

ESSEX CLERGY CHARITY CORPORATION

SERVICES OF INSTITUTION (or COLLATION) AND INDUCTION, & LICENSING AND INSTALLATION

The official briefing for use in organising a Service of Welcome contains the following instruction:

vii) A collection should be taken at the service for the Essex Clergy Charity Corporation.
Information about the fund should be inserted in the order of service.

Here is a suitable form of words for use on such an occasion:-

Essex Clergy Charity Corporation

Clergy give a great deal - but sometimes they are the ones who need to be on the receiving end. The Vicarage telephone continues to ring even when the clergy have problems of their own. Fortunately, help is at hand: the Essex Clergy Charity offers an immediate response to the needs of hard-pressed clergy and their dependants throughout the Diocese of Chelmsford, covering the whole of Essex, much of East London, and a small part of Cambridgeshire. The size of each year's grants depends largely upon the generosity of our parishes. Everyone here tonight will have a strong sense of appreciation for the dedication of clergy who have served us through the years, making this the perfect opportunity to express our gratitude.

[Registered Charity 239238]

Arrangements for Gift Aid

There are two methods for reclaiming the Gift Aid tax at a service

- a) The parish treats the collection as its own donation, and donors fill out a gift aid form in the name of the host church. (cheques are to be made payable to the host church) The host church reclaims the tax and then sends the gross amount (collection plus relevant Gift Aid tax to be reclaimed.) to the Essex Clergy Charity Treasurer.

- b) The parish treats the collection as an Essex Clergy Charity Corporation collection and itself as the Charity's agent. The host church treasurer or Churchwardens then should contact the Essex Clergy Treasurer beforehand for a supply of Essex Clergy Charity Gift Aid envelopes (copy enclosed to the treasurer), or labels to stick onto a blank envelope. (cheques are to be made payable to the "Essex Clergy Charity Corporation.") The collection is then passed on to the Essex Clergy Charity Treasurer, together with a written note on each completed Gift Aid envelope of the amount received .

Our Hon Treasurer will be delighted to offer advice and can provide supplies on request.

(the Revd Paul Greenland, 88 Chignal Road, Chelmsford CM12 2JB, 01245 496722

(Email paulhgreenland@care4free.net)

The relevant collection either gross (under scheme a above) or net with Gift Aid envelopes (under scheme b above) is to be sent to the address above, either by cheque, or by bank transfer:

Bank	Barclays Braintree
Sort Code	20-97-40
Account number	80380407
Account Name	Essex Clergy Charity Corporation