



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



**Thirty-fourth Sponsored Ride and Stride**  
**Saturday 12th September 2020 10.00am - 6.00pm**

## Briefing

**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 St/Rides so the work of Church Coordinators is of major importance. Last year the St/Ride raised around £112,000.

**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 on page three 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. 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 and Stride:

- Good publicity is essential! If you took part in 2019 you will have received a poster. Please put this in a good location – maybe 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 they do so they must maintain social distancing.
- 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:

- 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 and because the money is collected automatically, St/Riders and Welcomers do not have the hassle of chasing up or handling money. 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 St/Ride Administrator. Virgin Money Giving 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 over £15,000 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).

This year the list of churches and how they are planning to be involved is 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 notify the Ride and Stride Administrator.

### 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 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 will not 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, Richard 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 Virgin Money Giving 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 may receive a thank you message showing the amount being paid and date that it will reach your church bank account.
- 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 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:**

St/Ride County Organiser: Mrs Hilary Cakebread Hall - Tel: 07831 690524,  
e-mail: [rideandstrideoxon@ohct.org.uk](mailto:rideandstrideoxon@ohct.org.uk)

St/Ride Administrator: Ms Beverley Bhaskare – Tel: 01865 864675, e-mail: [rideandstride@ohct.org.uk](mailto:rideandstride@ohct.org.uk)  
Postal address: 55 Eynsham Road, Botley, Oxford. OX2 9BS

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



## Ride and Stride Documentation Checklist

The following items have been posted to you :

- Poster** - Please write in clearly where Sponsor Forms / further information may be obtained.
- 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.
- Remittance Advice Form** – if you need more than 1, a member of your congregation or a previous participant may also have been sent one by post. Please check – there are a few spares available – please email [rideandstride@ohct.org.uk](mailto:rideandstride@ohct.org.uk) to request one.

---

- List of Churches Welcoming St/Riders** – List of the churches that are welcoming sponsored St/Riders. ONLY AVAILABLE ON OUR WEBSITE
- Stickers** – These may not be used this year for hygiene reasons.
- Register of St/Riders** – on website
- ALL other items are on our website.** <https://ohct.org.uk/ride-and-stride/>
- Church Coordinator Checklist** - on website
- 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 although it is currently not permitted to leave a copy in your church.

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

- Welcomers’ rota
- Direction arrows
- Ride and Stride logo and images
- High viz vest order form
- Fundraising tips
- Help with setting up a Virgin Money Giving webpage
- Slips to advertise who is taking part and details of Virgin Money Giving webpage – these must only be used in an appropriate.

## 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

