

Pass-it-on

Guidelines

1. Produce a form that looks roughly like the document below:

THIS FOLDER CONTAINS IMPORTANT INFORMATION FOR

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Please take one of the St Oggs information packs and then:

- Read and give careful consideration to its contents.
- Please ask God in prayer to help you decide your commitment.
- Complete the response forms and seal in the appropriate envelopes.
- Place these sealed envelopes in the pockets on the reverse of this folder.
- Cross your name off and pass the whole folder to the next person on the list within 48 hours, keeping your individual information pack for future reference.

If you require any assistance, please contact your team leader

Leader.....On St Oggs.....

THANK YOU FOR PLAYING YOUR PART IN ST OGGs CHURCH

2. Produce a folder

This can be whatever design you feel is appropriate. However, don't go too mad. Most parishes simply purchase a few cardboard type folders. Please do speak to me if you are unsure and I will send you an example.

Stick the form described above on the inside flap of the folder.

3. On the front of the folder stick an appropriate message, picture etc. For example, a picture of your Church and something like:

Thank you for taking time to share in this programme that has evolved as a result of the Vision Day we held last

The title of the programme could also be included, others have used:

Suggested Names for a Stewardship Programme

- Forward Together
- Faith for the Future
- Faith in Action
- Caring For Our Future
- PG Tips (Personal Giving)
- Joy to the World
- Forward in Faith
- New Horizons
- Faith in our Future
- Our Way Forward
- Planning for the Future
- With God nothing is impossible
- Today for Tomorrow
- Focus on the Future
- Vision in Action
- Sowing for Growth

4. Produce two pockets for the back of the folder.

These can simply be re-seal able envelopes.

On one envelope place the words 'TIME & TALENTS' on the other place the words 'MONEY MATTERS'.

5. How it works....

- For each of the folders you produce you need to have a 'Team Leader'

- The team leader keeps an eye on the pass-it-on pack for 10 people (including themselves).
- So, as an example: Lets say you wish to distribute the information packs to 100 people.
- You would split those people up into 10 groups of 10. In this case therefore you would need to produce 10 pass-it-on folders.
- Each folder would then have 10 names written in it. These would be inserted on the form I have suggested at the top of these guidelines.
- The team leaders name would appear first. He or she would read through the documentation, then complete the response forms (one for time and talents, one for money) and place them in the re-sealed envelopes on the back.
- Please provide each person with envelopes that they can individually seal and then place in the larger re-seal able envelopes. This is definitely worth considering for the money response.
- The team leader then passes it on to the next one on the list. And so on and so on...
- It is worth the team leader just making a few phone calls to ensure the folder is being passed around his or her group. As far as possible it is also worth grouping the names for each folder to cover people living close to each other.
- Once the folder has gone round each person it should be returned to the team leader.
- Once the folder has gone round all the money matters material should go to the Treasurer and/or Gift Aid Secretary (It is important to maintain confidentiality)
- All the time & talents response forms will need to be looked at and dealt with appropriately. For example, you may have 5 people come forward who wish to get involved with 'Welcoming' or 'Sunday School'. To work through these responses it is probably worth getting some of the people from the five sub groups together.
- It is clearly important to follow up on the responses that come in.

- Once you have a clear picture of '*what's what*' it is worth communicating this to everyone. For example, at a 'Thanks Giving' service the Incumbent could announce the overall increase in planned giving as a result of the money responses. He/she could also advise on some of the other areas where people have come forward.
- It may be worth doing some sort of overview in your parish magazine, on a pew leaflet, in the notice sheet etc. etc.