

## Customisable Legacy Leaflet Guide

Creating a customised legacy bookmark or leaflet is a great way to create a resource that is personalised to your church and has a genuinely local feel.

Legacy materials can be left at the back of church, given out at events or with your parish newsletter, or even stocked in other local places e.g. your local solicitors office. Wherever your church has a presence, talk about legacy giving.

### Hints and Tips



- Use good quality images – photos of people communicate the outreach of your church immediately, but you may also want to include a beautiful photo of your church building as it is part of your local community's identity. Try to avoid sombre photos of graveyards.
- Make sure you have permission from everyone visible in a photo, especially the parents or guardians of any children.
- Be inspiring – try to focus on the impact that gifts in wills could make on your church's ministry and mission in the future. The aim is to help readers see what an amazing difference a gift in their will could make to your church and everyone living in their community.
- Don't provide legal advice. You should always encourage people to consult a solicitor or specialist financial advisor for advice about their will or estate.

For more information about encouraging gifts in wills visit

[www.churchofengland.org/legacy-giving](http://www.churchofengland.org/legacy-giving)

## To create your customised bookmark

1. Add desired number to basket. Leaflets can be bought in units of 10, and the price displayed is per pack.
2. Select 'Customise'.

Size:	99mm x 210mm (6pp DL)	Price	£1.80 per Pack of 10
Quantity:	<input type="text" value="1"/>		ADD TO BASKET
You have 1 pack in your basket.			CUSTOMISE

3. Sign In or Create Account with Church Print Hub, if you don't have one already.

4. Give your leaflet a title and press 'Start'. *Any other customised materials in your account will appear on this page in blue, if you need to order more or edit a previous design.*

[Home](#) / [Your Basket](#) / [Customise A Lasting Gift to your Church](#)

Name your customised creation:

[Start](#)

To help you recall your customised text for future use please provide a useful name e.g *Contact Details, Address Details, Parish Details.*

[I don't need to name it thanks](#)

[Start](#)

Find my previous customised creation:

[Find](#)

If you have previously created some custom text, these are listed below to enable you to copy this text into your new customisation should you wish to do so. Alternatively, click **Start** to continue.

[Customisable Legacy Bookmark - St Mary's Legacy Bookmark 2021](#)

Copy the custom text from 'Customisable Legacy Bookmark - St Mary's Legacy Bookmark 2021', modified 3 days ago

## 5. Begin customising from the customisation screen.

Follow the steps below to customise your product with your contact details:

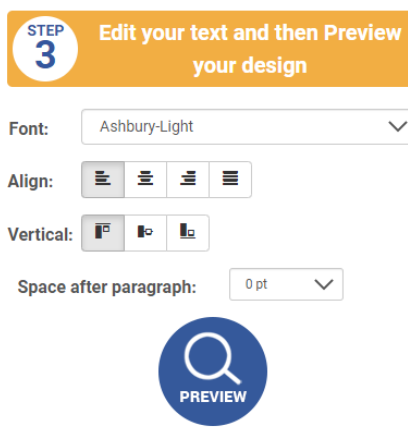
The screenshot shows a four-step customisation process. Step 1 shows a preview of the product with a 'Customisable area below' containing text and images labeled A through J. Step 2 is a grid of image selection options: A - Page 1, B - Page 1, C - Page 1, D - Page 1, E - Page 1, F - Page 1, G - Page 2, H - Page 2, I - Page 2, and J - Page 2. Step 3 includes alignment and size controls, a 'PREVIEW' button, and a 'SAVE & EXIT' button. Step 4 is a final 'SAVE & EXIT' button.

You will need to provide the following by toggling between buttons A-J in the red box indicated in the picture above.

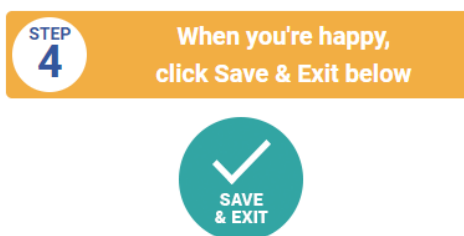
<b>A</b>	Your main image here – this should be an image of your church or church family. To insert, click ‘Select image’ and upload the image. Your image should be no more than 4.0mb and must be at least 150x150 pixels wide.
<b>B</b>	Add your parish or church legal name here.
<b>C</b>	Insert an image here – including images of people is a good idea if you have their permission for the image to be used.
<b>D</b>	Include a third image here – perhaps an image of a key church mission activity to give people a sense of the impact their gift could have
<b>E</b>	Your parish or church name here – this can be the common rather than legal name
<b>F</b>	Include contact details for your church here – a phone number and web address or A Church Near You link.
<b>G</b>	Here, briefly include a summary of your church’s legacy policy, c.80 words e.g. <i>At St Agatha’s, we welcome all gifts in wills, however large or small and we promise to use your gift to make a</i>

	<i>difference to our parish. Our PCC Legacy Policy is to use gifts to help fund significant development projects, whether buildings, equipment or staff.</i>
<b>H</b>	Include a fourth image here
<b>I</b>	Add your own text here about why legacies can help your church or a welcome note from your priest, c.60 words.
<b>J</b>	Add a fifth image here

6. When you have added everything, click ‘Preview’ to view a draft version of your leaflet. To preview each side of the LEAFLET, make sure you have clicked in to either A or E in ‘Step 2’ depending on whether you want to preview the front or back. If you have entered too much text in any of the boxes, or your image is too large, you will not be able to preview your leaflet. If this happens, return to each of the boxes A-J and reduce your text word count or image size.



7. Once you are happy with your final design, click ‘Save and Exit’



8. You will now be taken back to your shopping basket where you can continue shopping or click checkout to proceed to sale. You can amend the quantity you wish to order at the checkout stage.

Remember you can come back and edit and reorder your leaflet in the future if you need to make changes like updating contact details etc.

If you have any issues with the customisation process, please do contact [giving@churchofengland.org](mailto:giving@churchofengland.org) or call Church Print Hub on 020 3004 6631.