



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



37<sup>th</sup> Sponsored Ride+Stride  
Saturday 9th September 2023 10.00am - 6.00pm

### Brief for Church Coordinators

Thank you for being the Ride and Stride Coordinator for your Church, this is greatly appreciated - your endeavour is of great importance, last year just over £81,000 was raised by Ride+Stride, a significant proportion of each year's grants. Since the Trust was founded Grants totalling several million pounds have been made to churches in Oxfordshire.

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](mailto:rideandstrideoxon@ohct.org.uk)

As Oxfordshire's Ride+Stride is part of a national event taking place on the same day, St/Riders are welcome to visit churches and chapels or take part in another part of the country or abroad. If required participants can take part on another day, although not all the churches may be open.

#### 1. Your Church

Ideally please arrange for your church to be open with a sheet for signing in (manned or otherwise). Many participants greatly enjoy the opportunity to visit churches they don't know, and welcomers enjoy the chance to share their church! Participants are encouraged to bring their own pen but having a spare available is a good idea - [ohct.org.uk/register](http://ohct.org.uk/register)

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

#### 2. St/Riders and Welcomers

##### Advertise Ride+Stride:

- Good publicity is essential! Please put the poster mailed in the Coordinators Pack (despatched early July) in a good location – maybe the local pub or coffee shop! (a few spare copies are available from [rideandstrideoxon@ohct.org.uk](mailto:rideandstrideoxon@ohct.org.uk))
- Advertise it in your church newsletter or the local community news (or both). The Ride+Stride logo can be downloaded from our website or you can use - [https://ohct.org.uk/wp-content/uploads/2022/06/Copy-for-local\\_village-newsletter-or-magazine-1.pdf](https://ohct.org.uk/wp-content/uploads/2022/06/Copy-for-local_village-newsletter-or-magazine-1.pdf)
- Make contact with any local or 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 or unusual way, please contact the County Organiser well before the event at [rideandstrideoxon@ohct.org.uk](mailto:rideandstrideoxon@ohct.org.uk).

##### Encourage people to take part:

- Please spread the word! Encourage anyone interested to sign up online via our website. Spare copies of most 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 ask their sponsors to sign up online via Invest My Community. St/Riders and Welcomers can circulate details of our online sponsorship to a wide circle of

contacts, which is collected automatically, saving them the necessity of collecting it. A link to the Invest My Community site and help on how to set up a fund-raising page are on the OHCT website. In case of any difficulties with please contact us.

- Please encourage sponsors who are UK taxpayers 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 £8,000 for OHCT.
- Please encourage St/Riders to take photographs during the day and e-mail them to us at [rideandstrideoxon@ohct.org.uk](mailto:rideandstrideoxon@ohct.org.uk) or upload directly onto our website.

The list of churches will only be on our website and will be updated regularly.

### 3. The Money

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

#### Collect the money:

- St/Riders and Welcomers should collect money from their sponsors as soon as possible after their St/Ride, getting it to you as Church Coordinator, ideally by 31st October. Sponsor money raised on-line through Invest My Community will be paid directly to OHCT. The half share of participant's sponsor money is paid into the bank account of their nominated church after all monies are received by OHCT.

#### Sending the sponsorship money to OHCT:

- Full instructions are on the Paying In Form. Please remember to send the top part of the Form to us within 2 days with all the sponsor forms of paying in. Anyone may bank the money and send in the paperwork. Without the Paying In Form, the half share of sponsor money will not be paid to your church so that money thereby becomes 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, telephone number 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.
- Please pay in cash as cash rather than write 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 all monies 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 to OHCT promptly as they go out of date after 6 months.
- Please do not include money raised through Invest My Community on the Paying In Form or Sponsorship 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 please contact [rideandstrideoxon@ohct.org.uk](mailto:rideandstrideoxon@ohct.org.uk) or on 07831 690524.

#### **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 will 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.*

Ride+Stride County Organiser:

Mrs Hilary CakebreadHall - Tel: 07831 690524. e-mail: [rideandstrideoxon@ohct.org.uk](mailto:rideandstrideoxon@ohct.org.uk) 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 will be 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 InvestMyCommunity 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