



Gloucestershire Historic Churches Trust



Patron: His Royal Highness the Prince of Wales  
President: Dame Janet Trotter HM Lord Lieutenant DBE  
Reg. Charity No. 1120266

13 March 2017

# The Local Organiser Handbook v1.1

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*The latest version will always be available on the website & emailed to local organisers where we can.*

## 1 Introduction

This document has been written to bring together all the information available at various times and from various locations into a single document to help Local Organisers. This document supersedes the previous handbook (v1.0) which may be discarded. Your County Organiser will be happy to receive any comments to improve this document or the processes it describes. We hope you find this useful. **Please keep your handbook in a private place; it is for Local Organisers ONLY.**

## 2 Handy One-stop Information

### 2.1 County Organiser (CO) Contact Details

Mr Glenn Duff	By phone: (01452) 538271
75 The Causeway	By email: <a href="mailto:ride-and-stride@ghct.org.uk">ride-and-stride@ghct.org.uk</a>
Quedgeley	Via GHCT website: <a href="http://ghct.org.uk/contact-us/#organiser">ghct.org.uk/contact-us/#organiser</a>
Gloucestershire. GL2 4LD.	Via his business website: <a href="http://speracc.com">speracc.com</a>

### 2.2 Bank Details

Lloyds Cirencester Sort code  Account Number . All cheques payable to "Gloucestershire Historic Churches Trust" please rather than "GHCT" or even "Gloucester Historic Churches Trust". Everything related to Ride+Stride must be sent to the County Organiser.

### 2.3 Jeweller Details

Please return all trophies to the address below before the end of February for re-engraving.  
Walter Bull & Son, 10 Dyer Street, Cirencester, Gloucestershire. GL7 2PF. Phone (01285) 653875.

### 2.4 Online Local Organiser Questionnaire

The online questionnaire can be found at [withheld]. When asked for the username please enter  and when asked for a password please enter  making sure that you use capital letters only! These details are not available in the website version of this document.

If you experience any problems with this website, can you please notify Glenn straight away so that he can start to look into it in case others are having a problem and form data may then get lost.



## Gloucestershire Historic Churches Trust

### 3 Email Communications

It would be ideal if all Local Organisers had an email address that we could use for communications. This brings the obvious benefit of reducing printing costs for the charity but perhaps more importantly, it allows more frequent and last minute communications to occur which could help us all. The majority of our contacts are on email, can you make it one more? We don't give out your email address to anyone outside the GHCT and we only give it to other parts of the GHCT if you have given us permission to do so through the privacy question on the Local Organiser Questionnaire.

If you receive an email about Ride+Stride matters, it is really appreciated if you can reply promptly because with so many churches to look after, it can be difficult to keep track of issues that take a long time to resolve. If left unresolved, it also usually results in more emails to chase things so it's better all-round if you can reply promptly or at least confirm that you are looking into the issue. Please remember there is only one of me and up to 596 of you at the time of writing and help if you can.

### 4 Finding Participants

One of the hardest challenges for a Local Organiser in a church that is starting up is finding participants to raise money via their sponsors. There are no magic solutions to the problem but the more effort goes into advertising (see section 8), the more chances you give yourself of someone offering their help. Starting to plan the event early also increases your chances by giving you more time. Involving others like local groups can really push the numbers up. Try to concentrate on making it an enjoyable day and being enthusiastic about it if you can! This is more important than raising money really because the more people that enjoy it and take part, the more sponsors you could get.

The GHCT is a special charity for churches. It would be hard to find a place for a church to go to get grants of the type that we give and as such, we hope our churches will support us in return by their fundraising efforts for us just once per year. We rely on our Local Organisers to make it all happen.

Involving your church governing body (e.g. a PCC) is an important step because it would be sensible to try to have more people helping you if you can. After all, our grants benefit the whole church so it's right that the whole church tries to be part of the event and we start to grow this into the event it used to be. You could consider having a private word with your vicar/minister for ideas too.

Please make yourself familiar with our Ride+Stride website (see section 9). There is a lot of useful information on there, including some ideas for activities that churches can do in addition to the mainstream ones of walking and cycling from church to church on the day. Driving is allowed but this is really for churches that have no other choice. Participants that drive are excluded from the prizes.

More and more churches are opting for exercise bikes in the church as this gives you a welcome party in the church and a weather independent activity which is important. It's good for you too!

It might help to talk about our 5 trophies awarded each year including the £50 cash prize awarded to the best individual fundraiser in the under 16 category. Please note the prize rules which explain some of the complex situations we find: [ghct.org.uk/ride-and-stride/prize-rules](http://ghct.org.uk/ride-and-stride/prize-rules).

We believe that every church that wants to help us can do so, even if it ends up being via a donation.



## Gloucestershire Historic Churches Trust

### 5 Remittance Form Processing

We do our very best to process your forms and refund your 50% before the end of December. We need time to do this especially if there are queries with the paperwork so can you please note the dates below. If you sign up to our calendar, you will automatically get reminders for these dates and others!

**Second Saturday in September** – The Ride+Stride Event Day ☺

**Fourth Saturday in October** – **Green Deadline** – all sponsorship forms, remittance forms, cheques and BACS/FPS payments need to be with the County Organiser before this date if you require any refund to be attempted before the end of the year with our best efforts. This should be your target.

**Fourth Saturday in November** – **Amber Deadline** – all sponsorship forms, remittance forms, cheques and BACS/FPS payments need to be with the County Organiser before this date if you require any refund to be attempted before the end of the year but with priority given to those that were received earlier and that can be progressed. You should not assume that any refund can be made before the end of the year but you will eventually get the refund. Items received in November are late.

**Second Saturday in December** – **Red Deadline** – all sponsorship forms, remittance forms, cheques and BACS/FPS payments need to be with the County Organiser before this date if you want any chance of receiving your refund before the end of the year. In the simplest of cases and if there is no backlog from the previous two deadlines, we will try our best but this close to Christmas, it is not likely to happen. Don't risk it! Items received in December are VERY late but you will eventually get the refund.

**Next Calendar Year - January** – You cannot receive your refund from us on time. If you want to retain your half and send us the rest please note that you should send us all of the paperwork as usual to allow us to collect all of the Gift Aid and also send us half of the money you raised. Please indicate that you have taken half of the money raised already (but none of the Gift Aid) on the Remittance Form. We will not pay a refund but can still credit you with the full amount raised at your event.

**Next Calendar Year – February Onwards** – Your remittance is over 3 months late. The figures for the previous year's event will have been finalised at the end of January. Any money sent in after this will be banked as a donation to the GHCT but not credited to your church since this would invalidate the year's results. The remittance cannot be added to the new year either due to the fairness to other churches in their pursuit of prizes (you could have two events counting to one total amount raised).



If there are problems with any of the forms or payments then this will slow down the process as the forms may need rework. This may cause you not to receive your refund on time!

You may not know that for every sponsor who gives Gift Aid, we have to type up their name, address, postcode, payment date & amount. *Being unable to read the handwriting on a sponsorship form causes us to have to come back to you or lose the Gift Aid.* This is one of our biggest headaches and can only be addressed by local organisers checking the paperwork before sending it in and by highlighting to the participants the importance of getting sponsors to write clearly as indicated on the form.

Please make use of the slips in Appendix B. Please give them out to your participants and talk them through it. Although this may just seem like extra work, the whole system will work much more smoothly if everyone is on board and it will not only benefit the County Organiser but will reduce the number of queries made to local organisers for bad handwriting. Please ensure you communicate this and remember that all sponsors offering Gift Aid have their details typed in by the GHCT Treasurer.



## Gloucestershire Historic Churches Trust

### 6 The Event Packs

#### 6.1 Introduction

We want to provide all the support we can to the churches that kindly support Ride+Stride. We would like to reduce wastage of course as this leaves more money to go to grants. To try to help with this, we have created two types of Event Pack for 2017 onwards. The 'Fundraising Event Pack' is for churches that will be raising money at the event. The 'Welcoming Event Pack' is for those churches that will not be raising money. The difference is given below. We will give a 'Fundraising Event Pack' to all the churches that raised funds the previous year AND to all other churches that request one in time.

**Please let us know asap if you intend to raise money this year but did not last year! Thanks.**

#### 6.2 Removed Items

A couple of items that don't change often (if at all) were moved from the pre-2016 event pack into this handbook. The thinking is that we can save printing and maybe postage costs by reducing the pack contents where the items are not specific to that year and the contents are fixed and may not need printing. The two items moved into here are the Local Organiser Notes and the Suggested Advert for local magazines (which could be emailed to magazine editors). The Advert is given on the last page of this document and without an appendix header so it stands alone and can be printed as-is if you wish. Also the list of participating churches and the facilities at each are no longer included in the packs due to their dynamic nature. This information is now on our Event Map: [ghct.org.uk/ride-and-stride/map](http://ghct.org.uk/ride-and-stride/map).

#### 6.3 Downloading Pack Contents

All the documents in the Event Packs and Spring Communications (including a sanitised version of this document) are available to download on our website at: [ghct.org.uk/ride-and-stride/downloads](http://ghct.org.uk/ride-and-stride/downloads).

#### 6.4 Welcoming Event Pack Contents

The event pack will contain an appropriate Covering Letter plus the items in the table below:

1 x Folded A3 Welcome Notice for your church <sup>1</sup>	1 x Pair of Direction Signs for local road junctions <sup>1</sup>
3 x A4 Colour Posters for local advertising <sup>2</sup>	

<sup>1</sup> Printed on yellow card for visibility

<sup>2</sup> Please add your details to the document

#### 6.5 Fundraising Event Pack Contents

The event pack will contain an appropriate Covering Letter plus the items in the table above & below:

4 x Sponsorship Forms to hand out to participants <sup>2</sup>	1 x Remittance Return Envelope
1 x Remittance Form <sup>2</sup>	

<sup>1</sup> Printed on yellow card for visibility

<sup>2</sup> Please add your details to the document

#### 6.6 Personalising Event Pack Contents

We are happy if you want us to change the number of items you get in your Event Pack, just let us know what you need. We will keep a note for subsequent years. The default number of some of the items above may change from year to year as new initiatives come and go and from feedback.



## Gloucestershire Historic Churches Trust

### 7 The Local Organiser's Annual Timetable

#### February

- Please let us know if you change your email address or contact details or we will lose touch!
- If you have a trophy winner within your local area, please remind them that the trophy must be returned to WALTER BULL & SON, **before the end of February**. See details in section 2.3.

#### March – on receipt of the Spring Newsletter:

- Complete the questionnaire to update our records on contact details etc. and to indicate whether or not you and any optional guests are coming to the Social Event this year. If you do not want to complete the paper copy, please use the online version as in section 2.4.
- Contact the County Organiser if you need to upgrade your Event Pack type, see section 6.1.
- Put the AGM and Annual Social Event into your diary if you are coming! It will be in early June.

#### June

- Be our guest at the AGM and Annual Social Event. Did you tell us you are coming? If you attend, you will receive the Event Pack. It will also save the charity from having to pay the postage for posting it to you. If you can't come, can someone collect your pack for you?
- Arrange for publication of the Ride+Stride news article (last page) in your church magazine/newsletter/pew sheet, amending the draft as you wish. Please publicise via your church/community website. Announce the need for participants and sponsors in your services.
- Display posters at Churches, public notice boards, in shops, schools and at other locations.
- Make direct contact with local organisations (youth clubs, schools, walking groups, running groups, cycling groups, rowing groups, local businesses etc.) to promote the event and gain their support.

#### July

- Try to persuade as many cyclists, walkers, runners and horse riders as possible to participate. Emphasise safety issues relating to road-users. If you are struggling, don't forget people can drive!
- Consider offering multiple events if you are short of participants, something for any weather. Please visit and contribute to our list of sponsored events if it looks difficult to put on the standard event, see [ghct.org.uk/ride-and-stride/alternative-sponsored-activities](http://ghct.org.uk/ride-and-stride/alternative-sponsored-activities)
- Each participant should be given a sponsorship form and encouraged to obtain as many sponsors as possible. Please remind participants that they can collect sponsorship from family and friends around the world by creating a JustGiving page via the GHCT website.
- Please check that participants include their details and the location and name of their nominated church on the sponsorship form.
- Ensure that your details are on each sponsorship form and that you have the contact details of everyone you give a form to so you can follow up any late returners. When you hand out sponsorship forms, it could help if you can give them a slip from appendix B to encourage them to help sponsors fill the form in correctly. We have a real problem with illegible handwriting sadly.
- We miss out on a significant amount of Gift Aid reclaim because the relevant details haven't been recorded clearly enough on the sponsorship form. Please ensure that your participants get their eligible sponsors to fill in all of their details so we can claim all that we are entitled to. It really does make a significant difference to the Trust's funds. Please do what you can to check the forms.



## Gloucestershire Historic Churches Trust

### August

- Ask for people to help on the day by welcoming guests to your Church. Appendix A has an example form you may copy to help organise your welcome party. There is not a lot of time to do this but some might argue it cannot be done too early since people's plans change. If you can, try to get it stable before you contact the CO with your answer to the last question on the LO Questionnaire.
- Please let your County Organiser know as soon as possible what your welcome party arrangements are as most participants do like to go to churches that have people there to welcome them and to show them around. Use any method to update the County Organiser if plans change.
- We need time to advertise your details regarding when the church is open & when toilets, water & refreshments are available so please try to send your rota in when stable before the end of August.

### September – On the day

- Put up any direction signs and put the welcome notice up in the porch.
- Please put out any cold drinks, biscuits, cakes or fruit you may be providing (optional).
- Clean up at the end of the day and please keep the welcome notice and follow its reporting request!

### September

- After the event, please collect in the completed sponsorship forms with the money promptly.
- Please make sure cheques are payable to "Gloucestershire Historic Churches Trust".
- Please ensure that the participants have fully completed the details for the nominated church
- Please check the forms for clarity and for any errors. Does it all add up? Is it all easy to read?

### October

- By the end of the month, please ensure that all of your participants have returned their sponsor forms and money to you and that it all looks in order as above. Please check the handwriting again and send your return pack with all the forms and all payments to the County Organiser. Check that the correct postage is applied to the envelope; it is based on envelope size and weight these days.
- You need to send in all of the money to us so that 100% of the Gift Aid can be reclaimed by us. The GHCT Treasurer will aim to return your half to your Church Treasurer/Bank by the end of the year.
- If you receive any sponsorship money in cash & can send it to us via BACS, this is the preferred method. Please ensure that your remittance form clearly indicates how much has been paid in by BACS and how much, if any, is by cheques and CAF cheques sent in with the forms.
- To pay us by BACS, please see section 2.2 for the bank details. Please contact the County Organiser for your unique BACS reference to use if you can, this helps us identify your payments.
- Please complete one remittance form for each church that you have sponsorship forms for.
- Try to allow the payment of your half of the money back to your church to occur by BACS by asking the Church Treasurer for the Church's bank name, sort code and account number.
- If your area covers more than one church, please be very clear on the remittance forms how you want the money split. If there is any complexity involved, it would help if you produced a summary sheet with your remittance forms outlining how you see the financial results from your local event and how much you expect to go to each church. Remember 50% of all the money raised (excluding gift aid) comes back to your churches – according to your preferences and the other 50% plus all of the gift aid reclaimed goes to the GHCT. If in ANY doubt, please ring for help, please don't guess.



## Gloucestershire Historic Churches Trust

### 8 Advertising the Event

The purpose of advertising the event is to increase the number of participants taking part for your church. This will increase the money raised from and for your church and for us. It is worth the effort!

#### 8.1 Advertising Material

The sources available to you are listed below but of course you may think of new ways (let us know!)

- The provided A4 posters – let us know if you need more posters or think you might
- The advert at the end of this document which can be changed if you prefer
- Social media, church and GHCT websites – contact us if you are interested in this
- A banner advertising the event (see below) – contact us if you are interested in this



#### 8.2 Advertising Checklist

You might like to print off this checklist to help use all the channels available to you. You might like to think about when to start using these channels and how many times to use each one:

- [ ] Ensure the Spring Newsletter with your details on it is left in a prominent place in church
- [ ] Put a poster with your details on it in the church porch or ideally the outside noticeboard
- [ ] Put one or more posters with your details on them in public village noticeboards
- [ ] Put posters with your details on them in public places like supermarkets, libraries & take-aways
- [ ] Place an advert with your details in your local community magazines and local newspapers
- [ ] Periodically request participants and welcome party members in the weekly church sheets
- [ ] Request participants and welcome party members in the notices of your main church services
- [ ] Arrange an interview with your local radio station to advertise the event closer to the day
- [ ] Investigate whether local cycling, walking, running or charitable groups might want to take part
- [ ] Investigate whether local businesses will support one of your participants or make a donation
- [ ] Talk to nearby churches on the list of churches that have no organisers to see if you can help increase the number of churches taking part. Even if that does not initially result in a local organiser for the new church, it might yield you some new participants for your own church.



## Gloucestershire Historic Churches Trust

### 9 The GHCT Ride+Stride Website

#### **[ghct.org.uk/ride-and-stride](https://ghct.org.uk/ride-and-stride)**

*This is the entry point to the Ride+Stride part of the website. Everything can be found from this page.*

#### **[ghct.org.uk/ride-and-stride/alternative-sponsored-activities](https://ghct.org.uk/ride-and-stride/alternative-sponsored-activities)**

*This is our ever-growing list of alternative sponsored events you could consider. You can do your own thing too. Please tell us if you have new ideas we can add.*

#### **[ghct.org.uk/ride-and-stride/calendar](https://ghct.org.uk/ride-and-stride/calendar)**

*We have developed a Google calendar that will contain diary entries for this and future years to help remind Local Organisers when tasks need to be undertaken. It gives you a quick reminder first 2 weeks and then 1 week before the event. If you use Google Calendar yourself and prefer to add this calendar to your calendars, please contact your County Organiser for assistance and he will give you access alongside your own calendars. We will try to support ANY calendar system you use, please contact us.*

#### **[ghct.org.uk/ride-and-stride/downloads](https://ghct.org.uk/ride-and-stride/downloads)**

*The document library. Download all the documents here!*

#### **[ghct.org.uk/ride-and-stride/needs-local-organiser](https://ghct.org.uk/ride-and-stride/needs-local-organiser)**

*This is the long list of churches on our database that are in need of a local organiser. If any churches on this list are your neighbours, we would like your help to try to encourage them to come on board.*

#### **[ghct.org.uk/ride-and-stride/faq](https://ghct.org.uk/ride-and-stride/faq)**

*This is our Frequently Asked Questions page. As questions come our way, we put them on here.*

#### **[ghct.org.uk/ride-and-stride/participants-guidance](https://ghct.org.uk/ride-and-stride/participants-guidance)**

*This is the home page for Participants – people who are taking part in fund raising activities and trying to raise money by looking for sponsors.*

#### **[ghct.org.uk/ride-and-stride/local-organisers-guidance](https://ghct.org.uk/ride-and-stride/local-organisers-guidance)**

*This is the home page for Local Organisers – our special supporters who look after one or more churches to help them run the R+S event there. Local Organisers should try to visit this page frequently as this is where updates will be placed! Bookmark me!*

#### **[ghct.org.uk/ride-and-stride/fitbit](https://ghct.org.uk/ride-and-stride/fitbit)**

*This is a new sponsorship idea that might be of interest to areas with churches that are distant from each other. Being sponsored per 1,000, 3,000 or 5,000 Fitbit steps turns your walk into something more manageable and 30,000 steps looks better than 2 churches on your form! Maybe, try Fitbit miles!*

#### **[ghct.org.uk/ride-and-stride/meeting-points](https://ghct.org.uk/ride-and-stride/meeting-points)**

*One of our local organisers, Sarah, suggested this idea. If anyone would like to suggest suitable places and times in their area that we might like to publish as lunchtime meeting places. Participants could try to plan their routes to meet up with other participants? We suggest an hour and a half window at first?*

#### **[ghct.org.uk/ride-and-stride/organised-events](https://ghct.org.uk/ride-and-stride/organised-events)**

*Rather than cycle or walk on your own or in your small group, why not see if there is a nearby group you could join? Why not lead a group yourself? Organised events really help us and we can tell churches on your routes that you are coming, which helps them too.*



## Gloucestershire Historic Churches Trust

### [ghct.org.uk/ride-and-stride/map](http://ghct.org.uk/ride-and-stride/map)

There are 3 Event Maps. One shows where the money from the previous event came from. Another one shows which churches need a new local organiser. The main map shows the state of each of our churches in the forthcoming event. Please help keep it up to date!

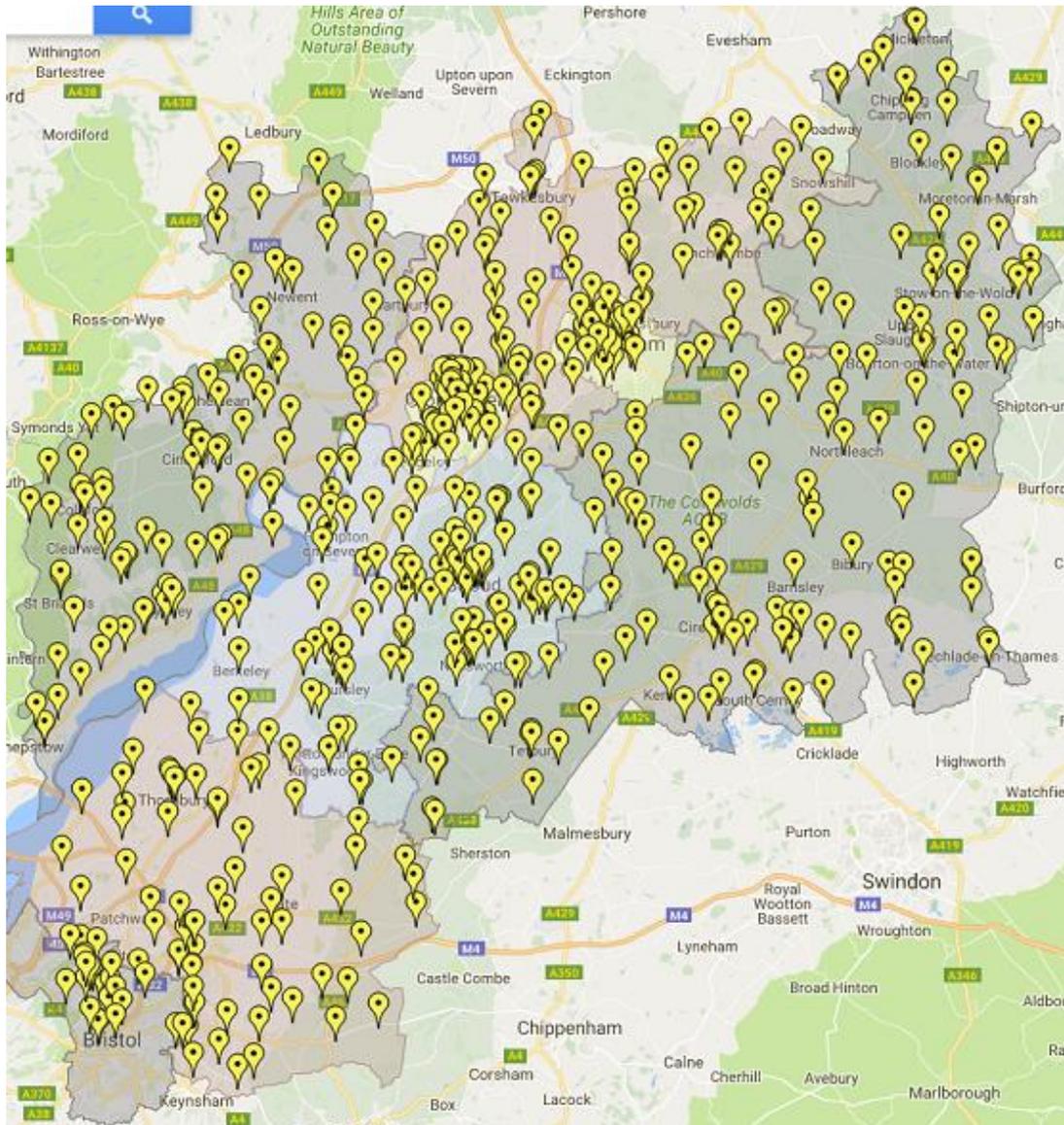


Figure 1 - Our 596 Churches on the Event Map

### [ghct.org.uk/ride-and-stride/satnav](http://ghct.org.uk/ride-and-stride/satnav)

We have determined the location of every one of our churches and turned this into satnav POI files. This should let you plan your route on the satnav and use it on the day if you need to. In order to ensure that this works ok, it would be helpful if people trying it would make themselves known to the County Organiser (CO).

### [ghct.org.uk/ride-and-stride/justgiving](http://ghct.org.uk/ride-and-stride/justgiving)

You can create your JustGiving sponsorship page, see everyone who has one and also donate! You can fundraise by SMS text too – contact the County Organiser for details!



## Gloucestershire Historic Churches Trust

### 10 Appendix A – The Welcome Party Rota

<b>Time</b>	<b>Name of Welcome Party member</b> First names or initials are fine – it's for your own use. These details are not published on the GHCT Event Map, just whether someone will be present or not to welcome visitors.
10 – 11	
11 – 12	
12 – 1	
1 – 2	
2 – 3	
3 – 4	
4 – 5	
5 – 6	

Please print off this sheet and encourage members of your church to volunteer for a slot. Please email/phone the County Organiser before the end of August with a summary of when the church will have a welcome party (and if it changes) as others might need it for planning their day! ☺

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## Gloucestershire Historic Churches Trust

### 11 Appendix B – Note Slips for Participants

#### **Notes for Participants**

1. Thank you for taking part in the Ride+Stride event this year.
  2. When you get sponsors, can you please help us maximise the income by ensuring:
    - a. They tick the Gift Aid box if they can
    - b. They complete their name, address, postcode and amount very clearly please!
  3. Have a great day, be safe, enjoy it and thank you for supporting this event! 😊
- 

#### **Notes for Participants**

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Gloucestershire Historic Churches Trust

# RIDE+STRIDE NEWS ARTICLE FOR PARISH/VILLAGE MAGAZINES

Get ready to Ride+Stride!

Churches, chapels and meeting houses across Gloucestershire are being urged to sign up for the annual Ride+Stride event on the 2nd Saturday in September this year.

Ride+Stride is a sponsored walk or cycle between churches, organised in this area by the Gloucestershire Historic Churches Trust. It's a fun way to explore our beautiful county and to discover some fascinating living history in the church buildings.

Half of the money raised goes to the participant's church, the other half plus any gift aid is used by the Trust to award grants to churches in need of repairs, improvements and maintenance. GHCT offers grants to eligible churches of any Christian denomination across Gloucestershire, South Gloucestershire and North Bristol.

If your church isn't signed up, please contact the County Organiser by email at [ride-and-stride@ghct.org.uk](mailto:ride-and-stride@ghct.org.uk).

For more details, please visit our website at [www.ghct.org.uk/ride-and-stride](http://www.ghct.org.uk/ride-and-stride) regularly and subscribe to the latest updates on Twitter @gloshct

To support this event in any way, contact your Local Organiser, details below.

Thank you and we hope that you enjoy your day!

Your Local Organiser .....

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