



List of Published Resources

ADMINISTRATION

New Members Form	A5 folded leaflet
Annual Branch Return to General Secretary	A4 format
Interim Branch Return to General Secretary	A4 format
Guild letterhead with Corporate Logo for the use of all National and Branch Officers	A4 format

GUIDELINES FOR BRANCH OFFICERS

Hints and Tips for Branch Officers (<i>Currently Under Review</i>)	A5 booklet
A Guide to Organising a Guild of Vergers Festival	A5 booklet

CERTIFICATES

(Certificates are produced by the Communications Officer, please contact him/her directly for these.)

Membership:

Full Member [<i>Information Required: Full name, Admitted by, Where, and Date</i>]
Associate Member [<i>Information Required: Full name, Admitted by, Where and Date</i>]
Honorary Branch Member [<i>Information Required: Full name, Admitted by, Where and Date</i>]
Branch Chaplain [<i>Information Required: Name, Branch, Admitted by, Where, and Date</i>]
Overseas member
Other Special Certificates [<i>Upon Request</i>]

Awards:

Life Member [<i>Awarded by Central Council</i>]
Long Service [<i>Information Required: Full Name, Length of service, and Date</i>]
Fellowship [<i>Awarded by Central Council</i>]
Honorary Diploma [<i>Awarded by Central Council</i>]

Qualifications:

Foundation Course Certificate
Diploma Course Certificate
Diploma with Merit
Diploma with Honours
Diploma with Distinction
Other/Special Occasions

FORMS OF SERVICE & PRAYERS

Admission of New Members to The Guild & Admission of a Branch Chaplain	A5 double sided
Admission of a Verger to Office [<i>in their place of work</i>]	A5 booklet
Guild Cycle of Prayer	A5 folded leaflet

GENERAL INFORMATION

Information for Members – Introductory Leaflet	A4 three-fold
The National Minimum Wage & You	A5 folded booklet
Gift Aid Small Declaration Scheme	A4 sheet
The Millennium Virge – The History & Donors	A5 folded leaflet
List of Published Resources – A Guide to Printed Material & Stationery	A4 format
National AGM Minutes & Reports	A4 format

NATIONAL PUBLICATIONS

National Constitution July 2011 (White & Blue) (<i>Currently Under Review</i>)	A6 booklet
<i>The Verger Magazine</i> - quarterly publication (Some Back Issues may also be available on request from the Media Officer)	A4 magazine

PROMOTIONAL MATERIAL

<i>Chairman's Welcome Pack</i> (Sent to all new Members since 2008. Available to existing members on application)	A4 pack
Full Colour Promotional Leaflet (known as <i>The Flyer</i>)	A4 tri-fold
The Guild Shop – Mail-Order Leaflet & Order Form (Available from the Guild Shop Manager)	A5 folded leaflet
Porch Notice – displaying details of the Guild (These are produced to order directly from the Media Officer or Downloaded from the Website)	A4 laminated
<i>The Vergers' Prayer Visiting Card</i>	Wallet sized5

TRAINING

The Diploma Course – general information & outline (Currently Under Review)	A5 folded leaflet
The Diploma Course – Notes for Mentors (Currently Under Review)	A5 Folded Booklet
Foundation Unit Application Form	A4 format
Certificates for successful candidates – issued by the Training Committee	

WELFARE

From time to time the Welfare Team publish advice and guidelines on such matters as Child Protection, Safe Working Practices, Specimen Job Descriptions, etc... If you have any specific Welfare enquiries please contact the Welfare Officer.

We endeavour to update our publications from time to time, and we will therefore occasionally need to withdraw items from this list whilst they are being revised.

We cannot guarantee that all the items listed in this catalogue will be available at all times. We will advise you when ordering if items are out of stock or under revision.

It may be necessary to make a small charge to cover production costs and postage; if so, an invoice will accompany the goods.

With the exception of some items of promotional material, the items in this catalogue are generally only available to Registered Members and/or Branch Officers.

If you have any additional or corrective information or constructive comments regarding items herein, or suggestions for future literature, please inform the General Secretary or relevant National Officer. Your feedback is important to us.

To order or enquire, please contact the General Secretary or the relevant National Officer, contact details can be found on the Contacts Page of this pack. Or visit the Guild Website: www.cofegy.org.uk where you can also find a list of publications to download direct that may not be listed in this catalogue.