

## Calvary Bible Church

### Electronic Giving – Information Sheet & Frequently Asked Questions

Calvary Bible Church is now offering online giving as an option for you and your family to consider. This secure and systematic way of giving is NOT set up as a replacement for our time of giving during the morning worship services. Our Electronic Giving option is in response to a request from several faith family members.

- What is Electronic Giving?
  - The term Electronic Giving encompasses a wide range of secure, automatic payment methods that can be used to make regular church offerings and other contributions without the need to write checks, carry cash or prepare envelopes.
  - Electronic Giving works the same as the automatic payment methods used by most families to make mortgage or utility payments—and to receive payroll earnings or social security income.
- Why Electronic Giving?
  - Provides convenience for you
    - There is no need to write checks or bring cash to church when contributions are made automatically. Your contributions are transmitted electronically and are deposited directly into the church bank account.
  - Provides consistency for your giving desires
    - Scheduled, automated offerings prevent you from falling behind on your financial goals.
  - Guarantees your uninterrupted support
    - Even the most committed faith family members will occasionally miss services and weekly offerings due to illness, work, poor weather or vacation.
  - Provides you with today's most popular payment methods
    - Many families—especially young families—rarely write checks or carry cash.
    - ACH, Credit and Debit cards, Online Giving
    - Seasonal donation slump is reduced
    - Financial forecasting is improved
    - Planning can proceed with confidence
  - Saves church staff time
    - As the effort required to process cash and check donations decreases, the efficient use of staff time increases!
    - Increases accuracy as the processed cash and check donations decreases.
  - Adds greater security in the church office
    - Reduces handling of checks and cash.
  - Has a positive impact on the environment
    - Donating electronically reduces the amount of natural resources consumed in the production, transportation, processing and disposal of paper checks.

- Getting started
  - Select an authorization method
    - Paper Authorization Form
    - Online Authorization Form
      - Computer with internet access
      - Smart Phone with internet access
        - For ease of use we recommend setting up a user profile first
  - Select a payment method
    - Payment Card
      - Credit Card
      - Debit Card
    - ACH
      - Checking Account
      - Savings Account
  - To begin, go to [www.cbcmj.org](http://www.cbcmj.org) and click on “giving” in the top right of the page
    - Then click the “Donate Now” button on the top right of the page
    - This will take you to the Vanco page
- Frequently asked questions
  - How do automated contributions work?
    - No matter which donation method you use, you will be asked to select a payment method, start date, frequency and contribution amount. On the date(s) scheduled, donations will be processed and deposited into the church bank account.
  - When will my contribution be processed?
    - Your contribution will be processed each month on the date(s) you authorize.
  - What can I use to show I made a donation?
    - The itemized list of electronic transactions that appears on your bank or credit card statement can be used as proof of your donations.
    - You will continue to receive a quarterly statement listing your giving for the year if you make contributions over \$250.
  - How safe is Electronic Giving?
    - It is safer than writing checks or carrying cash to church. Secure donation services are provided by Vanco Services, LLC. Vanco processes electronic donations for thousands of churches and nonprofit organizations.
  - How can I still participate in the offering during services?
    - You can still display a symbolic act of giving by doing one of the following:
      - Write “I give electronically” on the outside of an envelope and place it in the offering plate, or
      - Contact the church office to request “I give electronically” cards to drop in the offering plate.
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- What if I need to cancel or temporarily place my donation on hold?
  - You can cancel or suspend donations by notifying the church. (If you signed up online, you may have the option to go online to cancel or suspend your own donations.)
- Where to give your tithe and offering
  - General Fund - Covers the costs of staff, building, missions, and ministries of Calvary Bible Church
  - Building on Faith Fund - Gifts received toward building project
  - Benevolence fund - Gifts given to help other faith family members in need
  - Other Giving - Including special mission trips, book, retreat costs, etc.
- Am I required to give using the Electronic giving?
  - No, this is just an option for giving to Calvary Bible Church
  - You may continue to write checks, give with cash or using envelopes.
- May I use a combination of giving including Electronic giving?
  - Yes, you may use any combination of electronic giving, cash, checks or envelopes to do your online giving.
- How do I make a contribution for a specific special offering?
  - Including El Salvador Missions Trip, Italy, Thanksgiving or Missions Conference
    - When we are collecting funds for special purposes we will have an option for these special areas in addition to the building on faith fund, benevolence and “other” donations
    - If you are making a donation for a specific person, please enter their name in the comment box.
- How do I make a one-time contribution electronically to Calvary Bible Church?
  - Go to the [www.cbcmj.org](http://www.cbcmj.org) page and click on “giving” then click on “Donate Now”
  - Enter your offering \$ information at the top of the page
  - Enter the “Donation Frequency” and select “One Time”
  - Click continue
  - Enter all information on 2<sup>nd</sup> page
    - Including name and address
    - If you enter your email address you will receive a receipt via email
    - Select banking or credit card information
    - Enter comments in the “Notes” box
  - Click “Process”
  - Or if you would like to set up a “Profile”
    - Click “Select Password”
    - Saving your profile will:
      - - Take only a moment—all you have to do is select a password
      - - Enable you to change or stop a recurring donation at any time
      - - Allow you to view and print your online donation history

- How do I make a recurring contribution electronically to Calvary Bible Church?
  - Do the same as above
    - Select “Weekly” or “Monthly” under the “Donation Frequency” section
  - We would suggest you set up a profile so you can make changes in the future to your recurring payments
- What formats can I use to make contributions online.
  - You can make donations using your Compu
  - You can login to [www.cbcmj.com](http://www.cbcmj.com) and select the giving tab using your computer or cell phone.
- What are the costs associated with the Electronic Giving?
  - For ACH Donations using your checking or savings accounts
    - There is a small transaction fee plus a 0% charge
  - For Charge Cards using your credit and debit cards
    - There is a small transaction fee plus a 2.75% charge
    - There is an option when using a credit card to help to offset these fees by charging adding 3% to your contribution.
  - There are a few minimal additional charges for this service but we feel it will be a very beneficial option for our faith family.
- If you have any further questions feel free to contact the church office.