

Using Contactless giving alongside Red Box collections

Many Parishes now have contactless giving devices installed in Church. Red Box Local Secretaries have been involved in a trial of using Contactless giving alongside their usual Red Box collections. The trial has shown that in many cases, offering the option to donate to Missio using a contactless device has given an initial boost to Red Box donations, raised awareness in the wider parish community and helped to sustain donations from existing Red Box holders.



We hope this simple guide will enable Red Box Local Secretaries to establish the use of contactless giving in their parishes.

5 Simple steps to contactless giving:

1. Ask the parish to set the contactless device to have the option of Red Box donations at the time of your usual Red Box collections
2. Inform the parish that this is now an option using the newsletter or a short announcement at Masses
3. Be on hand to give out copies of Mission Today and to gather Gift Aid information
4. If you can, keep a note of who is donating and include this information in your End of Year return
5. If you need help and support, just ask!



Important things to remember:

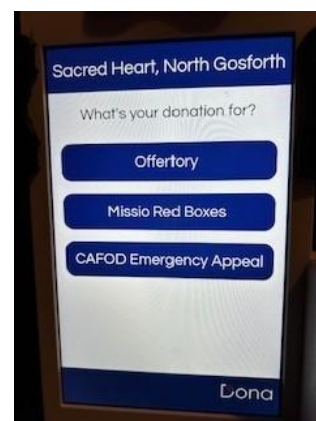
- Contactless giving should not be the only way people can donate to the Red Box. Contactless giving could be available as an option to donate alongside cash in the Red Box and Direct Debits.
- It is unlikely that Missio/Red Box can be a permanent option on the contactless device. We suggest that you offer contactless donations around the same time you would usually do your Red Box collections.
- The Red Box is a symbol of prayer and support for Missionaries. Use Mission Today and other Missio material to inform people of who they are donating to.

How to get started:

- If your Church has a contactless device installed, begin by asking your Parish Priest if he would like Red Box donations to be offered using this method as well as the usual Red Box collections.
- Plan ahead!
 - o Think about when you usually take in Red Box collections. Use our suggested newsletter item and short announcement to inform the parish about the availability of contactless Red Box donations in the weeks before it is available.
 - o Do you have two or more devices? Can you find a volunteer to help you at Masses to give out Mission Today or other Missio material and collect Gift Aid information?
 - o Do you need extra resources such as Gift Aid forms / copies of Mission Today / Missio postcards? Contact your Regional Community Fundraiser or email redbox@missio.org.uk
 - o The first few times you offer contactless giving may act as a mini Red Box appeal. It is important to remember that it is not a second collection. People who do not have a Red Box may wish to donate which is great! If you can, try to capture their information using a Red Box sign-up sheet or Direct Debit form. This way, we can keep in touch with them and gently invite them to support us through prayer and further donations.
- How are donations going to reach Missio?

Contactless donations are usually processed by the parish in two ways. Ask your Parish administrator or person responsible for the device which system is used.

- o If all donations go through the parish accounts, the funds can be transferred to Missio using your Parish code as a reference.
 - E.G. Arundel Catholic Cathedral would use the following code:
RBARU001
RB (*Red Box*) ARU (*Diocese*) 001 (*unique parish number*)
 - This code enables Missio to attribute donations to your parish total.
- o If the system is able to transfer donations directly to Missio, you can provide the parish with our bank details given below. You will need to inform Missio on what dates your contactless device is being used.



Missio SumUp contactless devices &

Missio has a small supply of hand-held contactless devices from SumUp. If your parish does not have a Contactless device, get in touch with Missio to see if you can borrow one of our devices to be shared with other Local Secretaries in your Deanery or Pastoral area.



iPhone & Android SumUp App

If you have an iPhone or Android, you can download the SumUp App to use as a Contactless device for Missio. Please contact Dave Wheat if you wish to utilise this way of accepting contactless donations.



Suggested newsletter item:

The red box brings help and hope to those members of God's family who live in the poorest and most troubled parts of the world. Every penny, pound and prayer helps Missio and the Mill Hill Missionaries to ignite God's love around the world and to build a vibrant Catholic Church for the future. This coming weekend we are now able to accept donations to the Red Box through the contactless device in Church as well as your cash donations and through Direct Debit. You will also be able to Gift Aid your donation and pick up a copy of Mission Today. For more information, please talk to *name of Missio volunteer* or visit missio.org.uk

Shorter version:

The red box helps Missio and the Mill Hill Missionaries to ignite God's love around the world and to build a vibrant Catholic Church for the future. We are now able to accept donations to the Red Box through the contactless device in Church as well as your cash donations and through Direct Debit. For more information, please talk to *name of Missio volunteer* or visit missio.org.uk

Missio Bank account details:

Account name: Missio

Sort code: 16-00-16

Account number: 10824230

Ref: RB *Parish Code*

Support:

If you need any support in setting up contactless payments or you have any questions please contact Dave Wheat: dave@missio.org.uk Phone: 07593 544622

missio.org.uk

Reg. Charity No. 1056651

millhillmissionaries.com

Reg. Charity No. 220690

