



Sussex Historic Churches Trust

Diocesan Church House, 211 New Church Road, Hove BN3 4ED

Registered Charity No 282159

(Please do not send event correspondence to this address)

website: www.sussexhistoricchurchestrust.org.uk

BRIEF FOR LOCAL ORGANISERS

Annual sponsored Ride & Stride event
Saturday 8th September 2018, 9am – 5pm

Welcome

Thank you for agreeing to be, or to continue as local organiser. There are 500 or more of you. It is through your work that the event is made possible, and the Sussex churches of all Christian denominations benefit so much.

A reminder

ANY church or chapel, if it wishes to do so, may join in, and will be listed on BR3. ANY rider or walker can ride or walk where they choose, and may start and finish at any church, visiting as many or as few as they like, in any participating county. Other than by bicycle the only accepted alternative is on foot, wheel-chair or horse.

Helpline

If in any difficulty, please contact your area organiser, or if necessary the divisional organisers.

For Arundel & Littlehampton; Bognor & Pagham; Chichester; Horsham; Midhurst; Petworth; Storrington; Westbourne and Worthing Areas:

**John Andre,
Dene House,
Woolbeding, Midhurst
GU29 0DB**

Tel: (01730) 816670

For Brighton; Cuckfield; Crawley; East Grinstead; Hove; Hurst & Burgess Hill

and Shoreham Areas:

**Robert Wood,
Spring Cottage,
Church Lane, Wivelsfield,
RH17 7RD**

Tel: (01444) 471242

For Battle & Bexhill; Dallington; Eastbourne; Hastings & Saint Leonards; Lewes; Rotherfield; Rye; Seaford and Uckfield Areas:

**Canon Richard Orchard,
7 Love Lane, Rye,
East Sussex, TN31 7NE
Tel: (01797) 225916**

E-mail for all the above contacts:

contact@sussexhistoricchurchestrust.org.uk

BR1 (ISSUE 18)

Printed material to be provided

Brief for Local Organisers (BR1)

This document.

Posters (BR9 & BR10)

You will need to add your name and address in the panel provided. On the day put a poster (BR9) in the church first, then in as many prominent places as possible. Also supplied are large arrows (BR10) to show where participants can go to register. If access to the church is difficult for any reason (such as a wedding) you can use the arrows to help direct visitors elsewhere, e.g. vestry door. BR9 can be displayed well before the event wherever you consider it can make the most impact.

Places Open list (BR3)

Keep one copy (at least) for use at the church, to help guide riders/walkers to other churches nearby. The balance can be offered to those who want them. If you are near Kent, Hampshire or Surrey and want copies of those county lists, let the area organisers know.

Please encourage participants to create online sponsor forms

See our website for full details.

sussexhistoricchurchestrust.org.uk

Sponsor forms (BR4, BR5)

Put your name and address on the back page of the forms. Please encourage all participants to ask all sponsors to complete full details for Gift Aid, if they are UK tax payers (see details at the top of the form).

BR5: Your task of finding recorders to man your church may be eased as they can now participate in obtaining sponsorship for themselves. The recorders sponsor form is available on our website.

Your Area Organiser is:

Stickers

Stickers in sheets of 12 provided. Each participant should have at least one sticker, preferably issued with the sponsor form. The balance can be used as car stickers, window publicity, markers for long approaches, etc.

Sign-in Sheet (BR6)

Please record all visitors on the form provided. This is a basic record; it also helps to trace participants in an emergency, and is useful if there are queries. While your people are signing the sponsor form the visitor can be signing this record. After the event, please send the visitor record to your area organiser. Please display from 9am onwards.

The money after the event (BR7 & BR8)

The procedure for money after the event is on the back of the remittance advice leaflet. You are earnestly asked to follow the instructions to ease the treasurer's considerable task. Quote the area reference number.

Trophy Awards (BR2)

Please see entry conditions and details on our website.

For large print copies of any of this material please e-mail us.

A checklist and a note from the County Organiser can be found overleaf

Checklist - After the Event

1. Remind all participants to return their sponsor forms to you by 31st October.
2. Please send the following to the **SHCT Treasurer** (address is printed on the BR8 form):
 - BR4 Cyclist/Walker Sponsor Forms
 - BR5 Registrars Sponsor Forms
 - BR7 Payment Request Form
 - BR8 Remittance Advice Form

If you wish to nominate any individuals or team(s) for the Trophy awards, please note this on the BR8 form.

Please ensure that all the forms are completed in full (e.g. participants' names, addresses and the church name).

3. Please also let your **Area Organiser** (address is shown on the reverse side of this page) know:
 - The number of riders and walkers visiting your church (taken from the BR6 Register of visitors). You can do this by either e-mail, phone or posting the BR6 back to the organiser.

The Area Organiser would also be grateful for your thoughts on how the event went this year.

If you are uncertain on any detail – please contact the Area Organiser – or the “helpline” numbers shown overleaf.

A note from the County Organiser

The Trust was founded in 1956 with the aim of preserving the historic places of worship across both East and West Sussex. The annual sponsored Ride and Stride event is to raise the essential funds to enable the Trust to undertake this work by giving grants for repair and maintenance, and to date we have given grants to over 550 churches and chapels of all denominations.

I am obviously very keen to get as many people as possible to take part in what is basically a fun day out to boost the amount of money we raise. You can take part as an individual, or a member of a team, and we award trophies to those who have achieved the most stars. All those under 16 years of age who take part will be presented with a certificate. You are free to choose your own route from the list of the churches and chapels that are participating and enjoy seeing some of the beautiful buildings we have. Half of the sponsorship you raise goes to the Trust and the other half will be returned to your church or chapel to spend as you wish.

During the past few years however I have met a number of people who have confessed that while they are keen to support financially the wonderful historic churches of Sussex, for various reasons they do not, or cannot, take part in the actual Ride and Stride event themselves. I fully understand their situation, however, I always explain that if they are unable to take part themselves they can always sponsor someone from their church who is taking part. It may be an under 16, a team taking part or just an individual participant. That way they are helping to raise the much needed funds that will go towards work of preserving the historic churches. The use of static bikes in your churches is also another way that people who prefer not to cycle or walk outside can take part and is obviously a benefit in wet weather.

If however you do not know anyone who is taking part that you can sponsor, then please just send a donation to the Treasurer, John Barkshire, 7 Maltravers Street, Arundel, West Sussex BN18 9AP. Please do not feel that you have to take part to make a financial contribution to the Trust.

The work of the Trust is so important and so many people give their time and support that enables it to be so successful. Please help in any way you can.

Graham Pound
County Organiser,
Ride & Stride