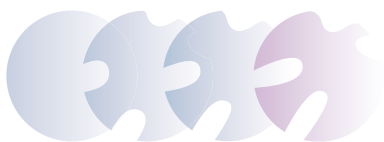


### Finish the work: response forms

Response forms translate our best intentions into action and enables the church to gauge pledges made and respond to specific requests for more information. This paper offers brief guidance on creating your response forms.



In 2 Corinthians 8:11-12 Paul offers two pieces of guidance, both practical and spiritual, which underpins the use of response forms as a simple but effective and important part of a stewardship programme.

#### Complete the doing

First, 2 Cor 8:11 says, 'Now finish the work, so that your eager willingness to do it may be matched by your completion of it, according to your means'. The start of the verse can be literally translated, 'complete the doing'; the eager willingness can be translated, 'readiness to will'.

Paul is saying: finish what you started so that you do what was in your heart to do. Generous discipleship means both willing hearts, and practical action. Our response forms are a tool which helps us. By putting our commitment to paper or on an electronic form we strengthen and act upon our resolve.

#### According to what we have

Second, verse 12 contains a promise, again both practical and spiritual. The practical action that completes our willing generosity is always in proportion to what God has entrusted to us. Our response forms invite a generous discipleship from what we have, not what we don't have.

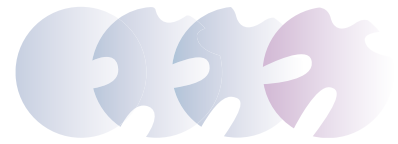
The promise is giving from generous hearts and from what God has given to us is acceptable, to God and to our church. 'Acceptable' is not used casually here. Paul uses the same Greek word (*euprosdektos*) in 2 Cor 6:2 of the time of salvation and more personally of his of his ministry to the gentiles and of his apostolic ministry (Romans 15:16,31). Our response forms connect hearts, hands and home circumstances.

#### Response form templates

Templates for response forms can be found at the [Response forms](#) tab. Also on the tab is a short video with guidance on accessing the templates, and editing the text and graphics.

The templates are designed in [Canva](#), free to use and accessible online design software. The templates can be freely edited. Of course, churches are free to design their own templates and discard the Giving in Grace branding in favour of local church styles and logos.

The response forms reflect the principle of [differentiation](#) within Giving in Grace: Leader, Planned and Plate givers with an option for regular giving from church Friends. All four response forms are found in the same template. Pages one and two are the Leader response forms; pages three and four are the Planned giver response forms; page five is the open Plate response form and page six is the optional church Friends form.



### What do we need to edit?

Access the Canva template and save the template to your Canva account. Use the short video on the [Response forms](#) for guidance if you are new to Canva.

#### Edit the text of the response form

All text can be freely edited. On page one:

- Insert the church name where the text is highlighted in red.
- Review the block text under the church name, for each of the three differentiated response forms.
- Insert the date for promises of increased giving to align with your Giving in Grace programme. Allow a month for setting up new membership of the Parish Giving Scheme or standing orders, as appropriate.
- Ensure that the [giving increase options on the response form match the giving bands on the gift array](#) found in the case statement and your church brochure.

On page two, where appropriate:

- The template defaults to the [Parish Giving Scheme](#) (PGS); there is no mention of standing orders. If your church does not use the PGS edit the text to reflect standing order giving.
- There is no tick box to request [weekly envelopes](#) because of their inherent vulnerability as a medium of giving. However, you can edit the response form to include envelopes, as needed.

#### Insert graphics and logos

There is not a lot of room to play with:

- You could delete the church name text box and insert a picture or church logo
- On page one, you may wish to replace the watermark graphic behind the giving amounts.
- On both pages you can change the shading in tick boxes to reflect local church designs

### Printing the response forms

When you have finished editing the templates print the three response forms to PDF

- Click the Share button, top right of the Canva screen; select download from the drop down menu.
- Next under File Type click the drop down arrow (the menu defaults to a PNG graphic) and select the option PDF Print.

- Under Select Pages click the drop down menu arrow and select to print pages one and two. This will print your Leader response form to PDF ready for church office printing or for professional printers, as you choose.
- Go back to the Share button and repeat the process, this time selecting pages three and four. This will print your Planned Givers response form
- And finally, rinse and repeat by printing page 5 to a PDF to get your open plate givers form.



### Digital response forms

Giving in Grace resources still favour paper literature. It's a personal touch in a tech-centric world. It makes for a tangible response in a [thanksgiving service](#). But with rising postage costs, online worship and email everywhere you may want a digital option.

**Importantly, be aware of technical privacy issues around email.** See [Building the Database](#) for guidance.

Literature can be emailed to church members, brochures and response forms up-loaded to a church website with links from social media. Response forms can be printed at home, photographed and returned by email. You may be able to create an editable PDF.

Another option is to create ([as one parish did](#)) an online response form in Google or Microsoft Forms. Provide links to different response forms: Leader, Planned, Plate - and Friends as needed. Ensure simple, clear guidance in the accompanying [clergy ask letter](#).

On any digital response form you must include an unsubscribe option because of PECR regulations. Again, please see [Building the Database](#)