ten years the use of cash has slowly diminished and now twice the value and volume of payments are made by digital methods compared to cash. With this in mind it's important to consider how people give to our churches, and how we can help them to give digitally.

Switching to using contactless giving can be an intimidating prospect. However, there is a lot of support available and in this webinar we will talk through the different solutions available on Parish Buying and help you navigate the best one for your church.

These sessions are provided by the National Giving Team, and the following dates are available:

[11 a.m. on Monday 28<sup>th</sup> March](#)

[3 p.m. on Wednesday 27<sup>th</sup> April](#)

- **GENEROSITY AND THANKFULNESS TRAINING DATES LEAFLET**

A leaflet containing all of the generosity and thankfulness training dates confirmed so far during 2022 has been recently sent out via email (see below). Over 620 clergy and lay postholders should have received a copy in their inbox. The email included a request to share this information amongst PCC members and parishioners. So, please ask for a copy to be sent to you if you haven’t received it yet.



**GENEROSITY AND THANKFULNESS TRAINING COURSES IN 2022**

Please click other blue underlined hyperlinks to book your places.

NAME AND DESCRIPTION	DATES
<b>Generosity and thankfulness at your church: self-assessment toolkit</b>	<a href="#">7 p.m. on Thursday 10th March</a>
	<a href="#">2 p.m. on Tuesday 7th June</a>
An opportunity to utilise the themes of diocese's giving strategy to complete a self-assessment toolkit focusing on generosity and thankfulness at your church.	<a href="#">7 p.m. on Thursday 29th September</a>
These online sessions will train facilitators to lead this process, which will enable your church to evaluate how it deals with generosity and thankfulness, what it would like to improve, and agree its future goals. It is a fully resourced toolkit to ensure it supports individuals who will be facilitating these discussions at each church, and will include guidance on how to run these sessions via online or face-to-face meetings. Hosted by Paul Bailey, Diocesan Giving Advisor.	<a href="#">2 p.m. on Tuesday 29th November</a>

# ENTERING AGGREGATE AND ONE-OFF DONATIONS

Please can users of My Giving Online take care when entering the donation dates for your church's aggregate donations and one-off envelopes.

## Aggregates

A number of Gift Aid Secretaries are mistakenly using their inputting dates, instead of using the date of donation, when inputting their donations into My Giving Online

During the verification process it makes it difficult for the Gift Aid Lite team to match up the correct donations against their dates.

## One-off envelopes

Please ensure that donations received via one-off Gift Aid declarations are inputted with the correct dates. The donation date must be used for the declaration, valid from, and valid to dates.

To do this correctly in the donor's record, please click on the 'request a change button' (pictured right):

### Gift Aid Declaration

Declaration Date

Valid From

Valid To

Request a Change

Then, click on the 'add historic declaration button'. Pictured below, you will see the declaration, valid from, and valid to dates are all required fields. The dates must be the same as the date of donation.

Declaration Details (\* Required fields)

Replace Current Declaration  Add Historic Declaration

If approved this request will add a new entry to the donor's declaration history. Use this form primarily for old declarations that have already come to an end but have never been recorded in MyGivingOnline before.

Declaration Date\*

Valid From\*

Valid To\*

Reason for change\*

# GENEROSITY AND THANKFULNESS COFFEE MORNINGS

We'd like to invite you to attend a new series of social events focusing on Generosity and Thankfulness in our churches. What better way to do this than the longstanding church tradition of a coffee morning!

Initially these events will take place online, but as the pandemic starts to ease we'll try to do these face-to-face later this year. They'll take place for around thirty minutes up to an hour, but if you can only drop in for a few minutes that will be fine as well.

The sessions could be used as a question and answer session, but more in-depth topics could also be covered, including:

- Gift Aid GASDS issues
- Giving and generosity
- Fundraising
- Thanking your donors, volunteers, and supporters
- Training requests and signposting
- Online giving and giving devices

They'll take place on the following dates between 10.30 a.m. and 11.30 a.m., and we'd love to see you there. You can book your place using the hyperlinks below, and if they change to a face-to-face gathering we'll let you know:

- [Thursday 7th April](#)
- [Thursday 7th July](#)
- [Friday 9th September](#)
- [Wednesday 9th November](#)



# AUTO-IMPORTING DONATIONS FROM YOUR CHURCH'S GIVE A LITTLE ACCOUNT INTO MY GIVING ONLINE

Has your church set up a Give A Little account to accept online donations, or contactless and Chip and PIN donations via a device? If so, it is possible to auto-import them into My Giving Online.

## Donations via a giving device

If the donor has used a giving device with the Give A Little app installed on it, it is possible to create a digital Gift Aid declaration on it. When a Gift Aid eligible donation is completed it will be imported into My Giving Online using the details entered by the donor.

It will create a new donor record, if needed. If these details are the same as an existing donor record it will add the donations to it. However, if this information is slightly different from an existing donor record in My Giving Online it will create a new donor record.

If they are anonymous donations of £30 or less they will be claimed using the Gift Aid Small Donations Scheme (GASDS). If the anonymous donation is made using a Chip and PIN card it is not eligible for GASDS.

## Online donations

Online donations can also be made via your church's Give A Little account. If this has been set up, these donations will also auto-import into My Giving Online.

If the donor has completed an online Gift Aid declaration this will be used in My Giving Online to create a new donor record. If these details are the same as an existing donor record it will add the donations to it. However, if this information is slightly different from an existing donor record in My Giving Online it will create a new donor record.

Donations made online are not GASDS eligible.

## How do I set up the link between Give A Little and My Giving Online?

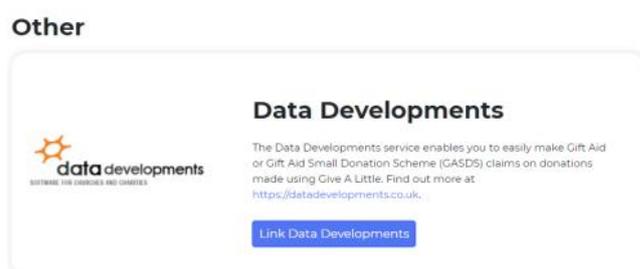
*Before you get to this stage, please contact the Gift Aid Lite team as we'll need to make a change to your user account. This is a temporary step in the process, and will soon be unnecessary once Data Developments have made a programming change.*

You need to be the administrator for your church's Give A Little account to do this for you, or ask them to share the username and password with you (the administrator can always change their password after the process has been completed).

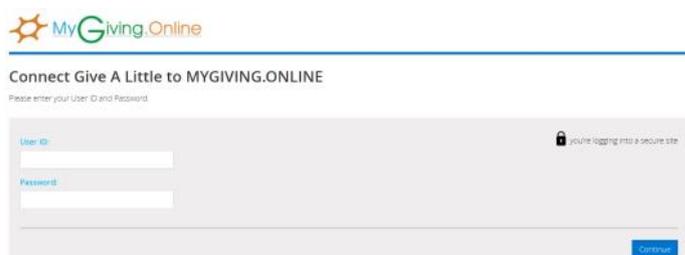
Once you have logged into Give A Little (see below), click on the 'account' menu and then choose 'integrations'.



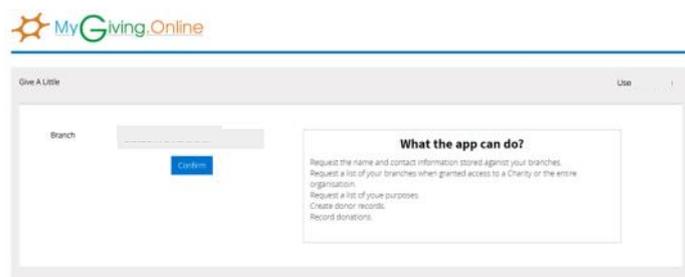
Scroll down until you can see the Data Developments logo, then click on the blue button:



You'll be taken to a screen that looks very similar to how you log into My Giving Online, see below:



Enter in the username and password and click on continue. You'll then see the screen shown below which asks you to confirm the name of the church receiving the imported donations. If the church name is correct, click on the confirm button.



Once completed, you will see a message confirming the integration has been set up successfully. Please note, donations will be auto-imported after this date only. Any previous donations will need to be manually inputted, or imported from a spreadsheet (and the Gift Aid Lite team can train you how to do this).

# UPDATES FROM THE GIFT AID LITE TEAM

## • THANK YOU

We'd like to send a big thank you to our Gift Aid Secretaries and Treasurers, and of course the generous donors in our churches, for their support during 2021. Most of the Gift Aid Lite member churches want their Gift Aid and GASDS payments from HMRC recording against their Parish Share, and in 2021 this amounted to over £524,500.

## • FIT AND PROPER PERSONS DECLARATIONS

Please make sure your new PCC members have completed a fit and proper persons declaration if there are any changes following your upcoming Annual Parochial Church Meetings (APCMs). This enables your church to check whether they are eligible to serve as charity trustees. For further details, and a downloadable template declaration, please visit the [Parish Resources website](#). Gift Aid Secretaries, even when not PCC members, are also required to complete a fit and proper persons declaration.

## • ANNUAL THANK YOU LETTERS

Once your final claim of the 2021 to 2022 tax year has been processed and repaid by HMRC, please consider producing thank you letters to send to your church's donors.

The Gift Aid Lite team can provide you with this information upon request. Alternatively, we can train you on how to do it via My Giving Online,

including printable thank you letters.

In the 2021 Anglican Giving Survey, 49% of givers said they would feel motivated to give more if they understood the impact of their giving. So, please tell your donors about how their donations have been used inside and outside of your building.

## • CLAIMING DATES

Please can we encourage Gift Aid Secretaries and Treasurers to use month or quarter end dates when submitting their claims. Increasingly, we are seeing claims with mid-month dates being used, which makes the required reconciliation processes more difficult.

This year's quarter end dates are: 5th April, 30th June, 30th September, and 31st December.

## • MONTHLY CLAIMING

If your church is a Gift Aid Lite member and inputting your giving directly into My Giving Online, have you considered claiming monthly instead of quarterly?

Monthly claiming has many benefits - it improves cash flow, makes it easier to reconcile your claim figures against those held by your treasurer, and reduces the amount of work you need to do at the quarter end dates.

If you are interested please get in touch with us.



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