

The Legacy Service from the Church of England

Read this leaflet if you are interested in leaving a gift in your will to more than one part of the Church or charity.

If you prefer to leave a gift solely to your parish, read the 'Simple Guide to Making Your Will.' There's a suggested will clause in that leaflet you can show to your solicitor.

If you already have a will, you can easily add a gift to your local church by downloading a codicil form from www.churchlegacy.org.uk



For more information, call the Church Legacy and Wills Information Line on 08445 870875 or visit www.churchlegacy.org.uk

Produced by the Archbishops' Council, a Registered Charity

Make a difference to the work of the Church of England in your parish and beyond with one simple gift in your will.

Introducing the service...

Thousands of people each year leave gifts to support the work of their church family, the Church of England. Many people choose to do this by leaving a gift to their local parish church. You can do this easily through your will. Just show your solicitor the sample will clauses given in the 'Simple Guide' in this pack.



Other people will want their gift to have a wider impact - touching lives, enabling mission and supporting ministry beyond their own parish or preserving our glorious cathedrals and church buildings.

Our new legacy service makes it easier for you to leave a gift to the wider work of the Church. By putting a single clause in your will and completing a simple letter of wishes, we can channel your gift to enable the work you want to see happen. This booklet shows you how it works.

- You can specify the parishes, cathedrals, dioceses and other charities you would like to benefit from your gift, or the kind of work you would like your gift to support.
- You can direct how the recipients should use your gift.
- You can change your mind about where you'd like your gift to go to at any time. You can write a new letter of wishes whenever you want to, without having to change your will.
- This is a free service, offered by the church to make it easier for you.

Two simple steps...

To make a difference to several aspects of the work of the Church of England, there are just two simple steps to follow.

① You need to insert a clause in your will leaving a gift to the Archbishops' Council, which administers the service on behalf of the Church.

A gift of a share of your residuary estate to the ongoing work of the Church might be expressed in your will as:

I GIVE _____ % of my residuary estate free of all taxes to the Archbishops' Council of Church House, Great Smith Street, LONDON SW1P 3AZ, and I request (without creating any binding trust or legal obligation) that in applying the same the Archbishops' Council give effect to any written expression of wishes left by me relating to the distribution AND I declare that the receipt of a proper officer of the Council shall be a full discharge to my executors and trustees.

A gift of a fixed amount of money to the work of the Church of England might be expressed in your will as above, but replacing the words in red with:

I GIVE the sum of £ _____ (_____)*

* For clarity, please insert amount in numbers and then in words in the brackets.

② You should complete the letter of wishes overleaf.

By sending a copy of your letter to us in advance we can check that your wishes are both legal and achievable.

Letter of Wishes

To: The Archbishops' Council Legacy Service
The Stewardship Department
Church House, Great Smith Street,
LONDON, SW1P 3AZ

From:

Title _____ Forenames _____

Surname _____

Address _____

_____ Post Code _____

I have included a gift in my will to further the work of the Church of England.

I have requested that my executors/trustees pay to you:

- a specified sum or other asset *or*
- all/a share of the residue of my estate *(delete as appropriate)*

I wish this gift to be used as set out in my letter of wishes below.

For the work of the Church at local parish level

I wish _____ % of my gift *or* £ _____
to be passed to the Parochial Church Council of the parish of _____
_____ in the diocese of _____,
_____ , to be used:

- at the discretion of the PCC *or*
- for mission and community outreach projects in that parish *or*
- for work on the fabric of _____ church *or*
- for the purpose of _____

For the work of the Church regionally

I wish _____ % of my gift *or* £ _____
to be passed to the Diocese of _____ , to be used:

- to support the provision of ministry across the diocese *or*
- for a particular fund of the diocese *(please specify the fund below)*
_____ *or*
- for the purpose of _____

I wish _____ % of my gift *or* £ _____
to be passed to _____ Cathedral, to be used:

- at the discretion of the Chapter of the Cathedral *or*
- for a particular purpose e.g. maintaining the building, music etc _____
(Please specify)

For the work of the Church nationally

I wish _____ % of my gift *or* £ _____
to be passed to the Church and Community Fund for distribution to parish projects across the Church of England.

I wish _____ % of my gift *or* £ _____
to be passed to the Archbishops' Council to be used:

- at the discretion of the Archbishops' Council *or*
- for a particular purpose _____
(Please specify)

I wish _____ % of my gift *or* £ _____
to be passed to the Pensions Board for its charitable work in providing housing for and relieving need amongst retired clergy and others.

For wider mission work (see note 2 below)

The Archbishops' Council is also able to pass on gifts to other organisations that contribute to the wider mission of the Church. Organisations must be charities which are established for purposes connected with Christian mission, humanitarian aid, or the prevention or relief of poverty or distress.

I wish _____ % of my gift *or* £ _____
to be passed to _____
(charity number _____),

for the charity's general purposes *or*

for the purpose of _____

I wish _____ % of my gift *or* £ _____
to be passed to _____
(charity number _____),

for the charity's general purposes *or*

for the purpose of _____

Signed _____ Dated _____

Important Notes

1. If the Archbishops' Council, after taking into account your intentions, believe that it is no longer possible or practicable to carry out the purposes of your gift in whole or in part, then that part of the gift will be applied for charitable purposes which the Council considers to be as similar as possible to those you wished to benefit.
2. Gifts to Church of England bodies will be administered without charge. However, a small administrative fee will be deducted from gifts to wider mission agencies to cover costs. This will be no more than 1% of the value of the gifts to these agencies.
3. Please send a copy of your letter of wishes to the Archbishops' Council at the address above. You may wish to store the original version with the will, although it should not be physically attached to it.
4. An on-line template of this letter (which you can adapt to suit your wishes) can be found at www.churchlegacy.org.uk/service.

Frequently Asked Questions...

❶ **Do I have to use the form given?** No; a template in Word is provided at www.churchlegacy.org.uk/service which provides greater flexibility. This allows you more easily to nominate more than one parish or diocese, for example.

❷ **Why use the phrase 'without creating any binding trust or legal obligation'?** This expression makes it clear that the Archbishops' Council is allowed to apply your gift for some purpose other than the purposes(s) you have described in your letter of wishes. But the Council would only do that if it had good reason for doing so; e.g. if one of the bodies you had named in your letter of wishes had ceased to exist.

❸ **How do I change my letter of wishes?** One advantage of this service is that you can change your mind without changing your will. If you want to allocate your gift differently, simply complete another letter of wishes. Remember to destroy the old version, sign and date the new version and keep it with your will, and send us a copy.

❹ **Can't I do all of this through my will?** You can, and if you want to leave a gift to just one part of the Church, it would be simpler to do it directly through your will. Ask your solicitor to visit www.churchlegacy.org.uk for will clauses. This service simply makes it easy to leave a number of gifts if you want to.

❺ **Can I nominate a particular work or purpose?** Yes! The strength of this service is that you choose the work that you would like your gift to support. It must be charitable and further the work of the Church of England, but if you'd like to support Youth Work in Yorkshire, the restoration of church organs in Oxfordshire, pioneering mission projects in the Midlands, the development of ministry in the Anglican Church of Southern Africa or any other particular purpose, just tell us in your letter of wishes.