

RUTLAND HISTORIC CHURCHES PRESERVATION TRUST

RUTLAND RIDE AND STRIDE. SATURDAY 9TH SEPTEMBER 2017

BRIEF FOR CHURCH ORGANISERS

Firstly, the RHCPT Trustees would like to thank you for undertaking the task of Church Organiser and we would be grateful if you could also pass on our thanks to all the Participants and Church Recorders that you recruit.

As you already know, the object of our “Ride and Stride” event is to raise money for the repair and maintenance of Rutland churches and chapels, all of which we hope will be open on the day of the event, Saturday 9th September. The money so raised will go to the RHCPT but the Trust may grant up to half of this to the specific churches nominated by each participant.

We only do this every two years. We hope, therefore, that you will publicise and promote the event as much as possible in your locality and encourage as many cyclists, walkers and other participants to take part. Every additional motivated participant means more money will be received to protect our heritage. At the same time, it is a pleasurable and very social day out in the Rutland countryside.

We have updated our trust’s website www.rhcpt.co.uk and it contains full details. We also have a dedicated event website www.RutlandRideAndStride.org.uk. We are still relying upon church organisers to distribute the briefing notes and sponsorship forms needed by all participants but for the first time these are also available on our website. This will benefit participants who hear about Ride + Stride but are unknown to their local organisers.

The notes below provide full details to help you prepare for Ride and Stride. As the Special Trustee organising your group of parishes, I will of course provide any further information if you need it and my contact details are:

HOW TO PREPARE FOR THE 2017 “RIDE AND STRIDE”

1. ON RECEIPT OF THIS LETTER:

1. As soon as possible, gain the support of your own Chapel or Church PCC and ensure that your Church will be open Saturday 9th September from 10.00am to 6.00pm. Then put together a rota of Recorders who will greet and sign participants’ Sponsor Forms as they arrive. If there is a wedding or other event already planned for that day please set up an alternative site nearby to receive participants.

2. Please try to get cyclists, walkers and recorders interested and committed to the event as far in advance as possible as people's diaries get busy. Please spread the word about Ride and Stride outside your church community. It is a local event to support historic buildings which are of great importance to many more people than those who actively worship there. Think of village friends, cycle groups, WI members, youth clubs, etc.
3. As mentioned in my letter, we have modernised the process for distributing all the briefing notes and sponsorship forms for participants. In the past we had to guess what you needed so we probably sent you far too many bits of paper. This year, we have sent you with our covering e-mail letter attachments for all the briefing notes and sponsorship forms and ask that you print off what you require in your parish. If you cannot do this easily please contact me as your district co-ordinator and I will supply what you need. Before giving out sponsorship forms, do please add your name and address to these so that participants are clear to whom they should return the forms after the event.
4. You will need some advertising material which we will produce centrally and mail to you in mid-June. This will consist, firstly, of the familiar yellow Ride and Stride posters to which you should please **add your own name and phone number** so that people know who to contact. Please display these in your church porch, and the village hall, clubs and local shops. It would also be very helpful if you could arrange for the poster or other publicity to appear in your Parish Magazine or Newsletter and/or on the Village Website if you have one. Best of all would be to repeat this regularly over the coming months.
5. At the same time we will also send to you information leaflets for people to take home and read. Please place these where you think people will notice them in churches, clubs, shops and other frequented places. If you need more of these, and are unable to photocopy them yourself then please ask me, your district co-ordinator, for more.
6. Do encourage people to look at our website which is www.RutlandRideAndStride.org.uk as this contains information on all the different categories. However, it is best that you supply the sponsorship forms so that participants know to whom to return their sponsorship monies. The categories are the same as in 2015, i.e. recording, cycling, walking, not so mobile, and Starburster teams. These latter were new in 2015 and their challenge is to divide up and follow complimentary routes so that every one of our 64 churches is visited by at least one member of the team.
7. If possible, encourage people to use JustGiving to collect sponsorship. It is a much simpler process for all involved and GiftAid is automatically collected. We have a centralised website www.JustGiving.com/rhcpt which is available for everybody to use.
8. Where participants collect sponsorship in the more traditional manner, do encourage anybody donating by cheque to consider signing the GiftAid declaration on the form because this is worth another 25% to us. This requires that sponsors provide their name address and postcode and tick the GiftAid box on the form they sign. This does not apply to cash donations.
9. Stickers seem to fall off so this year nationally they have been discontinued.

2. ON THE DAY (9 September):

REFRESHMENTS & SOCIAL AMENITIES: In 2015, **soft drinks** were offered free of charge at most Churches and were gratefully received by thirsty cyclists and walkers. We do hope that this will again be possible. **Biscuits** are a real bonus!

Equally important is providing for those who may need a lavatory. In some villages, church halls are adjacent to the Church and in such cases this might prove to be a more convenient venue not only for the cyclists and walkers but also for Recorders and those dispensing refreshments.

SIGNPOSTING: We do get complaints that some places of worship are difficult to find, so it would be helpful if you could devise some sort of simple signposting to help cyclists and walkers if you know that your church is difficult to find.

2. POST EVENT:

Please encourage all Participants and Recorders to collect cash sponsor money from their sponsors as soon as possible so that you have the cash no later than 12th October 2017. After checking that the money tallies with the amount shown on the sponsor form, please send the forms and the SPONSORSHIP MONEY (other than that raised online) to me, your District Co-ordinator.

For those people who have raised sponsorship through the internet, the money is collected by the Just Giving organisation although it would be useful if they could send you their participant forms signed by the churches they visited.

Many people are happy to journey from church to church at a sedate pace. Others take the event as a challenge to visit as many churches as possible, and for the best cyclists and walkers there are prizes as follows:

CYCLISTS: the DAVENPORT-HANDLEY CUP: for the cyclist visiting the greatest number of churches in Rutland.

SCROLLS: presented to any cyclist visiting 35 or more churches on the day. Similarly for walkers who get to 15 or more churches.

WALKERS: Barnsdale Lodge have also kindly offered a prize to the most outstanding achievement by a walker. This could be the largest amount of sponsorship raised, the greatest number of churches visited, or some novel aspect.