



From: Anna Butler (R+S Administrator), 3 Talbothays Cottages, West Stafford, Dorchester, DT2 8AL  
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June 2018

Dear Parish Organiser

### **Ride+Stride – Saturday 8th September 2018**

Ride + Stride is a national event which takes place every year on the second Saturday in September to raise money for the maintenance of our treasured churches across the whole country. Last year Dorset's Riders and Striders raised £86,228 in our one major fund-raising event of the year. Thank you for agreeing to be the Parish Organiser for R+S 2018. If you are doing this for the first time, this letter will help you to encourage people in your parish to take part in support of the Trust and your own church. If you are not able to be the PO this year, please pass the pack on to your successor or ask the PO of a neighbouring church to join forces. If that is not possible, please ask your Church Committee Secretary to find another and then let me know so that I can change my records. Please also inform your Deanery Rep – see attached list for contact details.

Your pack contains all that you should need to be the Parish Organiser for R+S 2018. There are quite a lot of separate pieces of paper but it should all become clear once you have read it through. Every part of the pack, except the coloured stickers and bright yellow poster, can also be downloaded from the R+S page of the DHCT website, [www.dhct.org.uk](http://www.dhct.org.uk)

First – spread the word. Fill in your contact details on the white poster and put it up on your church notice board so that people know who to approach for details. Make an entry in Future Events in your Parish Magazine in July and write an article to follow that up in the August and September editions. An example is attached at the end of this letter. Please include your name and a contact number. Encourage your Incumbent to mention R+S in church and use local events, such as fetes, to help spread the word.

Next – ask anyone who took part last year to join in again. Are there any new people in the village or in your congregation who could be interested? Remember people do not have to be church-goers to be passionate about our wonderful churches. It may suit your community better to arrange a walk to a Coffee Morning or other less physically demanding event. We are keen to encourage one or two schools to join in. Perhaps a cycle club or walking group could support the event this year, raising funds jointly for DHCT and for their own registered charity. Several people have done a sponsored swim. Also remember that, to avoid clashing with a popular local event, R+S can take place on any day from the Sunday before to the Friday after 8th September, during which the DHCT Public Liability insurance will be in effect. Please discuss this with your Deanery Representative. We have set up a Twitter account @Ride+Stride4dorset, which you can follow once Tweets start to appear after the R+S Launch in mid-June.

While you are talking to your DR, he or she will be planning to put up a number of big yellow poster boards across the Deanery. If you have a prominent site along a road or near your church, you could



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help to get approval from the owner of the land for the board to be put up for a couple of weeks from late August.

Once you have signed-up a rider or strider (or several!) please go through their pack to ensure they are clear about how their sponsorship forms should be completed and that they know enough about Just Giving and Gift Aid to get sponsors to use them. A simple guide to using Just Giving can be found at the end of the letter to Riders and Striders but is repeated here:

**JustGiving** Ask your sponsor to go to [www.justgiving.com/dhct](http://www.justgiving.com/dhct). In the top right corner of the screen, click on **Donate**. In the 'Leave a message' box, enter their name and the name of the church or registered charity they are supporting. This is needed to ensure that 50% of their donation will go to that church or charity. If they have not used Just Giving before, they will be asked for their email address for confirmation and to set a password (if they wish to use the site again) and to select a payment method. Alternatively, Riders and Striders can set up their own JustGiving webpage. Click on "fundraise for us". This will then take them through the process. Don't forget to name your nominated church or charity.

Once again, thank you for taking on the role of Parish Organiser; good luck and please do get in touch if you need any help or information.

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### PARISH ORGANISER'S CHECKLIST

#### IN LATE JUNE

- 🚲 **Local posters** please put up the white poster, with your contact details, on your church notice board.
- 🚲 **Contact your parish magazine editor** – see suggested text on the next page

#### IN EARLY AUGUST

- 🚲 **Local posters** please put up the yellow A4 posters outside your church and in good places around your village.
- 🚲 **Help on the Day** - if you are able to staff your church, you will need to recruit helpers. A rota of, say, an hour each is usually easier to organise than a longer period of time. It really does make a difference if churches have someone to welcome cyclists.
- 🚲 **Refreshments** - If at all possible, please provide drinks (some churches provide biscuits as well!), directions to the nearest toilet and possibly to other nearby churches.

#### ON CYCLE RIDE DAY

- 🚲 **Attended Churches**
- 🚲 The church should be open between 10.00am and 6.00pm
- 🚲 Using your rota of helpers, ensure the "Register of Visitors" is accessible
- 🚲 Sign participants' sponsorship forms
- 🚲 Provide refreshments
- 🚲 Give directions if necessary

There is no doubt that a manned church makes a big difference to participants. They are often interested in the churches they visit and like to stop for a short chat. However,

#### If you are not able to staff the church:

- 🚲 Please display the "Apology to Visitors" poster and leave the "Register of Visitors" sheet in a prominent place. If there is a wedding in church, please direct participants to an alternative check-in point.
- 🚲 If possible, leave refreshments and any directions you think may be helpful.

#### AFTER THE DAY

**Sponsorship Money** - All your other forms are to help with the efficient gathering in of sponsorship money which should be collected as soon as possible after the event and **returned to the Treasurer** (not to me) by the end of October at the latest. You can also include the Register of Visitors and don't forget the sponsorship forms to enable her to collect the Gift Aid. Sponsorship forms **MUST** be signed and include the address and postcode.

- 🚲 Blue Financial Record Sheet - this will help you keep an account of who has taken part, what has been collected and a running total. Do not return this until **all** sponsorship monies have been collected.
- 🚲 The Remittance Form - should be completed and sent with the money. All cheques should be made payable to "Dorset Historic Churches Trust".
- 🚲 The Treasurer will return 50% to the nominated church or charity once your completed Financial Control Sheet has been received.



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### Suggested note for Parish Magazines

Dorset Historic Churches Trust provides funds to help parishes keep their churches weatherproof, warm and available for worship and wider public use. In recent years, it has helped with grants for the addition of kitchens and loos to increase the usability of buildings which have traditionally only been used on Sundays. Last year, the Trust awarded grants totalling £105,000 to 19 churches. [If you know it, add specific detail about your parish - *Over the last 10 years three churches in our Benefice (St X, St Y's and St Z's) have received a total of over £25,000 in grant aid.*]

Most of the Trust's income comes from the annual sponsored Ride + Stride event. In 2017, over £86,000 in sponsorship was raised by hundreds of participants of all ages and abilities. 50% of all money pledged was returned by the Trust to the churches nominated by the riders or striders, so everyone benefited.

[Add here specific detail about your parish: *This year, AB and JG will be cycling for St X and St Z's respectively. In addition, they will be joined by the children of our Primary School who will be walking between two churches. Supporting all four churches in the Benefice, they will be led by NT and TM and members of the school staff. Each child has been issued with a sponsorship sheet to gather pledges during the school summer holidays. AB and JG will be cycling on their own chosen routes – in JG's case avoiding too many steep inclines! ]*

Please sponsor one of our riders or striders when they approach you over the next few weeks. Remember that half the sum pledged will be gratefully used by the Trust to sustain our wonderful churches and the other half will be given back to the parish that they nominate, or other nominated charity.

Thank you

*[Contact telephone number]*