



Registering your Church with the Parish Giving Scheme

In order to take advantage of the Parish Giving Scheme, your parish first needs to be registered. There is a simple two stage form to complete, to ensure that all of the relevant information is captured and processed accurately, and the PCC is kept informed and engaged as you plan to launch the service to your community. Here is a step-by-step guide to get your parish registered.

1. Discuss the Scheme at your PCC

The first step is to discuss using PGS at a PCC meeting, and agree to register as a parish.

We recommend that, once you are able to, pass a resolution to secure this agreement – for this, a certificate [can be downloaded here](#).

For more information, but see our diocesan guide to PGS booklet, [which can be found here](#).

2. Complete a Registration Form

This is a simple form which records the contact details and banking information which PGS need to process gifts to your church. It also records that the leadership of your church has given authorization to using the Scheme, and facilitates the Generous Giving Team offering the support you need to launch PGS in your community.

While we are operating remotely, we are happy for the three signatories to complete their names in the Word document Registration Form, and simply email their consent to a Giving Adviser.

The form is available [on the diocesan website](#) or can be requested from a [Giving Adviser](#).

3. Submit your registration

Once you have completed the Registration Form, you will need to send it to the Giving Adviser you are working with (if you are not yet in contact with an Adviser, contact details [can be found here](#)).

Your parish will also need to send separate emails from the three signatories, confirming their parish, position within PCC, and their consent to join the Scheme.

You will also need send a copy of a paying in slip, so that your Giving Adviser can verify that the banking information is correct.

4. Confirm your Registration

Once the form, signatures and paying in slip have been received, your Giving Adviser will add your PGS code, verify the details, and will submit your parish registration to the PGS. Once PGS have processed your form, your named Statement Receiver will receive a confirmation email.

5. Launching the Parish Giving Scheme

Once your registration is confirmed, your Giving Adviser will discuss with you how to best promote PGS to your community.

Your Adviser will share resources, materials and best practice, to ensure that you get the most benefit from using the Scheme.

Need any help?

Our diocesan Giving Advisers are here to support you.

If you need any help, [please get in touch by clicking here.](#)