



**THE PARISH OF SAINT MALACHY
BELFAST**

DATE

Dear Parishioner

We hope you and your family are keeping well in these challenging times. Be assured of the prayers of the Priests of the Parish. We are looking forward to meeting you again, when we are allowed to gather safely in public.

We would like to thank the many parishioners who have continued to support the work of the Parish, in numerous ways, during this difficult time. Many parishioners have been involved in supporting those who have been shielding which has brought huge consolation. The lockdown has not been easy for any of us and sacrifices have been made for the health and safety of all which have impacted on the pastoral life of the parish.

As part of Step One of the NI Executive's five-step "Pathway to recovery" plan our church(es) opened for private individual prayer following a full risk assessment. It has brought tremendous consolation to many people throughout the Parish. It may, however, be some time before we can gather together for the celebration of Mass as we adhere to current government policy.

You will know, and not be surprised to learn, that parish income during the period has taken a significant drop, which is understandable. Our Parish, like others across the Diocese and across Ireland, needs to make plans to recover from a steep decline in income since the start of 2020. Like households and families, we need to continue to meet essential expenditure.

Therefore, we wish to make an appeal to those who are in a position to contribute to continue to offer financial assistance to support the Parish in these challenging times. That said, we are very aware of the pressures on family and personal incomes and budgets. We do not expect the impossible. As we launch this appeal, please know that we are asking you to do what you can within your circumstances and in the knowledge that every contribution, of whatever order, is most welcome.

If Parishioners are in a financial position to do so, contributions can be made via:

1. **Standing Order** - this is possible for anyone with a bank account (see appendix 1), or
2. **Envelopes.** With our church(es) now open for private prayer **we have installed a safe, permanent fixture within the entrance of the church to allow for the safe return of envelopes by Parishioners who are in a financial position to do so.**

We would also like to ask for your continued co-operation. It is also in everyone's best interests to remind you that all visitors to our church(es) must strictly observe the social distancing regulations and good hygienic practices outlined at church entrances. In the exercise of personal responsibility, anyone who is unwell or exhibits symptoms of Covid-19 should not visit the church.

Thank you for your continued support for the Parish and your generosity to the many Priests who have passed through the Parish over the years. As we face the future together, we know there will be challenges and difficulties. There will be demands made on us all in planning for the future of our Parish, the Pastoral Community, the support of Priests and the Diocese.

We do hope this information is of help and we will keep you updated with developments as information becomes available. As you know the situation is changing from week to week so what is set out above will be kept under constant review.

With thanks

Fr Michael McGinnity

& The Parish Finance Committee

APPENDIX 1

STANDING ORDERS

A Standing Order can be set up by anyone with a bank account

Thank you for considering setting up a standing order to support the Parish Fund, the Priests of the Parish and Diocesan Collections.

The Priest(s) and the Finance Committee have given some thought as to how this could be organised; it is not as simple as one might think. It involves replacing 7 collection envelopes per month (some months 8) with 1 Standing Order. We have drawn up a template to facilitate parishioners, see 'FORM A' enclosed. If you are unsure how to complete the forms then please feel free to speak to Fr. McGinnity or contact the parish secretary in the Parish Office – we assure you of the strictest confidence in this matter.

Please follow Step 1 and Step 2 below.

STEP 1

1. Complete 'FORM A'.
2. Decide the amount you wish to give to the various collections each week and each month, add the amounts together and this should be the amount of your monthly Standing Order. If you are unsure regarding this a 'suggested split' column has been added as a guide as well as a worked example.
3. **Return 'FORM A' to the Parish Office**; drop into the letter box, send by post or by email to stmalachys@downandconnor.org

STEP 2

1. To set up a **new Standing Order or change an existing one**, complete 'FORM B' enclosed. (If changing from an old Standing Order do not forget to cancel the old Standing Order).
2. **Submit 'FORM B' to your bank**. If you are setting up the Standing Order online it is important to use the reference we have printed for you (your envelope number and name). This will enable the Parish Office to identify you with your Standing Order on the parish's bank account statement.
3. If you would like the Parish to retain a copy of **'FORM B' please return it to the Parish Office along with 'FORM A'**; drop into the letter box, send by post or by email to : stmalachys@downandconnor.org

Some parishioners may have taken out a Standing Order for the Parish some time ago. Unfortunately, there is no record of how their Standing Offering should be divided between the various collections for that month. Hence it would be helpful if they completed 'FORM A' below and return to the Parish office.

If you have any queries do not hesitate to contact the Parish Office 028 90321713.

May God bless and protect you and your family.

With thanks

Fr M. McGinnity

& The Parish Finance Committee

FORM A

COMPLETE AND RETURN TO THE PARISH OFFICE

Replacing the Collections Envelopes with a
Monthly Standing Order.

Name	
Address	
Envelope Number	
Phone number	

		Suggested split	Note	Monthly Contribution	
What I would like to give <u>weekly</u> to the PARISH FUND ¹		70%	Weekly amount x 52 weeks ÷ 12 months = monthly amount	£	+
What I would like to give <u>monthly</u> to the PRIESTS OFFERING ²		20%		£	+
What I would like to give <u>monthly</u> to the DIOCESAN COLLECTIONS ³		10%		£	+
TOTAL⁴		100%	STANDING ORDER TOTAL	£	

confirm 'FORM B' has been completed and signed and submitted to my bank.

GIFT AID IT

CHARITY NUMBER: XN46141

confirm that I am a UK taxpayer and would like the Parish to claim back the tax on all my donations from 6th April..... until further notice. You must pay an amount of income and/or capital gains tax at least equal to the tax that the Parish reclaims on your donations in the tax year.

¹ Example – **weekly amount of £10 equates to a monthly amount of £43.30** (£10 per week x 52 weeks ÷ 12 months) - rounded to £43 in this example.

² Example – monthly priests offering amount of £12

³ Example – monthly Diocesan collections amount of £5 EXAMPLE TOTAL = £60

⁴ **Example total is £60** (£43 + £12 + £5)

Signature

Date.....

FORM B
COMPLETE AND SUBMIT TO YOUR BANK

Request to set up a Standing Order

TO: The Manager - (Name and Address of Your Bank)

PLEASE CHARGE TO MY ACCOUNT THE FOLLOWING INSTRUCTIONS:

Account Name & Address	
Sort Code	
Account Number	

Beneficiary Name	St. Malachy's Parish
Beneficiary Sort Code	90-21-27
Beneficiary Account Number	41620302

STANDING ORDER

Monthly Contribution	Yes
Amount £	
Date/Day of the Month	2 nd Day of the Month
Start Date	
Reference (Envelope Number & Name)	

Signature

Date.....