

# How to Register your Church for the Parish Giving Scheme

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June 2021

This document talks you through completing the Parish Giving Scheme parish registration form. Please read through this document fully before filling-in the form.

Once you have completed the form please send it to [generosity@oxford.anglican.org](mailto:generosity@oxford.anglican.org)

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## I Filling in the form (single church registration)

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You can find the PGS Single Church Registration Form on the 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 Giles* but we can also include other style names e.g. *New Hope Church* or *Parish of Anytown*
- For names such as *St Giles, Anytown* you should only enter *St Giles* in this box and enter *Anytown* in the “Town/city/village” box

Church address

- This should be the address of your church building

Town/city/village

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

Diocese

- We are the Diocese of Oxford

PGS Parish Code

- Please leave this blank. It will be filled in 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 the treasurer or one or more other persons in the church. Neither are required to be PCC members.

### Section 3 – Parish of 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 part 2 – other requirements)
- Each PGS account can only be linked to one set of bank account details. Where multi-church parishes and multi-parish benefices would like to register please use the Multi-Church Parish/Benefice form and follow the steps in section 2.

### Section 4 – Signed & Verified

- For guidance on signing the form digitally please see below (part 5 – how to sign the form electronically)
- If you are unable or would prefer not to sign the form electronically you can print it and sign it manually. Where this is the case please either scan the signed form and email it to [generosity@oxford.anglican.org](mailto:generosity@oxford.anglican.org) or post it to Church House Oxford, Langford Locks, Kidlington, Oxfordshire, OX5 1GF
- 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)

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

This means that when **visiting the PGS website and searching for their local church**, even if it is not the main parish/benefice church, they will still be able to give to 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

### Parish name

- This should be the name of the main church in the parish/benefice.
- For names such as *St Giles, Anytown* you should only enter *St Giles* in this box and enter *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* or *Benefice of South Anyshire*, this can be arranged. Please contact us in advance via [generosity@oxford.anglican.org](mailto:generosity@oxford.anglican.org) to arrange this.

### Parish address

- This should be the address of your main church building

### Town/city/village

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

### Diocese

- We are the Diocese of Oxford

### PGS Parish Code

- Please leave this blank. It will be filled in 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 of Egypt, 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 the treasurer or one or more other persons in the church. Neither are required to be PCC members.

## Section 3 – Parish of 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 part 2 – other requirements)

## Section 4 – Signed & Verified

- For guidance on signing the form digitally please see below (part 5 – how to sign the form electronically)
- If you are unable or would prefer not to sign the form electronically you can print it and sign it manually. Where this is the case please either scan the signed form and email it to [generosity@oxford.anglican.org](mailto:generosity@oxford.anglican.org) or post it to Church House Oxford, Langford Locks, Kidlington, Oxfordshire, OX5 1GF
- 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

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### 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.

Alongside these you can request:

- ≈ Paper donation forms
- ≈ Paper “PGS in the Community” forms. These are donation forms which have been tailored to the non-churchgoing audience

≈ PGS Tokens (please see page 3 of the PGS Handbook **online** for an explanation of these).

When you send in your form, let us know how many of each of these you would like. We will send all resources to the person listed as project leader on your registration form (unless you tell us otherwise).

Please do not ask for more paper forms than realistically required. We are pleased to be able to provide these to parishes free of charge but purchasing them centrally but we do appreciate you avoiding waste where possible, thank you.

## 4 What will happen after you submit your form

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### When we receive your form: -

- We will acknowledge receipt of the form and request any missing information/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.
- Your PDF form, “Giving To” and any physical resources will be prepared and sent out from Church House. Additional resources can be made available in the future, as the need arises, by contacting the **[generosity@oxford.anglican.org](mailto:generosity@oxford.anglican.org)**.
- 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.
- The Generous Giving Adviser, **Joshua Townson**, will remain available to parishes for support in implementing the PGS as the need arises.

## 5 How to Sign the Form Electronically

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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 & Verified section:

1. Double click on the 'Sign' cell

Sort code - - Account no.

### SIGNED & VERIFIED

	SIGN	PRINT NAME	DATE (dd/mm/yy)
Treasurer			
Ist 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 ID 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. Select '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	<input type="text" value="Steph"/>
Organizational Unit	<input type="text" value="Enter Organizational Unit..."/>
Organization Name	<input type="text" value="Enter Organization Name..."/>
Email Address	<input type="text" value="steph.hartley@parishgiving.org.uk"/>
Country/Region	<input type="text" value="GB - UNITED KINGDOM"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

[?](#) [Back](#) [Continue](#)



## 6. Create a password – and select 'Save'

### Save the self-signed Digital ID to a file

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.

Your Digital ID will be saved at the following location :

C:\Users\Steph Hartley\AppData\Roaming\Adobe\Acro

Apply a password to protect the Digital ID:

.....


Confirm the password:

.....|

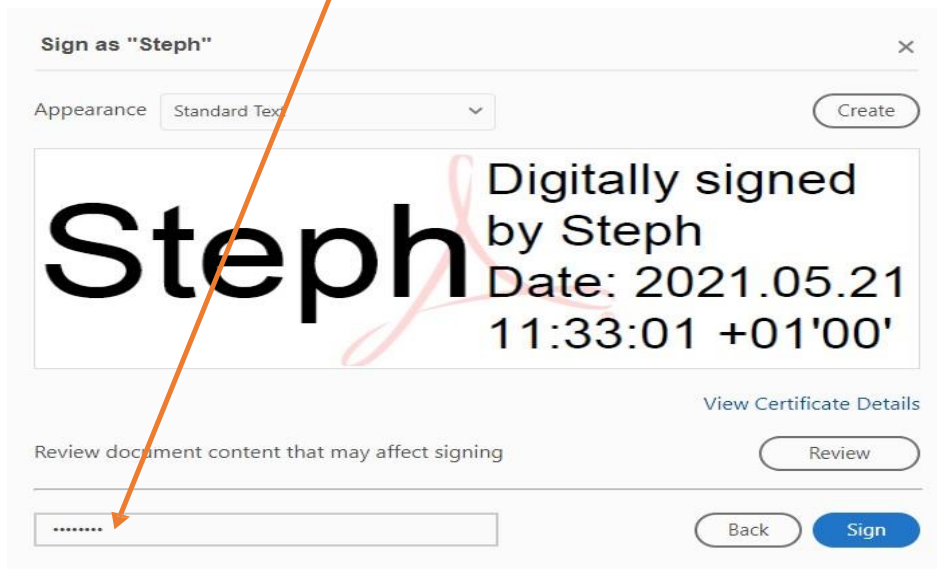
## 7. Your digital signature is now set up. Select continue to sign the document

### Sign with a Digital ID

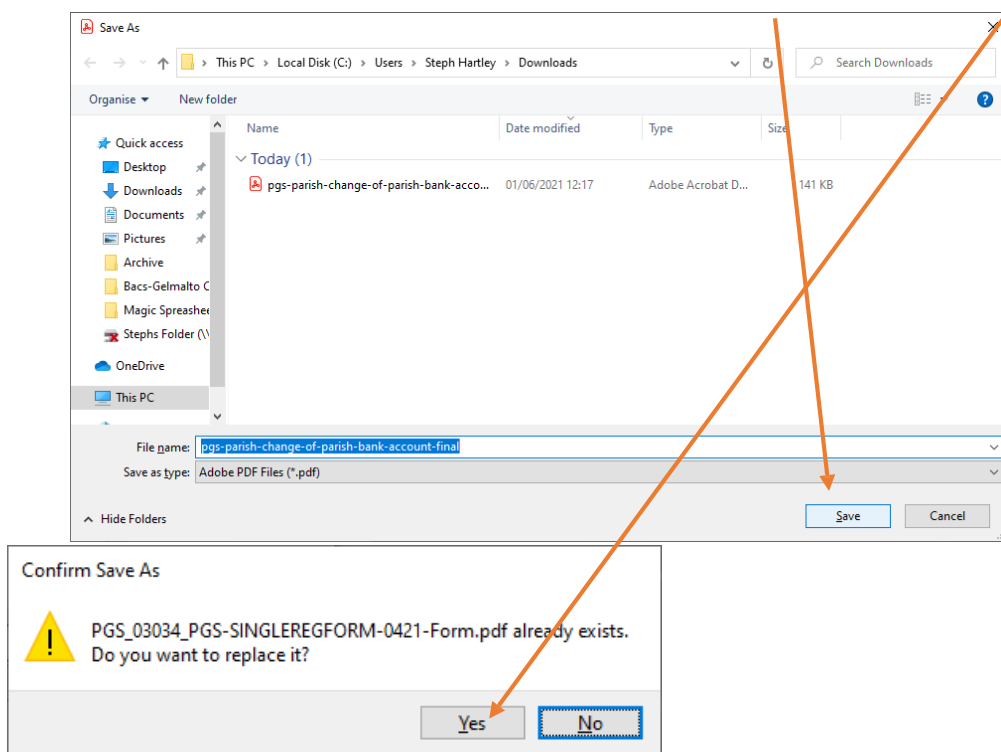
Choose the Digital ID that you want to use for signing:

 **Steph** (Digital ID file)  
Issued by: Steph, Expires: 2026.05.21 [View Details](#)

8. Enter your password and select 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 next signatory or, if completed, to [generosity@oxford.anglican.org](mailto:generosity@oxford.anglican.org)

SIGNED & VERIFIED			
	SIGN	PRINT NAME	DATE (dd/mm/yy)
Treasurer	Steph <small>Digitally signed by Steph Date: 2021.05.21 11:34:30 +01'00'</small>		
1st Church warden			
Incumbent			

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

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