

## Dear St Stephen's Member,

I would like to thank you sincerely for all your contributions over the past years to support the work at St Stephen's Church. We are approaching the end of the financial year, planning for essential works, setting budgets of expected income and expenditure for 2025, and beyond, we have to be mindful to ensure we have enough money to maintain our church.

The church has to be self-funding; we do not receive any funds other than the income we raise through planned giving, fund raising, hall rentals etc. We are constantly aware how the cost of living is affecting every one of us differently. We want you to know that we appreciate every penny you give and do not take your generosity for granted.

We all continue to be challenged by rising costs, so please take some time to prayerfully consider your current contributions to St Stephen's. ***Are you able to increase your giving this year?*** Any increase you provide, no matter how small, allows us to continue our services, uphold our contribution to the Diocese Parish Share fund and maintain ongoing repairs to our precious church buildings will be gratefully received.

### **STEWARDSHIP GIVING – WEEKLY ENVELOPES**

- To those who give generously to St Stephen's this way, see the attached new Stewardship envelopes for 2025. Please ensure you use these new blue envelopes for 2025 which start on Sunday 5<sup>th</sup> January 2025. If you have any spares from previous years, please return them to me, Fr Daniel or the wardens as they can be reused. We know that your preferred giving is via Stewardship Envelopes. However, if you would like to change your method of giving to standing order please complete the form overleaf and return.

### **PLANNED GIVING – STANDING ORDER & BANK TRANSFERS**

- The **Pledge Form** overleaf sets out several ways in which you can commit to regular giving. **We particularly welcome giving by Standing Order or Bank Transfer. This is the easiest, most secure and quickest way to donate.**

The Pledge Form comes in three simple sections:

- **Part A EVERYONE** must complete this section and return the form. This is about you and how you would like to give to St Stephen's (e.g. Standing Order, Weekly Envelopes, or Bank Transfer). Please complete this and return even if you are not changing your donation amount.
- **Part B ANYONE** donating to St Stephen's who pays tax via PAYE, Self-assessment Tax, State or Private pension and Investments can increase their gift by signing the gift aid declaration. St Stephen's can claim 25p for every £1 donated to us via HMRC at no extra cost to you. All you have to do is complete and sign the declaration in this section and we will do the rest.
- **Part C Standing Order** - complete form and return we will send to your bank.

**You can also set up a Bank Transfer** - you set up a bank transfer through your bank account using our HSBC details below.

These methods enables us to predict income more accurately – if you can give in this way, please complete section C.

Please give this letter your prayerful consideration and return it to the treasurer by placing in box at the back of church, post c/o The Vicarage, 9 Warwick Road, CR7 7NH or emailed to me at: **treasurer@ststephensnth.co.uk**.

- **Leaving a gift in your will** – If you are considering writing or amending your will, would you consider leaving a legacy to St Stephen's for future generations to enjoy? Of course, we hope all our parishioners live a very long a healthy life but we know that death comes to us all. If you would like any advice on how to leave a gift to St Stephen's in your will please speak to me or visit [www.churchofengland.org/our-faith/lasting-gift-to-your-church](http://www.churchofengland.org/our-faith/lasting-gift-to-your-church)

Yours prayerfully in Christ,  
Coral Martin, Treasurer

**St Stephen's Norbury & Thornton Heath Planned Giving Forms**

Please complete part A (and if appropriate B & C) and **return to the Treasurer or place in the box at the back of church. Do not send it to your bank.** Please complete part A even if your giving level is remaining unchanged, it helps us to keep our records up to date.

**Part A – Your Details**

Full Name .....

Address .....

..... Post Code .....

I would like to make my contribution of £\_\_\_\_\_ per month or £\_\_\_\_\_ per week by:  
(please tick one):

- Standing Order from my bank and I have completed Part C below
- Weekly Envelope (Cash or Cheque payable to St Stephen's PCC.)
- I have a regular direct debit to St Stephen's PCC at HSBC
- I will set up a direct debit to St Stephen's PCC at HSBC – 40-35-01, 61059572

**Part B - Gift Aid Declaration to St Stephen's Norbury & Thornton Heath**

I would like to Gift Aid my donation to St Stephen's and any donations I make in the future or have made in the past 4 years.

Signed ..... Date .....

- I will advise St Stephen's if at any point in the future I no longer pay the appropriate tax.
- I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.
- I understand the charity will reclaim 25p of tax on every £1 donated to St Stephen's PCC.

**Part C - Standing Order Instructions (Return to The Treasurer who will send this to your bank)**

To the Manager ..... (name of your bank)

Address of your bank .....

Please pay: St Stephen's PCC. HSBC Bank plc, 139a North End CR0 1TN  
Sort Code 40-35-01 Account Code 61059572

The sum of £..... (..... in words)

commencing on ..... (date) and a like sum monthly / annually until further notice.

This order cancels all previous orders in favour of St Stephen's PCC  
(Sort Code 40-35-01 Account Code 61059572)

Signed ..... Date .....

My Address .....

Account Name.....

Account Number ..... Sort Code .....