Dear

May I begin by assuring you of our thoughts and prayers during this unprecedented and difficult time. I am sure you understand that the closing of church buildings has been a necessary step to try and ensure the safety and health of our community. However, the Church is much more than just the building and we continue to serve the community. We are [*insert a few sentences of what the church is doing eg streaming evening prayer on facebook live, available to take prayer requests via email or phone, dropping supplies round to those in isolation etc*].

Like many charities and small businesses the Coronavirus is causing our church some financial challenges. Although we aren’t currently meeting for public worship the majority of our costs remain the same: such as building insurance, contributing towards the cost of our clergy and [*insert other costs that the church is paying at the moment for example any maintenance costs*]. At the same time our church income is falling as [*insert areas where income has fallen such as church hall bookings have decreased or the church café is no longer open etc*].

In all times, normal and exceptional, our church can only remain solvent as long as it is financed by the people who come to our church. Consequently a large part of our income relies on donations received weekly and monthly from standing orders, on the plate and in weekly gift envelopes. As we are not meeting for church services at the moment any gift that is normally offered through the plate is not being received as usual.

In light of this:

* If your normal practice is to give cash or envelopes on the plate I would like to ask you to consider moving your giving to a standing order payment. By doing this you will help us to secure our income during this difficult time and into the future. Please find a form attached which you can fill in and post to your bank. You can also set this up using internet banking.
* If you already give from your bank account and can afford to maintain your gift during this time we would be enormously grateful. Additionally if you have not reviewed your giving recently and would like to increase your gift that would help us greatly.
* If you are someone whose finances have been negatively affected by Coronavirus then we understand that you may not be able to do these things now, and that you may need to give less for a while.

It is at times like this that I am reminded that God measures the value of our giving, not by the number, but by what is found in our hearts. Regardless of the pounds and pence you give in response to this letter I am thankful for all those who are giving regularly, generously and cheerfully towards the ministry and fabric of our church.

If your life is difficult because of Coronavirus then please do let us know by [insert how they can best let you know?] so that the church can offer prayer for you. There may not be public worship currently but we are still the church, God is still God, and God is with us.