



Oxfordshire Historic  
Churches Trust  
*Supporting Oxfordshire's  
Churches since 1964*



**Thirty-second Sponsored Ride and Stride**  
**Saturday 8th September 2018 10.00am - 6.00pm**

## **Brief for Church Coordinators**

Thank you for being the Ride and Stride Coordinator for your Church, your help is greatly appreciated.

Since the Trust was founded grants totalling several million pounds have been made to churches in Oxfordshire. A significant proportion of this money has been raised by the annual St/Rides so the work of Church Coordinators is of major importance. Last year the St/Ride raised nearly £120,000.

**Additionally the Ride and Stride is a very effective way of raising funds for your Church as 50% of the sponsor money (excluding GiftAid) is returned to the churches nominated by the participants.**

This Briefing Note details all you need to know to support

1. your church(es)
2. the St/Riders (i.e. cyclists, walkers and horse riders) and Welcomers
3. collecting and paying in the sponsor money.

For any queries, please contact your Area Coordinator, the St/Ride County Organiser or the St/Ride Administrator. Their contact details can be found at the end of this document.

The OHCT website ([www.ohct.org.uk](http://www.ohct.org.uk)) is a useful tool – please look at the Ride and Stride section.

As Oxfordshire's Ride and Stride is part of a national event taking place on the same day, St/Riders can cross county boundaries to visit churches and chapels or take part in another part of the country or even abroad.

**If any potential participants cannot take part on Ride and Stride day, they can take part on any other day, although the churches they visit may not be open and they may have to sign their own sponsor forms.** Churches have participated in different ways or have organised events in their church for the same day, such as a church maintenance day and coffee morning or an art exhibition.

### **1. The Church**



**Arrange a rota of Welcomers, so that St/Riders will receive a friendly welcome and can have their sponsor forms signed:**

- Ideally, please try to arrange cover for the whole period (10am to 6pm). **If your church cannot be manned for the whole day, please consider arranging for Sponsor Forms to be signed at a nearby house;** direction arrows can be found on the OHCT website. Failing this, leave a Register of St/Riders for St/Riders to sign and a pen in a visible place.

#### **Information for Welcomers:**

- Information for Welcomers is on the Register of St/Riders.
- Welcomers can be sponsored.
- Welcomers should have spare sponsor forms for St/Riders and a List of Churches Welcoming St/Riders for reference.
- Give out Ride and Stride stickers to all St/Riders starting from the church or without one.
- If soft drinks and biscuits are offered free of charge they will be appreciated.



## 2. St/Riders and Welcomers

### Advertise the Sponsored Ride and Stride:

- Good publicity is essential! Our newsletters (see OHCT website – Ride and Stride) include suggestions for publicity for this year's St/Ride. This year we have two different posters to add variety. Please put up copies of the posters in as many locations as you can – including the local pub or coffee shop!
- Advertise it in your church newsletter or magazine. The St/Ride logo can be downloaded from the website.
- Make contact with any local and youth organisations who may be interested in taking part.
- If any individual or group from your church is going to take part in a noteworthy way, please contact the St/Ride County Organiser well before the event at [rideandstrideoxon@ohct.org.uk](mailto:rideandstrideoxon@ohct.org.uk) so we can support getting good publicity.

### Encourage people to take part! :

- Distribute Sponsor Forms, Guide for Participants and List of Churches Welcoming St/Riders to potential St/Riders and Welcomers as soon as possible and leave a supply in suitable places (e.g. churches, schools, cycle shops, other shops). Please make sure your name and contact details are completed on the front page of the Sponsor Form.
- Encourage St/Riders and Welcomers to start seeking sponsors well before the event. Some employers offer matched funding.
- **St/Riders, Welcomers and Sponsors do not have to be members of your church.**
- **Please encourage St/Riders and Welcomers to sign up their sponsors using the internet via JustGiving.** This enables St/Riders and Welcomers to circulate details to a wide circle of contacts and because the money is collected automatically, St/Riders and Welcomers do not have the hassle of chasing up money. A link to the JustGiving site and help on how to set up a fund-raising page are on the OHCT website. In case of any difficulties with JustGiving please contact the St/Ride Administrator. Personalised pew slips or hand outs with the fundraiser's JustGiving webpage address can be downloaded from the OHCT website.
- Please encourage sponsors who are UK tax payers to GiftAid their donation – a full name (individual), home address with postcode and tick in the GiftAid box are needed for each sponsor. Last year GiftAid raised in excess of £17,000 for OHCT.
- Please encourage St/Riders to take photographs of their St/Ride and e-mail them to us at [rideandstride@ohct.org.uk](mailto:rideandstride@ohct.org.uk)

Your Area Coordinator has more Sponsor Forms and Lists of Churches Welcoming St/Riders if required, or they can be photocopied or downloaded from the OHCT website. Any late amendments to the list of churches participating will be put on the OHCT website.

## 3. The Money

### Collect the money:

- St/Riders and Welcomers should collect money from their sponsors as soon as possible after their St/Ride, getting it to their Church Coordinator, ideally by 31st October. Sponsor money raised on-line through [www.justgiving.com](http://www.justgiving.com) will be paid directly to OHCT. The half share of participant's sponsor money is paid automatically into the bank account of the participant's nominated church (if they nominated one).

### Pay the money into the Ride and Stride bank account and advise the St/Ride Administrator:

- Full instructions are given on the back of the Remittance Advice Form. Please remember to send the top part of the Remittance Advice Form to the St/Ride Administrator **within 2 days** with **all** the sponsor forms. Any person may bank the money and send in the paperwork. **Without the Remittance Advice Form, the half share of the sponsor money cannot be paid to your church so that money will in effect become a donation to OHCT.**
- Please make sure that:
  - (i) each sponsor form has the participant's name and full address including the postcode and preferably an e-mail address for any queries.
  - (ii) **all GiftAided entries have the sponsor's initial and surname (one person only, not Smith family, R & D Smith or Grandma), house name or number and postcode.**

All this information is required for the GiftAid claim.

- Preferably pay in cash as cash rather than a cheque to cover it as some additional 'GiftAid' can be claimed on some cash deposits. **Please list all the cheques on the Remittance Advice Form and ensure that donations can be identified as being paid in by cash or cheque.**
- Cheques and charity vouchers, for example CAF vouchers, should be made payable to **OHCT Ride and Stride**. Please **send charity vouchers promptly** as they go out of date after 6 months.
- Please do not include money raised through [www.justgiving.com](http://www.justgiving.com) on the Remittance Advice Form or Sponsor Form.
- Please keep a record of the amount and date paid in and the Remittance Advice Form number (top right hand corner) in case of queries – see end of this document.

**Check that your church's share has been received.**

- Half of the money raised by your church (excluding GiftAid) is returned to it by OHCT. If we have an e-mail address for you, you should receive a thank you message showing the amount being paid and date that it will reach your church bank account.
- The list of results will be published on the OHCT website. The amount raised by your church will be detailed on future correspondence; please advise the St/Ride Administrator if you think that the amount shown for your church is incorrect.
- The half share of the sponsor money retained by the OHCT will be used for making grants to churches and chapels built in Oxfordshire before 1950 towards major restorations or re-ordering schemes. The costs of running the St/Ride are covered by the GiftAid tax rebate.

In the unlikely event of any accidents occurring during the St/Ride, please notify the County Organiser.

*If your church or chapel is faced with large repair bills for fabric, please encourage your Church Council to contact the Trust – more information can be found on the OHCT website.*

**Oxfordshire St/Ride Contacts and Website Address:**

St/Ride County Organiser: Mrs Hilary Cakebread Hall - Tel: 0783 169 0524,  
e-mail: [rideandstrideoxon@ohct.org.uk](mailto:rideandstrideoxon@ohct.org.uk)

St/Ride Administrator: Mrs Jeanette Thomas – Tel: 01235 202554, e-mail: [rideandstride@ohct.org.uk](mailto:rideandstride@ohct.org.uk)

Postal address: 26 St Amand Drive, Abingdon, Oxfordshire OX14 5RG

OHCT Website Address: [www.ohct.org.uk](http://www.ohct.org.uk)



**Area Coordinator:**

# Ride and Stride Documentation Checklist

The following items should have been received:

- Posters** - This year we have two different posters to add variety. Please write in clearly where Sponsor Forms may be obtained.
- Sponsor Forms** - Please ensure your name and address as Church Coordinator is on the front page before distributing them. Spare forms should be left with your Welcomers for use on the day; St/Riders visiting over 42 churches will need an additional form. St/Riders who are sponsored via www.justgiving.com will still need sponsor forms to collect signatures at the churches they visit.
- Guide for Participants** – A copy of this should to be given out with each sponsor form.
- List of Churches Welcoming St/Riders** – List of the churches that are welcoming sponsored St/Riders. A copy of this should to be given out to each participant.
- Stickers** – For participants. St/Riders wearing the sticker are granted free access to Christ Church Cathedral in Oxford.
- Register of St/Riders** - One per church (two for central Oxford). Please e-mail the number of participants and visitors along with church details to the St/Ride Administrator straight after the event.
- Remittance Advice Form**
- Church Coordinator Checklist**
- Annual Review** - Please put in your church.

You may find the following additional items useful which are available on the OHCT website (see Ride and Stride Paperwork section):

- Welcomers’ rota
- Direction arrows
- Ride and Stride logo and images
- High viz vest order form
- Fundraising tips
- Help with setting up a JustGiving webpage
- Pew slips to advertise who is taking part and details of JustGiving webpage

## Ride and Stride Banking Record

Please keep a record of money paid into the Ride and Stride account in case of query.

Remittance Advice No	Amount	Date Paid In

Remittance Advice No	Amount	Date Paid In