

# How to Personalise Your Giving Campaign Leaflets: Step by Step Guide

This guide highlights sections on the Giving Campaign Leaflet templates that should be updated to reflect your church. You are also free to edit or remove any other text to ensure the leaflets accurately represent your church's unique context.

#### Week 1

### **FRONT** (from left to right)

Page 1 – Add information relevant to your church in the 'What is happening at our church?' section.

Page 2 – On the 'How to respond' page, in the second paragraph, add the location, date and time of your church's thanksgiving service.

Page 3 – Add a photo to the top of the page and your church's name at the bottom.

## **BACK** (from left to right)

Page 1 – Add a photo to the top of the page, and add your church's name and relevant expenditure figures.

Page 2 – Add a photo to the top of the page, and add your church's name and relevant income figures.

Page 3 – No changes needed on the Parish Share page.

#### Week 2

## **FRONT** (from left to right)

Page 1– On the 'Your Vision' page, update the wording to reflect the aims/vision that are specific to your church, and add a photo to the bottom of the page.

Page 2 – Add a photo to the bottom of the page.

Page 3 – Add a photo to the top of the page and your church's name at the bottom.

## **BACK** (from left to right)

- Page 1 Add a photo to the top of the page.
- Page 2 Add a photo to the top of the page.
- Page 3 Add a photo to the top of the page.

#### Week 3

## **FRONT** (from left to right)

Page 1 – Add a photo to the top of the page and include your church's name in the first paragraph, then list the groups or activities people can get involved in at your church. This is a great opportunity to highlight areas where additional volunteers would be helpful, such as the coffee rota, flower arranging, etc. Add relevant contact information in the final paragraph.

- Page 2 No changes.
- Page 3 Add a photo to the top of the page and your church's name at the bottom.

## **BACK** (from left to right)

- Page 1 Add or remove any points from the list to reflect your church's context.
- Page 2 Add a photo to the top of the page.
- Page 3 Add a photo to the top of the page.

#### Week 4

## **FRONT** (from left to right)

- Page 1 Add your church's name to the second and final paragraphs.
- Page 2 Add your church's account details to the top section.
- Page 3 Add a photo to the top of the page, the service date and church name in the middle section, and your church's name at the bottom of the page.

# **BACK** (from left to right)

Page 1 – Add or remove any points from the list to reflect your church's context.

Page 2 – Add image.

Page 3 – Insert church name at the end of the page.

If you require any further assistance, please email <a href="mailto:comms@manchester.anglican.org">comms@manchester.anglican.org</a>