

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:-

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

Please note that **Gift Aid envelopes for the Essex Clergy Charity are NOT available from the Diocesan Offices**. Unlike a service such as Christingle, where the whole focus is on a specific charity, the collection at a Service of Welcome is a collection taken by the PCC as at any other canonical act of worship. The money passes through the parish accounts and the PCC is therefore the appropriate body to claim Gift Aid and gross up the subsequent donation it makes to the Charity in the name of the parish.

Notwithstanding the above, which represents our best understanding of the legal position, we recognise that some parishes may find this an awkward arrangement. We therefore offer sticky labels that can be affixed to ordinary envelopes and dealt with separately if that is the preferred option. Our Hon Treasurer will be delighted to offer advice and can provide supplies on request (the Revd Paul Greenland, 01245 496722).