# Action list

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|  | **Completed**  (Y/N) | **Actioned by** | **Comments** |
| **PREPARATION** | | | |
| Put PGS onto the PCC Agenda |  |  |  |
| Pass a resolution at PCC |  |  |  |
| Nominate a Project Leader |  |  |  |
| Assemble a team to help |  |  |  |
| Registration form completed and sent to Cuthbert House. |  |  |  |
| Discuss Generosity or Stewardship Programme requirements |  |  |  |
| Determine your plan to promote PGS |  |  |  |
| Confirmation letter of registration, Gift packs, and tokens, received |  |  |  |
| **IMPLEMENTATION** | | | |
| Customise Dear friend letter if using |  |  |  |
| Recruit church council onto scheme – use PGS gift form, presentation and church council leaflet |  |  |  |
| Make a list of people who already do ‘planned giving’ to encourage them to move to PGS , Use PGS Gift Form and ’Dear friends’ letter |  |  |  |
| Make a list of people who do not currently plan their giving and ask then them to join with a PGS Gift Form and ‘Dear friends’ letter |  |  |  |
| Consider others on the electoral roll – maybe not regular worshippers, a letter from the church, together with a PGS Gift Form may be sufficient – but follow-up is likely to be necessary |  |  |  |
| Make a list of ‘Friends’ of the church building and grounds who value the church’s presence in the community a specific letter to these people, and include a PGS Gift Form. Follow-up may be needed |  |  |  |
| Keep a record of responses. Follow up all who have responded with thanks and follow up those who have not |  |  |  |
| Engage with those who have signed up to help promote PGS in your parish |  |  |  |