

## AGENDA ANNOUNCED FOR THE GENEROSITY AND THANKFULNESS CONFERENCE

An exciting list of speakers, workshops leaders, and exhibitors has been confirmed for the 'Generosity and Thankfulness: Inspiring and equipping our churches' online conference on Saturday 24th September between 10 a.m. and 4 p.m..

The Ven Karen Lund, Archdeacon of Manchester, said: "This conference aims to inspire the development of generosity and thankfulness as part of the mission of every church across our diverse diocese. We trust in God that our vision and mission are like 'trees planted by streams of water, which yield their fruit in its season, and their leaves do not wither' (Psalm 1:3). Therefore, as we encourage others to share in our generosity and thankfulness activities, this should be done in a way which is confident and clear".

Please use this valuable opportunity to register your own attendance and workshop choices, and extend this invitation to your PCC and congregation, and encourage them to join you. There are plenty of spaces available and we hope that we can welcome clergy and lay representatives from every church.

### Speakers

The confirmed keynote speakers are The Rt Revd Mark Davies, Bishop of Middleton; Paul Bailey, Diocesan Giving Advisor; Jonathan de Bernhardt Wood, National Advisor for Giving and Income Generation; and The Very Revd Rogers Govender, Dean of Manchester. Archdeacon Karen will provide the closing remarks and prayer.

### Workshops

A total of 22 workshops will be delivered by a variety of organisation from across the Church of England and elsewhere, including: the National Church's giving and environment teams, CCLA, Data Developments, easyfundraising, Plunkett Foundation, Ecclesiastical, Benefact Trust, National Churches Trust, Open4Community, Diocese of Hereford, Beyond Giving, The Church in Wales, and Diocese of Manchester. Details about each workshop on pages 2 and 3.

### Exhibitors

Online exhibition booths will be available to visit from a variety of a organisations, including church equipment providers who will be offering discounts. The following will be in attendance: Association of Church Accountants and Treasurers, CCLA, Church of England Environment Programme, Data Developments, Diocese of Manchester - generosity and thankfulness, Dyffryn Clywd Mission Area, easyfundraising, Ecclesiastical, Envelope Systems, Manchester Cathedral, National Churches Trust, Open4Community, Parish Buying, Beyond Giving, and Seccom Group.

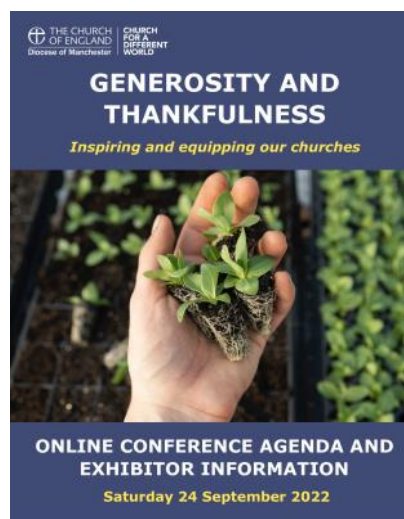
### Sponsors

We are thankful that a number of sponsors have agree to financially support the conference and they include: [Beyond Giving](#), [CCLA](#), [Data Developments](#), [Ecclesiastical](#), and [Seccom Group](#).

### Registration process

Please register now for your free place online at [https://whova.com/portal/registration/domgc\\_202209](https://whova.com/portal/registration/domgc_202209). Please make sure you include the details of your church and the deanery it is part of, and you have chosen your two morning and two afternoon workshops.

Further details on registrations and the Whova site on pages 4 and 5.



# CONFERENCE AGENDA

**10.00**

## **WELCOME**

Helen Platts, Chief Operating Officer and Diocesan Secretary, The Diocese of Manchester

**10.05**

## **PLEASE JOIN US IN OUR DIOCESAN GENEROSITY PRAYER**

Revd Ian Bullock, Incumbent, Benefice of Littleborough

**10.10**

## **A QUICK OUTLINE OF TODAY'S CONFERENCE AND THE WHOVA SITE**

Paul Bailey, Diocesan Giving Advisor, The Diocese of Manchester

**10.15**

## **WHY OUR CLERGY AND LAY LEADERS NEED TO PREACH ABOUT GENEROSITY AND THANKFULNESS**

The Rt Revd Mark Davies, Bishop of Middleton

**10.35**

## **GENEROSITY AND THANKFULNESS AT YOUR CHURCH: SELF ASSESSMENT TOOLKIT**

Paul Bailey, Diocesan Giving Advisor, The Diocese of Manchester

**10.55**

## **HOW THE CHURCH OF ENGLAND IS SUPPORTING OUR CHURCHES AND DIOCESES**

Jonathan de Bernhardt Wood or Eleanor Stead

National Advisor/Deputy National Advisor for Giving and Income Generation, National Church Institutions of The Church of England

**11.15**

## **TEA AND COFFEE**

**11.30**

## **MORNING WORKSHOPS**

Each session lasts for 40 minutes. Your first workshop choice starts at 11.30 and ends at 12.10. Then, you'll move to your second workshop choices at 12.20, and they will end at 13.00.

### **1. Preaching on generosity and thankfulness**

Revd Trevor Marshall, National Giving Ministry Advisor, National Church Institutions of The Church of England, and Revd Ian Bullock, Incumbent, Benefice of Littleborough

### **2. Increasing legacy giving**

A member of the Church of England giving team

### **3. Using My Giving Online and My Fund Accounting Online within your church, parish or mission community**

Stephen Hendy, Managing Director, Data Developments

### **4. Writing a generosity and thankfulness strategy/Mission Action Plan for your church**

Revd Andy Salmon, Incumbent, Sacred Trinity, Salford

### **5. Meet the funder - Benefact Trust**

Chloe Ewen, Grants Officer, Benefact Trust

### **6. Online donations and giving devices at your church**

A member of the Church of England giving team

### **7. Using the Open4Community website to identify potential funders**

Matt Godfrey, Account Manager, Grants UK, Open4Community

### **8. Good stewardship of cash and investments, including legacies**

Heather Lamont, Director, Client Investments, CCLA

### **9. Increasing giving annually using the Regular Giving Initiative (RGI)**

Paul Bailey, Diocesan Giving Advisor, The Diocese of Manchester

### **10. Meet the funder - Plunkett Foundation**

Susie Middleton, Project Manager, Plunkett Foundation

### **11. An introduction to green fundraising for churches**

Catherine Ross, Open and Sustainable Churches Officer, National Church Institutions of The Church of England, and Matthew Barber-Rowell, Transformation Support Officer, The Diocese of Manchester

**13.00**

## **LUNCH**

Please visit our digital exhibition hall. You'll be able to watch promotional videos, download leaflets, and email or message the exhibitor of your choice. You can ask any questions or queries you may have, and find out if your church could benefit from the organisation's products or services.

13.45

## AFTERNOON WORKSHOPS

Each session lasts for 40 minutes. Your first workshop choice starts at 13.45 and ends at 14.25. Then, you'll move to your second workshop choices at 14.35, and they will end at 15.15.

### 1. Using the Church of England Generosity Learning Hub

A member of the Church of England giving team

### 2. What can we claim Gift Aid and GASDS on? HMRC approved guidance for churches

Stephen Hendy, Managing Director, Data Developments

### 3. Planning a development project at your church

Wendy Coombey, Community Partnership and Funding Officer, Diocese of Hereford

### 4. Keeping your church building open to encourage visitors and tourists

Heather Ford, Church Insurance Consultant, Ecclesiastical, and Sarah Crossland, Engagement Manager, National Churches Trust

### 5. easyfundraising - shopping online and donate now buttons to raise money for churches

Roisin Lyons, Partnerships Manager, easyfundraising

### 6. Organising a Generosity Week at your church

A member of the Church of England giving team

### 7. How to organise a successful fundraising event post pandemic

David Lynch, Founder and Director, Beyond Giving

### 8. Llanbedr's Discovery of Nature for Mission

Tad Huw Bryant, Mission Area Leader of Dyffryn Clwyd, The Church in Wales

### 9. The responsibilities of Parochial Church Council members for giving and fundraising

Paul Bailey, Diocesan Giving Advisor, The Diocese of Manchester

### 10. Communicating generosity and thankfulness inside and outside of your church building

James Newman, Digital Communications Officers, Communications Team, The Diocese of Manchester

## 11. Using the Ecclesiastical Church Fundraising Hub

Catherine Cooper, Fundraising Coordinator, Ecclesiastical

15.15

### TEA AND COFFEE

15.30

### OH GIVE THANKS TO THE LORD; CALL UPON HIS NAME; MAKE KNOWN HIS DEEDS AMONG THE PEOPLES!

The Very Revd Rogers Govender, Dean of Manchester

15.50

### CONCLUDING REMARKS AND CLOSING PRAYER

The Ven Karen Lund, Archdeacon of Manchester



The Rt Revd Mark Davies, Bishop of Middleton



The Very Revd Rogers Govender, Dean of Manchester



Revd Trevor Marshall, National Giving Ministry Advisor



Chloe Ewen, Grants Officer, Benefact Trust



Sarah Crossland, Engagement Manager, National Churches Trust



Susie Middleton, Project Manager, Plunkett Foundation

# REGISTRATION STEP-BY-STEP GUIDE

## Step 1

Please visit [this page using the internet browser on your computer, tablet or mobile phone](#). Each person will need to register individually.

### Attendee Registration

#### Select tickets and quantity

Ticket	Price	Quantity
Admission to conference and workshops	FREE	<input type="text" value="1"/>

Sales end on September 10, 2022 at 12:00 PM BST

498 tickets left

Please make sure you choose your morning and afternoon workshop sessions

## Step 2

Enter your first name, last name and email address. Some of these details will be copied across into the ticket information section:

### Attendee Information

Please fill out the registration form below. It'll only take a few minutes to complete.

#### Fill out your information

Fill out some information about yourself. The confirmation email will be sent to your email.

Name \*

First Name Last Name

Email \*

Email

Confirm Email \*

Email

In the affiliation section, enter the name of your church.

### Ticket Information 1: Admission to conference and workshops

Fill out information for each ticket that was added in the previous step. Make sure names and emails are matched accordingly.

Prefix \*

Prefix (e.g. Ms., Miss, Mrs., Mr., Dr.)

Registrant Name \*

First Name Last Name

Email \*

Email

Job Title \*

Job Title

Affiliation (Company, Association, University, etc) \*

Affiliation (Company, Association, University, etc)

Location \*

Location

## Step 3

From the list of deanery areas, please pick the one where your church is located:

Manchester Diocese only - Your church is part of which deanery?

Bolton

Bury and Rossendale

Manchester North and East

Manchester South and Stralford

Oldham and Ashton

Rochdale

Salford and Leigh

## Step 4

Please choose your morning and afternoon workshops. Only two in each section. If you change your mind you can do so at a later date once the full Whova becomes live at the beginning of September:

Please choose the two morning workshops you'd like to attend from the list below: \*

Each session lasts for 40 minutes. Your first workshop choice starts at 11:30 and ends at 12:10. Then, you'll move to your second workshop choices at 12:20, and they will end at 13:00.

Proaching on generosity and thankfulness

Increasing legacy giving

Using My Giving Online and My Fund Accounting Online within your church, parish or mission community

Writing a generosity and thankfulness strategy/Mission Action Plan for your church

Meet the funder - Benefact Trust

Online donations and giving devices at your church

Using the Open4Community website to identify potential funders

Good stewardship of cash and investments, including legacies

Increasing giving annually using the Regular Giving Initiative (RGI)

Meet the funder - Plunkett Foundation

An introduction to green fundraising for churches

Please choose the two afternoon workshops you'd like to attend from the list below: \*

Each session lasts for 40 minutes. Your first workshop choice starts at 13:45 and ends at 14:25. Then, you'll move to your second workshop choices at 14:35, and they will end at 15:15.

Using the Church of England Generosity Learning Hub

What can we claim Gift Aid and GASDS on? HMRC approved guidance for churches

Planning a development project at your church

Keeping your church building open to encourage visitors and tourists

easyfundraising - shopping online and donate now buttons to raise money for churches

Organising a Generosity Week at your church

How to organise a successful fundraising event post pandemic

Uanbedi's Discovery of Nature for Mission

The responsibilities of Parochial Church Council members for giving and fundraising

Communicating generosity and thankfulness inside and outside of your church building

Using the Ecclesiastical Church Fundraising Hub

## Step 5

In Whova you'll be able to create your own user profile. If you say yes, you'll be able to interact with other attendees, speakers and exhibitors.

Do you want to see the list of other attendees and their profiles on the official event app? \*

Yes

No

[Back](#) [Next](#)

# USING THE WHOVA SITE

## What is Whova?

Whova is a website and phone/tablet app that is used by event organisers for online, hybrid and face-to-face events.

For attendees attending an online event like the conference, they use the Whova site to attend the keynote addresses and workshops.

## What happens once you have registered and chosen your workshops?

The conference's web and app sites will become publicly available on Friday 26th August. This means you will have four weeks before the event to explore the conference site. At this stage you will be invited to complete your personal profile, which means you can network with other attendees, including exhibitors and speakers. To do this, please remember the email address you used when you completed the registration process.

## When can I access the Whova website and app?

The conference's web and app sites will be published online on Friday 26th August. This means attendees will have four weeks to explore the site and to start networking. The app is available from the [Google](#) and [Apple](#) stores.

Please remember the email address you used when you completed the registration process. You'll use this to log into the conference via the Whova website or app, and you'll need to set up a password as part of this process.

Further details on how to do this will be announced

at the end of August. You'll be sent an email message explaining what to do next.

## Is there a guide on how to use Whova for the conference attendees?

Yes, there is a user guide on the Whova website at <https://whova.com/pages/whova-app-user-guide>

The diocese is also working on its own simplified guidance linked to conference and its content.

## Can I attend the conference to just attend the speeches and workshops?

Yes, you can attend the conference and watch the keynote addresses and workshops only using the Whova website or app.

## How long can I access Whova after the conference?

One of the great benefits of using Whova to host our conference is the web and app sites will be available to our churches for three months after the event. This includes the ability to watch recordings of the workshops you couldn't attend on Saturday 24th September (and via YouTube as well). The speakers' slides and other materials will still be downloadable too.

The screenshot shows the Whova website interface for the 'Diocese of Manchester generosity and thankfulness conference' on Sep 24, 2022. The page features a navigation menu on the left with options like Home, Agenda, Attendees (6), Community (3), Messages (15), Photos, Exhibitors & Sponsors, Leaderboard, and Resources. The main content area displays a large image of a hand holding a small green plant, with text below it: 'The Diocese of Manchester would like to extend a warm invitation to our second giving conference called "Generosity and Thankfulness: Inspiring and equipping our churches." This event is also available on the Whova Mobile App: [Download Link](#). You can interact with others on your phone in the app more conveniently wherever you go.' Below this is a 'Sponsors' section with logos for Beyond Giving, CCLA, and Data Development. On the right, there is an 'Activity Feed' with several messages, each with a 'View 1 message' link. The top right corner shows the user profile 'Paul Bailey' and the 'Sponsor level Main' dropdown menu.

The generosity and thankfulness conference will look similar to the draft Whova website shown above.

# UPCOMING TRAINING DATES

Here are our confirmed training dates up to the end of 2022. You can reserve your places to attend the following courses by clicking on the hyperlinks in each section.

- **GENEROSITY AND THANKFULNESS AT YOUR CHURCH: SELF-ASSESSMENT TOOLKIT**



An opportunity to utilise the themes of the diocese's giving strategy to complete a self-assessment toolkit focusing on generosity and thankfulness at your church.

These online sessions will train facilitators to lead this process, which will enable your church to evaluate how it deals with generosity and thankfulness, what it would like to improve, and agree its future goals. It is a fully resourced toolkit to ensure it supports individuals who will be facilitating these discussions at each church, and will include guidance on how to run these sessions via online or face-to-face meetings. Hosted by Paul Bailey, Diocesan Giving Advisor.

The following dates are available:

[7 p.m. on Thursday 29th September](#)

[2 p.m. on Tuesday 29th November](#)

- **HOW TO WRITE A SUCCESSFUL APPLICATION FOR EXTERNAL FUNDING**



This webinar will outline how your church can write applications for consideration by external funders, including organisations such as charitable trusts and foundations.

It will include the preparatory work required to gather the necessary information before the writing process can start. Hints and tips will also be shared to enable your church to draft and

submit funding proposals the recipient organisations will be interested in supporting.

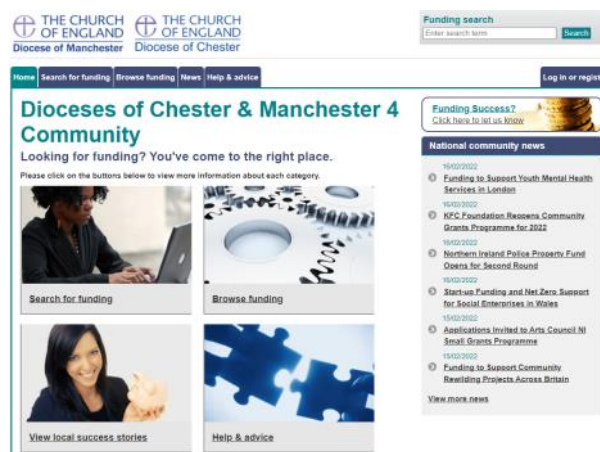
The training will be delivered by Revd Paul Monk, Incumbent, Benefice of Clarksfield and Waterhead, and Heather Ford, Church Insurance Consultant, Ecclesiastical.

The following funding dates are available:

[2 p.m. on Tuesday 20th September](#)

[7 p.m. on Thursday 24th November](#)

- **OPEN4COMMUNITY: HOW TO IDENTIFY NEW SOURCES OF FUNDING**



Open4Community, provided by Idox, is an external funding search facility which is free for parishes in the Diocese of Manchester to use. It is an excellent tool and all parishes are encouraged to register and use it on a regular basis to gain the maximum benefit.

This webinar will explain how to: register to use Open4Community; search for potential funders and find out more about them; utilise the other tools provided; and set up regular email updates on potential funding sources.

Attendees will also have the opportunity to arrange a one-to-one consultation with Matt Godfrey from Idox. During a Zoom or Teams meeting, Matt will provide guidance on how to use the site's search function to identify potential sources of funding to support your church's mission and ministry in its local community.

The following dates are available:

[7 p.m. on Thursday 8th September](#)

[2 p.m. on Tuesday 15th November](#)

- **HOW TO RUN A GENEROSITY WEEK AT YOUR CHURCH**



Hosted by Joanne Christie, Diocesan Giving Advisor from Newcastle diocese, and Revd Trevor Marshall, National Giving Ministry Advisor. It takes place on 26th July at 12 p.m. and is a great chance to hear everything you could ever possibly want to know about promoting Generosity Week in your church.

If you'd like to find out more about Generosity Week [please visit this website](#).

The training takes place on:

[12 p.m. on Tuesday 26th July](#)

- **GENEROSITY AND THANKFULNESS COFFEE MORNINGS**



We'd like to invite you to attend our upcoming social events focusing on Generosity and Thankfulness in our churches. What better way to do this than the longstanding church tradition of a coffee morning!

Initially these events will take place online, but as the pandemic starts to ease we'll try to do these face-to-face later this year. They'll take place for around thirty minutes up to an hour, but if you can only drop in for a few minutes that will be fine as well.

The sessions could be used as a question and answer session, but more in-depth topics could also be covered. They'll take place on the following dates between 10.30 a.m. and 11.30 a.m., and we'd love to see you there. You can book your place using the hyperlinks below, and if they change to a face-to-face gathering we'll let

you know:

[Friday 9th September](#)

[Wednesday 9th November](#)

- **GENEROSITY AND THANKFULNESS CONFERENCE**

Taking place online on Saturday 24th September between 10 a.m. and 4 p.m. Please register online for your free places at:

[https://whova.com/portal/registration/domgc\\_202209](https://whova.com/portal/registration/domgc_202209)

Please make sure you include the details of your church and the deanery it is part of, and you have chosen your two morning and two afternoon workshops.



- **TREASURER AND GIFT AID SECRETARY TRAINING**



Data Developments regularly hold training sessions for the volunteers who provide these vitally important roles at their churches. This autumn's training dates have just been announced and they are taking place on the following dates:

**Treasurer**

Part 1 - [5 p.m. on Thursday 29th September](#)

Part 2 - [5 p.m. on Thursday 6th October](#)

Part 3 - [5 p.m. on Thursday 13th October](#)

Part 4 - [5 p.m. on Thursday 20th October](#)

**Gift Aid Secretary**

Part 1 - [1 p.m. on Wednesday 28th September](#)

Part 2 - [1 p.m. on Wednesday 5th October](#)

Part 3 - [1 p.m. on Wednesday 12th October](#)

When you visit the above hyperlinks you'll find a short description outlining the content of each course. If the times or dates of the courses don't work for you please register anyway, as Data Developments will email you a link of the recording which you can watch at a later date.

# WE'RE RELOCATING TO BURY



In early 2023, the Generosity and Thankfulness team will be relocating to St John's House in Bury (pictured left), and we wanted to give you early notice about this.

Staff from Diocesan Board of Finance, Diocesan Board of Education, Greater Together Manchester, Mothers' Union, and Diocesan Registry will also be relocating.

The new offices are located at the rear of The Rock shopping centre. There is a surface car park nearby called Paradise Mill, plus other shoppers' car parks are close by. If you are travelling to the offices by bus or tram, Bury transport interchange is around a 15 minute walk away

A copy of a Google map showing Bury town centre is shown on the left. The location of St John's House is shown in red in the centre. You can also follow this link if you wish to look at it in greater detail <https://goo.gl/maps/B1wxAvC7WEwWbeHG6>



## EASYFUNDRAISING SUMMER UPDATE

As people start to plan their summer with friends and family; their church could be earning free funding from their BBQs, trips to the seaside, UK breaks, holidays abroad, tickets for theme parks and concerts, picnics in the park, and much more.

Register with easyfundraising, and every online purchase your supporters make this summer and beyond will translate into free funding. Your church will benefit from their increased spending too so why not join the summer of fun and get started now? <http://efraising.org/AmRy5CzDzs>



## DATA DEVELOPMENTS' NEW FACEBOOK GROUP



### Treasurer Support Group

Private group · 174 members

Data Developments have created a new 'Treasurer Support Group' in Facebook. It is open to anyone and you can join it here [www.facebook.com/groups/treasurersupport](http://www.facebook.com/groups/treasurersupport)

The aim of this group is to help and support new and existing treasurers, through positive help and practical support. At some point we were all new to church and charity accounting and so no question is too small or too simple to ask.



## WELCOME, JESSICA

Jessica Carden (pictured right), our new Administrative Assistant, joined the Gift Aid Lite team in May this year. Hopefully, she will have already communicated with you via phone or email, but, if not, she will hopefully do so in the near future.

"Hi, I'm Jessica. My working background has mainly been within admin and finance, having worked in the financial services industry for the past eight years. I'm really looking forward to getting to know everyone, so please do say hi.

I live in Heywood with my 11 year old chihuahua, Carlos. My spare time is mostly spent with him, my partner Iain and his three children. I also like to crochet and enjoy getting creative with arts and crafts whenever I get the chance."



## AU REVOIR, SUE

After a couple of previous attempts, Sue Lomas (pictured right) finally managed to retire from the Gift Aid Lite team at the end of June.

Sue has served the diocese in various roles since 1992. She worked as Accounts Assistant in Finance for over 20 years. Sue left the diocese briefly, but returned to work as Administrative Assistant in Education. She worked again with the Finance team before her last post as Gift Aid Administrative Assistant from 2020 until June 2022.

We thank Sue very much for her dedication and commitment to the diocese, and our team. She has been a much-valued team member and a kind and gentle presence. We all wish her well.

Sue will continue to undertake work for the Council for Social Aid for the next few months.



## A REMINDER ABOUT GASDS INPUTTING

Please can you fully complete your inputting, to meet HMRC audit requirements, when entering your GASDS eligible donations from individual donors in My Giving Online.

Multi-week GASDS eligible donations from numbered envelopes can be claimed, even if this takes the donation amount above £30. However, you must enter the following information in the comments section of each donation:

- Number of envelopes
- Date range of the donations

If your inputting doesn't include this information it will delay the processing of your claim. This is because we will contact you via phone or email to ask whether it is a genuine GASDS eligible donation.

Donations over the £30 GASDS limit should still be inputted, but please do not tick the GASDS eligible box.

# UPDATES FROM THE GENEROSITY AND THANKFULNESS TEAM

- **FIT AND PROPER PERSONS DECLARATIONS**

Please make sure your new PCC members have completed a fit and proper persons declaration if there are any changes following your upcoming Annual Parochial Church Meetings (APCMs). This enables your church to check whether they are eligible to serve as charity trustees. For further details, and a downloadable template declaration, please visit the [Parish Resources website](#). Gift Aid Secretaries, even when not PCC members, are also required to complete a fit and proper persons declaration.

- **ANNUAL THANK YOU LETTERS**

A template thank you letter has been developed in partnership with a couple of our churches. If you would like to send a copy, please get in touch.

This can be used to mail merge your own letters. If you are using My Giving Online, you can produce the letters using the software. This is outlined in user guide GAL19.

- **CLAIMING DATES**

Please can we encourage Gift Aid Secretaries and Treasurers to use month or quarter end dates when submitting their claims. Increasingly, we

are seeing claims with mid-month dates being used, which makes the required reconciliation processes more difficult.

The quarter end dates are: 5th April, 30th June, 30th September, and 31st December.

- **MONTHLY CLAIMING**

If your church is a Gift Aid Lite member and inputting your giving directly into My Giving Online, have you considered claiming monthly instead of quarterly?

Monthly claiming has many benefits - it improves cash flow, makes it easier to reconcile your claim figures against those held by your treasurer, and reduces the amount of work you need to do at the quarter end dates.

If you are interested please get in touch with us.



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**Gift Aid and Giving Support Officer**

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**Administrative Assistant**

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**Please don't forget to follow us on social media or join our Facebook group:**



@manchesterdiocesegiftaidlite



@giftaidlite



@mancdiocese\_giftaidlite



www.facebook.com/groups/diocesefofmanchestergiving/



www.youtube.com/channel/UCVb\_xE3rvBZ\_jIYZX6IWxHA