

WORLD DAY OF PRAYER
(A WOMEN LED, GLOBAL, ECUMENICAL MOVEMENT)



6th March 2020

ADMINISTRATOR'S LETTER



Rise! Take your mat and walk

ZIMBABWE

The Day of Prayer 2019 proved a Blessing after the frustrations of 2018. I am grateful for all the reports and photographs that we have received. It was especially good to hear of the fellowship that took place when you gathered to make the carnations and eat honey biscuits! Feedback and comments received from you are discussed by the National Committee at their meetings and shared in our publications, at preparation days, on the website and through Facebook and Twitter.

I would appreciate it if you could share the following information with the members of your committee:

MATERIALS FOR THE ZIMBABWE SERVICE

Together in Prayer (no.37) – Our bright and colourful magazine again includes a free poster and map. I trust that the information contained in the magazine has proved useful to you, especially the local branch information and news from around the world. The Prayer Resource is especially useful for prayer meetings and for adding extra prayers within the service if you wish. The background information will help you in your preparations for the service. We have listed the areas in which preparation days are to be held between September 2019 and February 2020 in the magazine. For more information please go to our website – www.wwdp.org.uk. If you are not able to do this, I am sure there will be someone locally who could help you with this. Your free copy of the magazine is enclosed with this annual mailing to be shared with your committee. A speaker is not necessary in the service this year but if you are choosing to have one then please pass the magazine to them for their information. Extra copies of the magazine can be ordered at a cost of £3 each.

Other New Stock for the Zimbabwe service – items available are:

Bookmark - 30p

All occasion card (with envelope) - 60p

CD containing hymns and songs for the service plus some music from Zimbabwe - £5.00

CD rom PowerPoint presentation of pictures from Zimbabwe with a script - £2

Picture packs for use in displays - £3

When ordering, cheques should be made payable to WDP.

Please add 10% of the stock item costs to the total when ordering materials to contribute to postal costs. For overseas orders, please contact the office for postal charges. (*Orders of service, posters, children's materials and introductory and history leaflets all remain free of charge and therefore do not incur postage charges*)

We are able to take card payments for orders over £10; either contact the office for details or go to our website – www.wwdp.org.uk – and visit our on-line shop.

We endeavour to have enough stock in the office but, although we order more each year, occasionally we do run out. I am sorry if you have sometimes been disappointed by being unable to receive certain items; we do our best to rectify this each year.

Order of Service – also contains the Bible reflection and background information. The parcels containing the order of service and posters are **sent** direct from our printers in **September/October**. If you have not received your parcel by the end of November, please contact the office as a matter of urgency. If, for any reason, you do not hold a service you may send your parcel back to the office or distribute the orders of service locally. Please remember to order enough service books for the whole congregation.

If you require a shortened version of the order of service for use in nursing homes or small groups please contact the office for copies.

There are strict copyright laws in place which do not allow you to photocopy or alter the order of service.

REPORT ORDER FORM

This yellow form (enclosed) is for you to order for 2021 and **must** be returned to us along with your offering cheque or bank receipt after the 2020 service. If for any reason your service is cancelled, please still return this form to us with the information so that we may update our records. Under GDPR regulations the form **must** be signed by the secretary for 2021 to confirm permission for us to hold their name and address on our database.

Please use the form to order your orders of service, including large print and Braille copies, plus your posters, children's activity sheets, resources for leaders of children's groups, introductory and history leaflets. These are all free of charge.

Photographs – We do like to receive photographs from the branches. These must be of high quality and emailed in jpeg format. For consideration for inclusion in the printed materials, photographs need to be received before the end of April.

Website – www.wwdp.org.uk – More and more people are visiting the WDP website. **It is important to register your service on the site.** To add your information, from the front page of the website, go to WDP 2020 and from the dropdown list choose 'manage your service'. When you have clicked on this you will be taken to a page which asks for your Branch Code. Enter your Branch Code, without any spaces, and click 'log in'. This will then take you to a form to complete your contact details and the details of where your service will be held. When this has been done click on the blue box that says 'update service' and the information will then be put on for you. **NOTE** you will need the full address, including postcode, of the venue for your service otherwise an error message will appear when you try update your service. To check whether the information is correct, go back to the front page of the website, WDP 2020 and click on Find a Service. You can then enter your town or village in the search box and your details should appear on the left of the map. No personal details such as telephone number or email address will appear on this page. If people want to contact you, they will click on your name and it will take them to a box to complete a message which will be sent direct to you, they will only know your name and not your contact details. Please check your email junk folder regularly, some messages may be diverted there.

If you are unsure of any of the above, then please contact the WDP office.

The website contains a lot of useful information on the Movement together with materials for the Day of Prayer that you can download for your use. It has news from the branches and around the world and a prayer of the week, and is a good advertisement for WDP England, Wales & Northern Ireland. There are links to the WDP Facebook page, Twitter, and our on-line shop.

OFFERING

You can either pay the offering direct into our NatWest bank account, details on the report order form, or you can send a cheque made payable to WDP. If you do not have a NatWest bank in your area and do not wish to send us a personal cheque then please contact the office and we will supply you with a paying-in slip to use in your local post office.

Gift Aid – the Gift Aid envelopes will continue to be placed in each order of service at the printers. If you have any unused envelopes these can be returned to us for use another year. Please remember to promote Gift Aid at the beginning of your service so that the envelopes can be filled in before the service begins. It is also useful to have a supply of pens available. The information we need on the envelopes to make a claim is title, name, house name or number, postcode, signature, amount and date of donation. The information given on the envelopes will only be used by WDP for claiming Gift Aid from HMRC; it will not be given to or sold to any other body. **SIGNED USED GIFT AID ENVELOPES MUST BE SENT TO US ALONG WITH THE REPORT ORDER FORM, GIFT AID RECORD SHEET AND**

OFFERING CHEQUE OR BANK RECEIPT. We cannot claim Gift Aid if we do not have the signed envelopes.

Unfortunately, due to HMRC rules, WDP is not eligible to make a claim under the Gift Aid top up scheme. Also, the church where the service has been held is not eligible to make a claim on the loose change taken as part of the WDP offering.

The amount received under the Gift Aid scheme has enabled the National Committee to give grants to Christian charities throughout the world and also to help various disaster relief schemes through Christian Aid.

We are still able to receive **CAF** vouchers and cheques as part of the collection, along with Stewardship and My Giving vouchers. Would Branch Secretaries please enclose these together with their cheque/Bank receipt for the rest of the offering when making their return.

Kind regards,

Mary

Please check the contents of this mailing and let me know if any of the following have not been included, and we will forward them to you as soon as possible:

12 items including this letter:

■ 1 x Together in Prayer	
■ 1 x Order of Service	Zimbabwe
■ 1 x Resource for Leaders of Children's Groups	Cream
■ 1 x Children's Activity Sheet	White
■ 1 x Service Running Order	White
■ 1 x Press Release	White A5
■ 1 x Report Order Form*	Yellow
■ 1 x Administrator's Letter	Pink
■ 1 x Gift Aid Procedures/Donations Record Sheet	White
■ 1 x Music Sheet	White
■ 1 x Chairperson's Letter	Cream
■ 1 x A Story to Make Us All Think	Cream

***Please ensure that you have a Report/Order form. This contains important details regarding paying the offering direct into our Bank Account and must be completed and sent back to the office after the Day of Prayer. Offering cheques/Bank receipts/Online Banking receipts/Gift Aid envelopes and details sent without the proper paperwork cannot be processed correctly and will lead to no order being placed for the next year. It is important that you quote your BRANCH CODE on any correspondence to the office; without it we do not know who you are!!! If you are a branch secretary for the first time this year, make sure that you ask the person who passed things on to you for your code. You will also find it on the label of the envelope that this mailing came in!**