Consistent Giving Procedures

No Registration Required Method

1. This method allows you to give via debit card, check card, credit card or bank draft.
2. Enter the amount you want to consistently give in the **Enter Amount** field of the **My Online Donation** box and click the green **Go** button.
3. You will be taken to another page. Doublecheck the amount and select either the :
   a. **General Church Budget** (which is the default)
   b. **Expansion Fund**.
4. Click on the checkbox next to **<< Make this a Recurring Donation**.
5. Under **Recurring Donation Settings** section, select the **Frequency**:
   a. **Monthly**
   b. **Twice per Month (1st and 16th)**
   c. **Twice per month (5th and 20th)**
   d. **Weekly**
   e. **Bi-Weekly**
6. Select the start date.
7. If you are paying by debit card, check card or credit card, do the following:
   a. Under the **Card Information** section,
      i. Select the **Card Type**.
         1. **Debit Card**
         2. **Check Card**
         3. **Visa**
         4. **MasterCard**
         5. **American Express**
         6. **Discover**
      ii. Enter the **Card Number**.
      iii. Select the **Card Expiration** date (**month / year**).
      iv. Enter the **Card Code**.
   b. Under the **Card Holder Information** section, enter the:
      i. **Email Address**
      ii. **Name on Card**
      iii. **Billing Address**
      iv. **City / State**,
      v. **Zip Code**
8. If you want to pay via bank draft, do the following:
   a. Click on the **Use eCheck** checkbox.
   b. Under the **Checking Account** section,
      i. Enter the **Bank Name**.
      ii. Select the **Account Type**:
         1. **Checking**
         2. **Savings**

           iii.   Enter the **ABA Routing** number.
           iv.   Enter the **Account Number**.
     c.   Under the **Account Holder Information** section, enter the:
           i.   **Email Address**
           ii.   **Full Name**
           iii.   **Billing Address**
           iv.   **City / State**,
           v.   **Zip Code**

9. Click on the **Activate Schedule** button.
10. You can make another recurring donation for a different church fund by repeating steps #2 through #9.
11. If you wish to cancel your recurring donation, you need to contact the Board Treasurer or the Minister.