



THE CHURCH OF ENGLAND

SUFFOLK

Guidelines for taking Gifts in Wills Promise & Policy to PCC for approval

Once you have decided on the content of your Parish Gift in Wills Promise and Policy you will need to get the approval of your PCC.

Taking to PCC Meeting:

1. Add 'To approve the Gift in Wills Promise and Policy' to your PCC Agenda.
2. Send round the documents before the meeting with the Agenda so that people have time to consider it in advance. Remember you need to make sure you include a named person and their details (or more than one) in your policy.
3. Be prepared to introduce the Promise and Policy and say why it is important to have such documents (inspires trust for those thinking about leaving a gift, gives details of what the process is, will assist in promoting legacies).
4. Have a formal PCC vote on agreeing the documents and record it in the minutes.

Other things to mention:

1. Make sure the PCC is aware of the reasons why unrestricted gifts are preferable so that the PCC can decide which projects are priorities, should a gift be received.
2. Mention that percentage gifts keep up with inflation whilst cash gifts may need reviewing to keep in line with the legators wishes.
3. Free online wills are available through Farewill.
4. Many supporters would like to know how they could leave a gift in their will to their parish church but may not know how or who to speak to. It is important for all churches to make information available and to inspire members about the difference gifts in wills, no matter how large or small, can make. Having a Gift in Wills Promise and Policy will help get this message out into the community.

What to do next:

1. Order some customised leaflets and posters to have inside the church [here](#).
2. Decide on the 'named' legacy person/people for your church.
3. Update Your A Church Near You page and website/Facebook page to include a page/tab on legacy giving.
4. Decide on your approach. Run a campaign/start to mention as part of living a generous life/preaching/put in parish magazine/hold an event/share a good news story of a previous legacy.
5. Use the 'How to run a legacy campaign' and 'How to run a legacy event' documents to help.