

How to register your Church for the Parish Giving Scheme

September 2022

This document talks you through completing the Parish Giving Scheme parish registration form. Please read this document fully before filling in the form and make sure you've also read our [Parish Giving Scheme Guide for PCCs](#).

Once you have completed the form please email it to generousgiving@diocant.org or post it to Parish Giving, Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ. If you have any questions or concerns about the scheme, please email the Finance team on the address above or call them on 01227 459401.

Contents

1. Filling in the form - single church registration.....	2
2. Filling in the form - multi-church registration.....	3
3. Other requirements.....	5
4. What will happen after you submit your form?.....	5
5. How to sign the form electronically.....	6

1. Filling in the form - single church registration

You can find the PGS Single Church Registration Form [on our Parish Giving Scheme webpage here](#).

Most information should be self-explanatory (e.g. "Treasurer Name") but we have included any special notes and answers to frequently asked questions below.

Section 1: Parish details

Church name:

- This will be the name which appears on all future donation forms.
- The maximum length allowed by PGS is 30 characters (including spaces).
- This is commonly a saint's name (e.g. 'St. Peter's') but we can also include other style names such as 'New Hope Church' or 'Parish of Anytown'.
- For names such as 'St. Peter's, Anytown' you should only enter 'St Peter's' in this box and 'Anytown' in the 'Town/city/village' box.

Church address:

- This should be the address of the church building, not a separate office address, if you have one.

Town/city/village:

- You can enter a suburb name in this box, if relevant.

Diocese:

- We are the Diocese of Canterbury.

PGS Parish Code:

- Please leave this box blank - it will be completed centrally.

Section 2: Contact details

- The 'Project Leader' is the person in charge of implementing Parish Giving Scheme in the church.
- The 'PGS Statement Receiver' is the person who will receive the monthly giving statistics. They will also be the main point of contact between the church and PGS.
- Both of those positions can be filled by the treasurer - or one or more persons in the church. Neither is required to be a PCC member.

Section 3: Parish or church bank details

- This must be the PCC (or benefice) bank account. We cannot register parishes using private bank account details.
- We will require proof of the church's bank details (see 3. *Other requirements*).
- Each PGS account can only be linked to one set of bank account details. Where multi-church parishes and multi-church benefices would like to register, please use the Multi-Church Parish/ Benefice form and follow the steps in 2. *Filling in the form - multi-church registration*.

Section 4: Signed and verified

- For guidance on signing the form electronically, please see 5. *How to sign the form electronically*.
- If you are unable to, or would prefer not to, sign the form electronically, you can print it and sign it manually. Then you can either scan the document and email it to generousgiving@diocant.org or post it to Parish Giving, Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ.
- If the church has no incumbent and/or treasurer we can accept the signatures of alternative PCC officers - please email us in advance to confirm this.

2. Filling in the form - multi-church parishes or benefices

You can find the PGS Multi-Church Registration Form [on our Parish Giving Scheme webpage here](#). If you are in a multi-church parish or benefice and would like to register multiple church buildings under one PGS account please use this form.

This means that when donors are [visiting the PGS website and searching for their local church](#), even if it's not the main parish/benefice church, they will still be able to give the correct PGS account.

Please note that each PGS account can only nominate one bank account for payments - therefore all gifts made to a single PGS account (from whichever church) will be paid into the same bank account. If each church or parish would like to use separate bank account details they will each need to complete a PGS Single Church Registration Form (as per section 1).

Most information should be self-explanatory (e.g. "Treasurer Name") but we have included any special notes and answers to frequently asked questions below.

Section 1. Parish details

Church name:

- This should be the name of the main church in the parish or benefice.
- For names such as 'St. Peter's, Anytown' you should only enter 'St Peter's' in this box and 'Anytown' in the 'Town/city/village' box.
- The maximum length allowed by PGS is 30 characters (including spaces).
- If you would like your PGS account to be listed under a joint parish/benefice name, e.g. New Hope Parish or Parish of Anytown, this can be arranged. Please contact us in advance via generousgiving@diocant.org or on 01227 459401 to arrange this.

Parish address:

- This should be the address of your main church building, not a separate office address, if you have one.

Town/city/village:

- You can enter a suburb name in this box, if relevant.

Diocese:

- We are the Diocese of Canterbury.

PGS Parish Code:

- Please leave this box blank - it will be completed centrally.

Section 2. Church details

Church name(s)

- Please enter the names of all other churches/parishes you would like to register alongside the main church. We just need their names - e.g. St Mary's, Villagetton.
- Please leave the PGS parish codes blank as they will be filled in centrally.
- The 'Project Leader' is the person in charge of implementing Parish Giving Scheme in the church.
- The 'PGS Statement Receiver' is the person who will receive the monthly giving statistics. They will also be the main point of contact between the church and PGS.
- Both of those positions can be filled by the treasurer - or one or more persons in the church. Neither is required to be a PCC member.

Section 3. Parish or church bank details

- This must be the PCC (or benefice) bank account. We cannot register parishes

using private bank account details.

- We will require proof of the church's bank details (see 3. Other requirements).

Section 4. Signed and verified

- For guidance on signing the form electronically, please see 5. *How to sign the form electronically*.
- If you are unable to, or would prefer not to, sign the form electronically, you can print it and sign it manually. Then you can either scan the document and email it to generousgiving@diocant.org or post it to Parish Giving, Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ.
- If the church has no incumbent and/or treasurer we can accept the signatures of alternative PCC officers - please email us in advance to confirm this.

3. Other requirements

Proof of bank account details

Before we can complete your registration we will need to see proof of your account details. Usually we need to see either a paying-in slip or bank statement which shows your account name, number and sort code. Please send this to us with your registration form.

What resources you need

In addition to your registration form we need to know what PGS resources you will need. When you register you will be sent a PDF donation form which you can add to your website or include in emails. You will also receive the "Giving To" leaflet template which you can edit and personalise to your church's context.

4. What will happen after you submit your form?

When we receive your form:

- Our Finance team will acknowledge receipt of the form and request any missing information or documentation. Communication will generally be with the overall project leader and statement receiver.
- We will then forward the registration form to the PGS office where the church will be added to their systems.

- PGS will process the application. Once you are registered your Statement Receiver will receive an email from PGS confirming the registration and requesting you to set up the church's online account.
- Once the Statement Receiver has set up the church's online account you are ready to start receiving donations.
- Our Finance team will remain available to parishes for support in implementing the PGS as the need arises.
- You can find a 'Giving To...' template on our website which you can adapt for communication with your givers.

5. How to sign the form electronically

You will need to have Adobe Acrobat Reader version 9 or above installed to complete a PGS registration form. Here is link to download for free:
<https://acrobat.adobe.com/uk/en/acrobat/pdf-reader.html>

For the Signed and Verified section:

1. Double click on the 'Sign' cell

Sort code - - Account no.

SIGNED & VERIFIED

	SIGN	PRINT NAME	DATE (dd/mm/yy)
Treasurer			
1st Church warden			
Incumbent			

If the Parish is in vacancy, a second church warden may sign in place of the incumbent

Parish Giving Scheme Registered England No. 8824540. Registered Charity No. 1156606
 76 Kingsholm Road, Gloucester, GL1 3BD

Tel: 0333 002 1260 Email: info@parishgiving.org.uk

PGS-SINGLEREGFORM-0421

2. Select 'Configure Digital ID' from the pop up

Digital ID Configuration Required

This signature field requires a digital signature identity.
 Would you like to configure one now?

Help **Configure Digital ID** Cancel

3. Select 'Create a new Digital ID' and press continue

Configure a Digital ID for signing

A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:

☐ **Use a Signature Creation Device**
Configure a smart card or token connected to your computer

☐ **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file

☒ **Create a new Digital ID**
Create your self-signed Digital ID

?
Cancel
Continue

4. Click 'Save to File' and continue

Select the destination of the new Digital ID

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

☒ **Save to File**
Save the Digital ID to a file in your computer

☐ **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

?
Back
Continue

5. Complete the required details: Name, Email Address and Country/Region and select continue

Create a self-signed Digital ID

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	Steph
Organizational Unit	Enter Organizational Unit...
Organization Name	Enter Organization Name...
Email Address	steph.hartley@parishgiving.org.uk
Country/Region	GB - UNITED KINGDOM
Key Algorithm	2048-bit RSA
Use Digital ID for	Digital Signatures

?
Back
Continue

6. Create a password – and select 'Save'

The dialog box is titled "Save the self-signed Digital ID to a file". It contains the following elements:

- A text box on the left with instructions: "Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing. Save the Digital ID file in a known location so that you can copy it or back it up."
- A text field labeled "Your Digital ID will be saved at the following location :" with the path "C:\Users\Steph Hartley\AppData\Roaming\Adobe\Acro" and a "Browse" button.
- A text field labeled "Apply a password to protect the Digital ID:" with a password mask "*****" and a green strength indicator.
- A text field labeled "Confirm the password:" with a password mask "*****".
- Buttons at the bottom: "Back" and "Save".

7. Your digital signature is now set up. Select continue to sign the document

The dialog box is titled "Sign with a Digital ID". It contains the following elements:

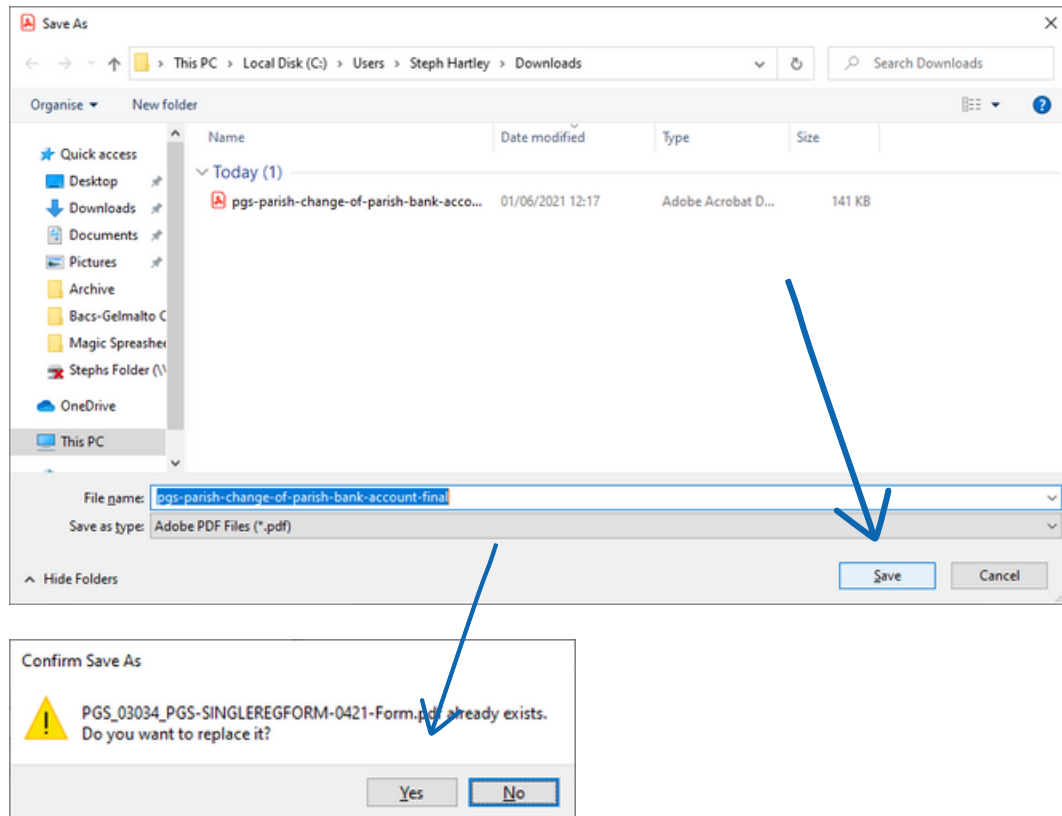
- A text field labeled "Choose the Digital ID that you want to use for signing:" with a "Refresh" button.
- A list of Digital IDs. The first one is "Steph (Digital ID file)" with a blue selection circle, a document icon, and the text "Issued by: Steph, Expires: 2026.05.21". A "View Details" link is next to it.
- Buttons at the bottom: "Configure New Digital ID", "Cancel", and "Continue".

8. Enter your password and select sign

The dialog box is titled "Sign as 'Steph'". It contains the following elements:

- An "Appearance" dropdown menu set to "Standard Text" with a "Create" button.
- A large text area showing the signature "Steph" in a large font, with a red scribble over it. To the right, it says "Digitally signed by Steph Date: 2021.05.21 11:33:01 +01'00'".
- A "View Certificate Details" link.
- A text field labeled "Review document content that may affect signing" with a "Review" button.
- A password field with a mask "*****" and a blue arrow pointing to it from the left.
- Buttons at the bottom: "Back" and "Sign".

9. You will see a pop up for the 'file save as' location, select 'save'. Then select yes on this pop up



10. Your document is now signed and can be sent electronically (emailed) to the next signatory or, if completed, to generousgiving@diocant.org



www.canterburydiocese.org/parishgiving

