



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



35th Sponsored Ride+Stride
Saturday 11th September 2021 10.00am - 6.00pm

Brief for Church Coordinators

ALL PLANS MUST BE PREPARED WITHIN THE GOVERNMENT GUIDELINES AND MAY NEED TO BE REVISED – PLEASE DO NOT UNDERTAKE ANY ACTIVITIES THAT ARE OUTSIDE THESE AND MUST BE RELEVANT AT THE R+S DATE

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 Ride+Stride so the work of Church Coordinators is of major importance, last year just over £108,000 was raised.

Additionally Ride+Stride is a very effective way of raising funds for your Church as 50% of the sponsor money (excluding Gift Aid) is returned to the church nominated by 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. the collection and paying in the sponsor money.

For any queries, please contact your Area Coordinator, or the County Organiser – rideandstrideoxon@ohct.org.uk

As Oxfordshire's Ride+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 required you can take part on any other day. It is probable that only a limited number the churches may be open and in all instances participants will need to sign their own sponsor forms.

1. The Church



If you are able to have your church open with a sheet for signing in (manned or otherwise) please do so but if this not possible we fully understand. Participants will be encouraged to bring their own pen, but if you are able to provide a spare it must be sanitised before and after use.

Information for Welcomers - if you choose to 'man' your church please note this must be fully socially distanced.

- Information for Welcomers can be found on our website.
- Welcomers can be sponsored.

2. St/Riders and Welcomers



Advertise the Sponsored Ride+Stride:

- Good publicity is essential! Please put the poster mailed to you in a good location – maybe the local pub or coffee shop!

- Advertise it in your church newsletter or magazine. The Ride+Stride logo can be downloaded from the website.
- Make contact with any local or youth organisations who may be interested in taking part. If they do so you must ensure that any COVID-related laws are complied with.
- If any individual or group from your church is going to take part in a noteworthy way, please contact the County Organiser well before the event at rideandstrideoxon@ohct.org.uk so we can support getting good publicity.

Encourage people to take part:

- Please spread the word! Encourage anyone interested to sign up online via our website. All available materials can be downloaded from our website.
- 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 Virgin Money Giving. *Please note that we are no longer using JustGiving.*** This enables St/Riders and Welcomers to circulate details to a wide circle of contacts, their contribution is collected automatically, thus St/Riders and Welcomers do not have to chase up for it. A link to the Virgin Money Giving site and help on how to set up a fund-raising page are on the OHCT website. In case of any difficulties with Virgin Money Giving please contact the us.
- Please encourage sponsors who are UK tax payers to Gift Aid their donation – a full name (individual), home address with postcode and tick in the GiftAid box are needed for each sponsor. Last year Gift Aid raised over £13,000 for OHCT.
- Please encourage St/Riders to take photographs during the day and e-mail them to us at rideandstrideoxon@ohct.org.uk.

This year the list of churches and how they are planning to be involved will only be on our website and will be updated regularly. ANY CHANGES TO OUR PLANS WILL BE POSTED ON OUR WEBSITE.

3. The Money



- Check with your Church Treasurer that you have the correct bank details for your church. If they have changed please ensure you complete the relevant section on the Paying In Form and notify the OHCT Treasurer on treasurer@ohct.org.uk.

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 Virgin Money Giving will be paid directly to OHCT. The half share of participant's sponsor money is paid into the bank account of the participant's nominated church (if they nominated one).

Sending the sponsorship money to OHCT:

- Full instructions are on the Paying In Form. Please remember to send the top part of this Form to us **within 2 days** with **all** the sponsor forms. Any person may bank the money and send in the paperwork. **Without the Paying In Form, the half share of the sponsor money will not be paid to your church so that money will in effect become a donation to OHCT. *Please do not post cash to us – sadly this has disappeared in the post on several occasions.***
- 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 Gift Aided entries have the sponsor's initial and surname (one person only, not Smith family, R & D Smith, Richard or Grandma), house name or number and postcode.**

All this information is required for the Gift Aid claim.

- Preferably pay in cash as cash rather than a cheque to cover it as some additional 'Gift Aid' can be claimed on some cash deposits. **Please list all the cheques on the Paying In 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 Virgin Money Giving on the Paying In Form or Sponsor Form.
- Please keep a record of the amount and date paid in and the Paying In 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 Gift Aid) is returned to it by OHCT. If we have an e-mail address for you, you may receive a thank you message showing the amount being paid and date.
- 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 Ride+Stride are covered by the Gift Aid tax rebate.

In the unlikely event of any accidents occurring during your Ride+Stride, please notify the County Organiser.

If your church or chapel is to undertake a restoration project or re-ordering scheme, please encourage your Church Council to contact the Trust about applying for a Grant – more information can be found on the OHCT website.

Oxfordshire St/Ride Contacts and Website Address:

Ride+Stride County Organiser: Mrs Hilary CakebreadHall - Tel: 07831 690524,
e-mail: rideandstrideoxon@ohct.org.uk

OHCT Website Address: www.ohct.org.uk



Ride and Stride Documentation Checklist

The following items have been posted to you :

Poster - If you are happy to include your contact details please write them alongside the OHCT logo.

Sponsor Form – Please arrange to have copies made of this – they DO NOT have to be on pink paper! **Please ensure your name and address as Church Coordinator is on the front page before distributing them.** If you are able to have a Sign-In desk, spare forms should be left with your Welcomers for use on the day as St/Riders visiting over 42 churches may need an additional form. St/Riders who are sponsored via Virgin Money Giving will still need sponsor forms to sign at the churches they visit.

Annual Review - A copy has been sent to every member of the Trust, previous Ride+Stride participants and Church Coordinators. Please read and enjoy it – and see how valuable Ride+Stride is in making the work of the Trust possible.

ON WEBSITE ONLY :

List of Churches Welcoming St/Riders – ONLY AVAILABLE ON OUR WEBSITE – this will be updated regularly and you can also use the ROUTE PLANNER

ALL other items are on our website. <https://ohct.org.uk/ride-and-stride/>

- Welcomers' rota
- Register for participants Sign-In
- Church Coordinator check list
- Direction arrows
- Ride and Stride logo and images

Link to our Virgin Money Giving Page

Ride and Stride Banking Record

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

Paying In Form No	Amount	Date Paid In

Paying In Form No	Amount	Date Paid In