**Purpose of role:**

To help the parish develop its mission and ministry with confidence by promoting and implementing effective planned giving methods through publicising ways to financially support the church across the entire parish community. Reports to or works closely with the PCC Treasurer.

The post-holder need not be a member of the PCC. As a minimum they could provide an annual report to the PCC, highlighting achievements over the past year, and proposed actions to promote giving for the coming year.

**This role may be combined with other roles. Overall responsibility for finances lies with the PCC.**

**Responsibilities:**

**General**

* Take your own journey with God seriously.
* Take responsibility for your own health and safety.
* Comply with Diocesan safeguarding policy.
* Comply with General Data Protection Regulations.
* Undertake any training as required.

**Specific**

* Encourage taxpayers to give tax-efficiently through Gift Aid, Parish Giving Scheme (PGS), etc.
* Help local residents and casual visitors to give tax effectively (e.g. PGS, Friends, Gift Aid envelopes, Online and Contactless donation facilities).
* Help the church to organise an annual renewal of stewardship pledges (e.g. Giving in Grace campaign or Annual Review).
* Promote Christian stewardship and money management in the church’s teaching syllabus, including the Parish Giving Scheme.
* Encourage members of the church to make a Will, to review it regularly and to consider leaving a tax effective gift to the church in their Will.
* Help advertise and enable people to give one-off gifts (e.g. donations in memory, shares).
* Co-operate with any major capital appeals etc.
* Investigate potential new ways of generating regular income for the parish and share good ideas and best practice with other local churches.
* Provide progress reports and analyses to the PCC.
* Able to maintain absolute confidentiality about people’s donations.

**Commitment required:**

The role of a Parish Giving Officer is an important one and you should not feel alone! You should be able to count on the support of your PCC, Incumbent and Treasurer, and can always contact the Resources Team at Liverpool Diocese on resources.team@liverpool.anglican.org.

The Parish Giving Officer will be appointed annually at the first PCC meeting after the Annual Meeting; ideally they would stay in post for a least three consecutive years. However, the post holder should always feel free to talk to the PCC Chair at any point to discuss continuing in the role, or seeking a more suitable alternative for current circumstances.

This role is voluntary. Whether a member of the PCC or not, the Parish Giving Officer must sign a “fit and proper persons” declaration.