

ARCHDIOCESE *of* SOUTHWARK

Clergy Support Fund Campaign



Event Fundraising Pack

Ideas and guidelines for managing a safe and successful event

1. Introduction

The aim of the Clergy Support Fund Campaign is to assist the sick and retired priests of our diocese throughout and beyond their active years of pastoral and sacramental ministry. They have helped to lead us on our faith journey and many continue to offer their services to the diocese well beyond retirement from full-time parish ministry at 75 years of age.

As part of our spiritual family it is important for the church to offer its priests the practical support and guidance they need when they face retirement or serious illness. Funds raised through the campaign help our priests manage financially and by providing the option of healthcare to all clergy it is possible for them to seek prompt treatment, thereby minimising disruption to parishes and enabling a swift return to duties.

The Church encourages us to share our gifts and resources: it is with this in mind that we invite you to hold a fundraising event of your choice in your parish or deanery for the benefit of our sick and retired priests.

For many this will be an appropriate opportunity to say ‘thank-you’ for past care that has been received, such as when a priest shared in a family wedding, the baptism of a child, the offering of good counsel or strength and support at a time of loss. Through your fundraising event you will help provide support to those who have spent their lives caring for others.

This pack offers some inspiration and guidelines for a safe and successful event.

Whether you are an experienced event co-ordinator or this is your first attempt, all contributions are welcome. The Campaign Office is on hand to help you by offering guidance, ideas, marketing materials and a paying-in form when your event has been successfully completed.

Above all it is important to have fun and be safe.

For all enquiries please contact the Campaign Office:

The Clergy Support Fund Campaign Office
70 Wellesley Road
Croydon
Surrey
CR0 2AR

Tel: 020 8686 4914

Email: office@fundraisingcampaign-rcdsouthwark.org.uk



2. Decide on your Event

If you have previously organised an event in your parish you may already have an idea of what is likely to be popular and who might assist you. Often the simplest events generate the most money: we advise you to do something you enjoy which draws on your own interests and the talents of people in your parish.

Outside church life many priests have special interests that have been cultivated over a number of years. Do ask them to contribute ideas, invite them along and involve them as much as possible. If your parish excels in a particular pastoral area such as youth ministry or music it may be worth finding out whether the relevant church groups can assist you.

As part of this process it is helpful to consider your church demographics: in some cases a family orientated event may be more suited to your parish than an evening meal for adults, or you might prefer to strike out on your own with a sponsored sail down the River Thames!

Whatever you decide to do, make sure you have the help and budget you need to give the event every chance of success and ensure your safety and that of everyone involved at all times.

Finally, do take photographs and share your favourite moments with us!

A Little Inspiration...

A few ideas to get you started

Hospitality

- Themed Coffee and Cake Morning: either at home or in your parish hall
- Friday Fish and Chip Supper
- Cheese and Wine Evening
- 60's / 70's / 80's Dance Night with prizes for costumes and dancing
- Sponsored 'Big Breakfast': a great combination with a walking event
- Parish International Sunday Lunch: bring a dish from your cultural background & share
- The Great Deanery / Parish Bake-Off
- Afternoon Tea: especially lovely in Summer
- Wine Tasting Evening: remember to provide guests with bread and water too!



Games, Raffles and Sales

- Quiz or Race Night with supper
- Bingo Evening
- Fete / Car Boot Sale
- Weekend Car Wash: try it in costume to add to the fun factor and boost business!
- Auction of Promises / Raffle
- Plant / Bake Sale
- Bottle Stall
- Christmas / Easter Card sale: ask members of the parish to produce their own designs
- Parish Vintage Fair

Sport and Wellbeing

- 5k or 10k Parish Walk / Run around a local landmark
- Sponsored Spa Day: ask your local college if they have a beauty training facility
- Complementary Therapy Taster Day: therapists must be qualified and insured
- Parish football / rugby or other sports tournament
- Beat-the-Goalkeeper Competition
- Five-a-side Fancy Dress Football: prizes for the best costume and the most goals!
- Sponsored Sports: swimming, running, cycling, horse-riding, netball, hockey, abseil, bungee-jumping or sky-diving (please make sure those taking part are suitably fit and insurance is in place)
- Parish Olympics: any number of serious or wacky games you can dream up!
- Aerobic-athon

Culture, Art and Fashion

- Fashion Show: get on board with local designers, models or photographers
- Painting Day and Art Sale: guided by resident parish artists
- Learn a New Skill Day: share your love of any skill: sewing, singing, learn to play the organ, clarinet, learn how to text, use the internet, use Photoshop etc.
- An Audience With... (if you know a willing celebrity or raconteur!)
- Jazz / classical / contemporary music concert
- Parish Proms: a great way to get young people involved
- Parish Fair: celebrate the special aspect that best defines your parish
- Publish an e-book for the benefit of the Campaign: write the history of your parish or that un-penned novel you have longed to publish

The Young and Young at Heart

A mixture of several of the following could be used for a parish fair:

- Tots Triathlon: toddling, trike-riding and a treasure hunt: support crew permitted!
- Creative Cupcakes: bake and decorate before selling to your school, work or parish
- Face-painting, hair beading and bracelet making
- Sponsored Baked Bean Bath: remember to supply plenty of water to wash off!
- Dog Show: think of some fun awards for both pooches and their owners
- Henna Tattoos: probably best in school holidays
- Count the Candy Competition
- Smartie-Tube Challenge: fill with twenty pence pieces or pound coins
- Parish Treasure or Egg Hunt
- Go-kart Derby: entrants must build and decorate their own vehicles with the help of pit-stop staff
- Parish 'You've got talent' or 'X-factor' competition
- Battle of the Bands
- Balloon Popping Competition
- International Display Day: a great way to share international dress, flags and food
- Music Quiz
- Themed Art Competition: choose a suitable theme and divide into age categories
- Eureka! A competition for all our young inventors
- Sponsored Balloon Drop: why not have the balloons printed with some appropriate scripture or pictures of your parish? It's a memorable teaching tool and fun to pop all the balloons



Inter-Parish

- Inter-parish concert: sacred or secular
- Inter-parish sports tournament: pool, football, golf, tennis, squash, bowling or any competitive sport such as tug of war
- Faith in Photography Competition: include age categories for children
- Deanery Disco or Band Night
- Inter-parish 'Deanery Blockbusters' or 'University Challenge'
- Parish Pilgrimage: aim to walk to your own and other parishes in Croydon Deanery, stop to light a candle and say a prayer for the sick and retired clergy of our diocese

Schools

- Dress Down Day: pay £1 to wear your own fabulous fashions to school
- Form Fashion Show: pay to see the creations made and modelled by each form
- Mad Hair Day: Colour it, twist it, spike it, quiff it, curl it, tong it or just pile it up!
- School Concert / Play: sacred or secular
- Teachers' Revue
- Gymnastics Display or Cheerleader Challenge
- School Talent or 'X-Factor' competition
- The Great School Pop Quiz
- Open-Mic Afternoon: for budding comedians
- Bad Tie Day: pay to enter, take a vote and award a prize for the most lairy!
- Film Day: create your own school cinema complete with drinks and snacks
- School 'QI' Show: quick witted teachers and pupils in competition, compered by the head-teacher
- Games Afternoon: pay to play Trivial Pursuit, Pictionary or any other board game
- Jewellery Sale: sell your creations at school and make your friends look good or show them how to make their own
- School Library Book Armistice: return your overdue books (all of them!) for £1
- Jelly Race, Egg and Spoon Race, Pancake Race, Fling the Flan, Throw the Wellington-Boot, Sack and Balloon Race: pay to enter the competitive fun
- Salsa 'n Samba: get your PE teacher to organise a dance lesson with a difference
- School Pantomime: make sure to include both teachers and pupils!
- Good Deed Day: pack bags at the local supermarket, shine shoes, wash windows or pick up street litter for donations
- Silver String: plot a path around the school and see how far your 5p, 10p or 50p pieces will stretch or make a 'path of gold' with £1 coins
- Tuck Shop: bring in sweets and create a school tuck shop to raise funds





3. Practical Considerations

Unusual or larger scale events often attract more attention and may warrant wider promotion.

It may be worth combining ideas to increase the fun-factor and funds, for example, a 5 kilometre sponsored walk followed by a cooked breakfast or perhaps parish afternoon tea with additional cakes and recipe books to purchase and take home.

There will be a certain amount to consider on a practical level so choose an event that you will enjoy working on and leave plenty of time to arrange it.

Above all, be creative, plan safely and have fun!



Budget

Whether you are fundraising via a sponsored sky-dive or organising a larger event such as a local fun-run, parish pilgrimage or deanery concert, make sure you have set a realistic budget and stick to it firmly unless you are certain you can find or afford more resources.

Venue

Depending on your choice of event, you may need to book the parish hall or hire a venue. Remember to give consideration to the practical elements of your event such as special equipment, a licence, an assembly or carrying team. If you are offering food, do you need catering facilities, a health and hygiene certificate or tables and chairs? Take time at the outset to think through all you will need to have and do from beginning to end.

Dates and Timing

It is worth considering the time of year your event might best be suited to and whether you need a wet weather plan. Make enquiries and find out whether your preferred date happens to clash with a public holiday or another local, deanery or parish event. On the other hand, an appropriate event for an occasion such as Mothering Sunday could prove to be very popular and successful.

Promotion

When promoting your event consider the audience you want to reach and what age group you are aiming for. You may want to publicise the occasion beyond your parish to friends, family and your local community.

It may be helpful to consider advertising online, in shops, community centres or promoting your event via door-to-door leaflets as well as in your newsletter and parish website.

Many community websites offer free-listings and fellow parishioners might assist you by taking a leaflet to their place of work or by passing one on to another member of their family.

Parishioners who are media-savvy could create an event on Facebook and contact their local paper or radio station. We can provide templates for posters and in many cases help you design them if required.

Please let us see a copy of any publicity materials you produce before they enter the public domain.

	 <p>ARCHDIOCESE of SOUTHWARK Clergy Support Fund Campaign</p>
	
	<p>SPONSORED PILGRIMAGE</p> <p>We will be walking to parishes in Croydon Deanery and lighting a candle at each in order to raise money for the sick and retired priests of our diocese during weekends in (insert date / dates)</p> <p>Why not join our group and help to raise money, or consider sponsoring us via the form in the church porch.</p> <p>For further information visit / phone/ speak to X (insert details as appropriate). Your support is greatly appreciated.</p> <p><small>Roman Catholic Diocese of Southwark Reg. Charity: 255488</small></p>



4. Regulations and Guidelines

When you are fundraising on behalf of the Clergy Support Fund Campaign it is important to remember that you are representing the charity (the campaign is part of Southwark Diocese in terms of charity registration) and that there are important legal regulations you must follow. These are aimed at preventing fraud and protecting the public.

Please read the following guidelines carefully and ensure that you implement them where appropriate.

Charity Registration

It is a legal requirement that the diocese's charity registration number appears on all printed fundraising materials such as letters, posters and tickets. Poster templates can be obtained from the Campaign Office. **The Charity Registration Number is: 235468**

Insurance

Before you begin to put the practical aspects of your event into action it is important that you complete a risk assessment so that you can ensure you have sufficient insurance cover. In some, but not all cases, the venue will provide cover. A risk assessment guidance document may be obtained from the Campaign Office.

Alcohol

If you wish to sell alcohol at your event and your venue does not already have a licence, you will need to obtain either an Occasional Permission Licence from the local magistrates or seek a Temporary Events Notice or Personal Licence from your council.

Raffles

You will need a Lotteries Licence from your local council to run a raffle if you are selling tickets prior to the event. In some cases your parish may already hold such a licence. Please speak to your local council if you are unsure. This does not apply to raffles held at one-off fundraisers such as dinner-dances.

Music and Film

If you are playing piped or live music, or showing a film, please ensure your venue has appropriate cover from the Performing Rights Society (PRS). If not, you will need to apply to the PRS or appropriate body such as PPL or MCPS. Visit www.prsformusic.com or call them on 020 7580 5544 for guidance.

Collections

Door to door collections and street collections are illegal without a special licence. Please do not collect any money in the street or a public place without appropriate permission. Further details can be obtained from your local council.


Support

The Campaign Office is here to help: whether you need assistance with planning, promotion or just require reliable contacts for catering, please don't hesitate to get in touch. We can also offer help and advice with sponsorship pages, Gift Aid and matched giving schemes.

Sponsorship and Gift Aid

Sponsorship forms are available from the Campaign Office and can be sent by email or post. Gift Aid should only be sought from those paying sufficient tax in the UK. Please see the form below:

i. Sponsorship Form Example



ARCHDIOCESE of SOUTHWARK
Clergy Support Fund Campaign

giftaid it

Please sponsor me (full name in CAPITALS)

To..... (name of activity) on/...../..... (dd/mm/yyyy)

If I have ticked the box headed 'Gift Aid? v', I confirm that I am a UK Income or Capital Gains taxpayer. I have read this statement and want the charity or Community Amateur Sports Club (CASC) named above to reclaim tax on the donation detailed below, given on the date shown. I understand that I must pay an amount of Income Tax and/or Capital Gains Tax in the tax year at least equal to the amount of tax that all the charities and CASCs I donate to, will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Full Name	Home address (only needed if you are Gift Aiding your donation - please do not give your work address)	Postcode	Amount given	Gift Aid v	Signed	Date Paid

Roman Catholic Diocese of Southwark Clergy Support Fund Campaign
Registered Charity Number: 235468

ii. Continuation Page

Sponsorship form continued....

Full Name	Home address (only needed if you are Gift Aiding your donation - please do not give your work address)	Postcode	Amount given	Gift Aid v	Signed	Date Paid

Roman Catholic Diocese of Southwark Clergy Support Fund Campaign
Registered Charity Number: 235468

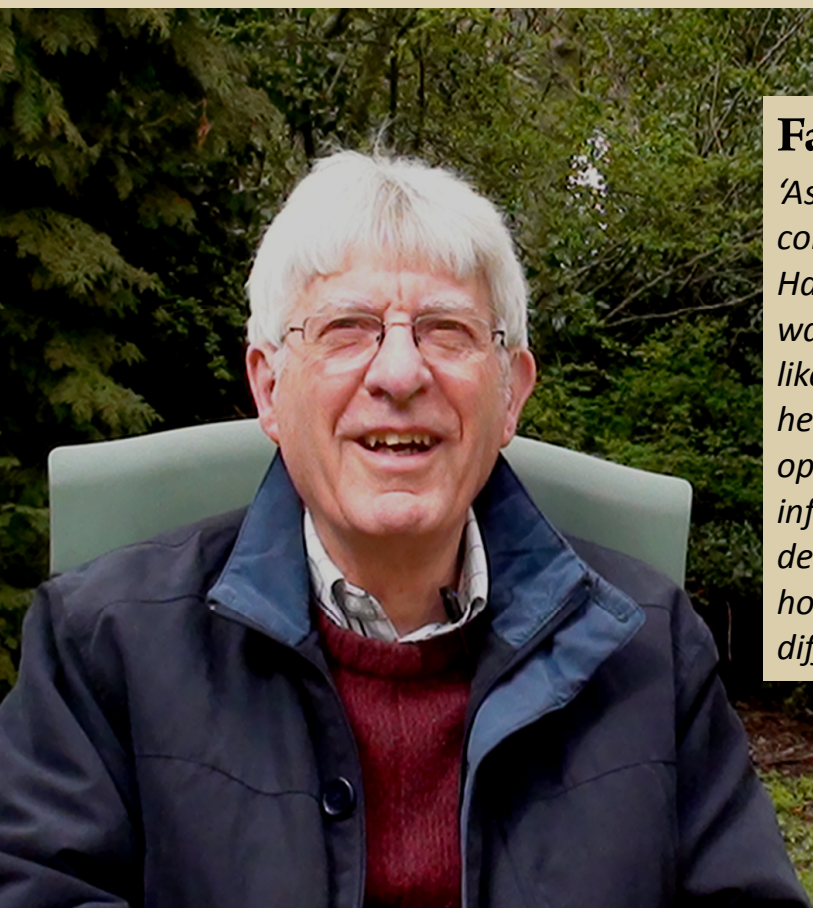


Father David O'Regan

'Due to serious illness, retirement arrived suddenly and unexpectedly for me and my parishioners! I realised that if I survived the cancer treatment my life would be very different. The change from a busy presbytery to living alone was difficult, almost like a bereavement and it took time to adjust. I was so relieved that the Diocese was able to help me through this time and attend to all the practical issues.'

Canon Frank O'Sullivan

'For me, retirement was a gradual process and even at 92 I have no intention of slowing down! I particularly enjoy my work with married couples and supporting their vocation to family life, which is so important to the church. Thanks to the support of the Diocese I am able to manage financially and they were a great help recently when there were some structural problems with my house.'



Father David Standley

'As it approached, retirement brought with it concerns and fears, as it does for everyone. Having worked in the parish for many years I was anxious about what my new life would be like and how I would adjust. The Diocese helped me find my way by explaining the options available and made sure I had all the information I needed to make important decisions, such as where I wanted to live and how I might continue to serve the Church in different ways.'