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[**Chaplaincy of Christ the Good Shepherd**](http://church-in-france.com/)

**Local Warden’s Guidance**

**Worship and Service Records**

1. Before the service
	1. Set out the Worship Centre in accordance with local practices and requirements
	2. Give a friendly welcome to all arrivals, especially visitors, handing out hymn books etc
2. During the Service
	1. Note the number of adults and children (under 16) present
	2. Note the number of communicants.
3. At the end of the service count the Offering
	1. Carefully open each Planned Giving Envelope and write the amount on the front of each envelope. Set the envelopes aside for step 7.2 below.
	2. Count the total Offering, including from the envelopes, noting the value of cash and cheques.
4. Complete the local Register of Services, (this is a statutory requirement of the Church)
	1. Date and service
	2. the numbers for attendance and communicants
	3. the value of the Offering (later if necessary)
	4. Obtain the signature of the Preacher and/or Celebrant
5. Complete the Worship Centre Report (see Annex A)

this is in two parts;
1 local Worship Centre copy,
2 Treasurer’s copy

* 1. Service details: Worship Centre, date, time
	2. Use data from above for attendance and Offering
	3. Note the numbers of the individual Planned Giving Envelopes
	4. Note any Other Receipts, specifying the source
	5. Total the Receipts, and the Cash / Cheque Total –these should be the same amount!
	6. Sign both copies, both Local Warden and Checker
	7. Retain the Worship Centre copy on local file
1. Paying In
	1. As soon as practicable, pay the cash/cheques from the Service into the Chaplaincy account with La Banque Postale. This can be done at any convenient La Poste office.
	2. Account details and sample paying-in documents are shown in **Annex B**.
	For Cheques complete the Banque Postale *Bordereau de Remise de Cheques*
	For each cheque, remember to endorse the reverse,
	0662962M027, ”Chaplaincy of Poitou-Charentes”, and your signature.
	Please write the Worship Centre and Service Date in the “*Reference remise entreprise*” box.
	3. For cash, to aid La Poste staff, fill in the Banque Postale cash slip or use our own.
	They will check and usually create a *Récépissé d’une Opération Financière*, or otherwise give you a receipted slip.
	4. If there are any difficulties paying in, eg refusing to accept the payment or wanting to make a charge, please consult the Treasurer. Technically, the only person authorised to pay cash into an account is the recognised account holder/authorised signatory and some staff will insist on this. In practice, if you are known in the La Poste office there is rarely a problem.
2. Reporting:
	1. Post the Worship Centre Report (Treasurer’s Copy) to the Chaplaincy Treasurer together with the Bank receipts from 6 above.
	2. Post or e mail the Worship Centre Report details to the Statistics Officer (required for audit cross check purposes).
	3. Post the Envelopes (as previously marked with the value originally contained) to the Planned Giving Officer.
	4. The addresses are shown in Annex C.
3. Breathe a sigh of relief; you have done your bit!

**Thank You**

**Annex A – Worship Centre Report**

See separate sheet. This is available in an electronic format from the website {*details*}.

**Annex B**

**Annex B1 Bank Details**

Banque Postale
Compte: 0662962M027
Centre: Limoges
Nom de Compte : Chaplaincy of Poitou-Charentes

**Annex B2 Sample Cash Slip :**

You can choose to use the standard La Poste form or our own.

See separate sheet. This is available in an electronic format from the website {*details*}.

**Annex C – Addresses**

Treasurer

Please send the Worship Centre Report (Treasurer’s Copy) plus the paying receipts to :

William Jones
Treasurer, Chaplaincy of Poitou-Charentes
2 chemin du Breuil
16720 SAINT MEME LES CARRIERES

Contact
e mail: williamjones@orange.fr
Tel : 05 45 82 12 93

Planned Giving Officer

Please send the Envelopes to:

Paul Davis
26 rte de Mazerolle
Chez Trignac
16700 POURSAC

Statistics Officer

Please send the information from the Worship Centre Report (this may be a copy or a scan), or simply transferred into an e mail to:

Martin Door
Fortran
86400 LINAZAY

Or e mail: martin.door@wanadoo.fr