



NOTTINGHAMSHIRE HISTORIC CHURCHES TRUST

(Registered Charity Number 1171623)

SPONSORED RIDE AND STRIDE

Saturday 8th September 2018

10am - 6pm

NOTES FOR PARTICIPATING CHURCHES

Firstly, **thank you** for taking part in the sponsored Ride and Stride, by opening your church or chapel and/or encouraging striders and riders to take part. The Trust is very appreciative of all the help which goes into making this event a success. We hope that above all the day will be enjoyable for all those taking part, whether riding, striding or welcoming in the churches and chapels and that the share, which your place of worship may receive, will be well worthwhile.

THE NOTTINGHAMSHIRE HISTORIC CHURCHES TRUST was founded in 1986 and makes grants to churches and chapels of all Christian denominations for essential restoration and repairs. The grants offered by the Trust are crucial in encouraging people to raise the often daunting sums of money required. A large part of the Trust's income comes from the proceeds of the sponsored Ride and Stride. Similar trusts exist in most other counties in England, and some 30 of these will be holding their sponsored events on the same day this year. Nationally, the Ride and Stride raises well over one million pounds a year for the churches, chapels and the Historic Churches Trust.

HOW THE SPONSORED RIDE AND STRIDE WORKS Riders, striders, wheelchair users, car riders and recorders are invited to seek sponsors – riders and striders for the number of churches and chapels visited and recorders for the number of visitors whilst on duty or the number of hours on duty. The money raised by each participant is shared equally between the place of worship nominated by the riders/striders/recorders and the Trust. In Nottinghamshire places of worship of all Christian denominations will be open or have a register available on the day, remember that open churches and chapels in neighbouring counties can also be visited. Riders and striders plan their own route, using the list of participating churches and chapels provided. Only the places on the list should be visited and a list of those open in neighbouring counties can be requested by ringing the number overleaf.

Enclosed with this pack you should have received depending on your request:

Church pack

- Area based list of participating churches
- Just Giving Leaflet – How to raise funds online
- A4 publicity poster to display on church notice boards
- Arrows
- Welcome poster
- Register of Visitors
- Remittance form



Sponsored riders and striders

- Sponsor forms,

- Instruction & safety leaflet
- Area based list of participating churches
- Competition details
- JustGiving Leaflet – How to raise funds online

For further supplies or other county lists call or download from our website

BEFORE THE DAY

1. Please publicise the event in your parish magazine or local newspaper and display the poster. Please ask if you would like more posters.
2. Distribute the sponsorship forms to people who might like to take part, together with the list of churches and chapels open. Your local youth organisation may be interested but remember to tell them about the event before the summer holidays if possible. Make sure that all participants know what to do with their sponsorship money. It may be to your advantage if they return all monies to their own organiser, so you have a central remittance, which will maximise the final total that your church will receive half of.
3. Encourage the striding aspect of the day. This is particularly important in places. Wheelchair users are also eligible to take part in the event.
4. If possible, arrange a rota of stewards who will be on duty during the day to sign in visitors. Light refreshments are always welcome to all riders and striders and some churches and chapels leave a jug of water or squash with a few glasses close to the register! Alternatively, use the day to arrange an "autumn clean" or perhaps to do a little gardening in the churchyard. Many places now arrange a coffee morning, lunches or other special events to coincide with the Ride and Stride day and this helps increase your funds as well.
5. Encourage participants to raise funds electronically through **JustGiving**. Riders and striders can now create or use their own **JustGiving** registration to request electronic donations to the Ride and Stride. We would be grateful if you could encourage participants to exploit this option which is known to boost the funds raised. A leaflet, giving details as to how to do this, is enclosed with each set of sponsorship forms and materials and further guidance can be found on our website www.nottshistoricchurchtrust.org.uk.
6. Encourage participants to follow us on Facebook at " Nottinghamshire Sponsored Ride and Stride" and also to **send us pictures from their Ride and Stride day** which we can share with other participants.

ON THE DAY

1. Please display the large "**WELCOME**" sign and place the arrows provided at suitable locations.
2. Please try and open at the time stated on your reply, if unsure check the List of Participating Churches and Chapels.
3. Ask the stewards to sign the sponsorship forms of all riders and striders and to ask the participants to sign the Register for Visitors.
4. If you are unable to staff the church or chapel all day, please leave the register in a prominent position with a pen. Should the church or chapel be closed, please put the register in the porch or near the door. If a wedding is taking place, please indicate this clearly and move the register.
5. If you can, please provide soft drinks or water for the visitors. Biscuits are always very welcome and detours have been made in the past once the location of biscuits is known! These are usually offered free of charge.

AFTER THE DAY

1. All participants should collect their own sponsorship money.
2. The money should be given to their local church organiser as soon as possible after the event.
3. **Church representatives should return the Register of Visitors regardless of the fact whether they have raised any proceeds towards the funds of the event-even if it a Nil return..**
4. The 50% due back to the church or chapel will be sent out in early December by bank transfer. Please enter your church's bank details on the Remittance Form if they are not already entered.

THANK YOU FOR TAKING PART
WE HOPE YOU ENJOY THE DAY!

**the Ride+Stride Administrator, Margaret Lowe, 1 Gayhurst Green, Old Basford,
 Nottingham, NG6 0LZ Tel No. 07757 800919 Email
margaret.lowe@nottshistoricchurchtrust.org.uk Charity Number 1171623**