

## Setting Up Repeating Gifts in Church Community Builder

1. Click on the *Giving* tab on the main menu. Select *Repeating gift*. Choose *Designation* (account) and *Giving Amount*. Choose *Frequency* and *Starting Date*. Choose if you want to manually stop the repeating gift, or enter the number of gifts (52 weeks, 26 every two weeks, 12 months, 4 quarterly or 1 annually).

The screenshot shows the 'Giving' setup interface for 'First Church of Christ'. The left sidebar has a 'Giving' menu item circled in red. The main content area has three tabs: 'GIVE' (circled in red), 'SCHEDULES / HISTORY', and 'PLEDGES'. Under 'GIVE', there are two radio buttons: 'One time gift' and 'Repeating gift' (selected and circled in red). Below this, the 'Gift Amount' section shows a dropdown menu with '2021 Pledge' selected, a text input field containing '\$1.00', and a label 'Giving Amount'. An 'Add another' link is present. The 'Schedule Details' section has a dropdown menu with 'Monthly' selected and a text input field with '01/06/2021' and a label 'Starting Date'. The 'Continue Until' section has two radio buttons: 'I stop this repeating gift' and a selected radio button followed by a text input field containing '12' and the text 'gifts have been made'. At the bottom right, there are 'Cancel' and 'Continue' buttons, with the 'Continue' button circled in red.

- 2a. You can choose to pay by Debit/Credit Card. Fill in address and card information.

The screenshot shows the payment information screen for 'Give' at 'First Church of Christ'. At the top, there is a summary table:

2020 Pledge	\$1.00
Gift Amount	Total: \$1.00

Below this is the 'Payment Information' section. A dropdown menu for 'Payment Type' is circled in red and shows 'Debit/Credit Card' selected. Below the dropdown are input fields for 'First Name', 'Last Name', 'Street', 'City', 'State', 'Postal Code', and 'Email'. There is a checkbox for 'Update profile with this contact information.' Below that are input fields for 'Card Number', 'Month' (set to 'January (01)'), 'Year' (set to '2021'), and 'Security Code'. At the bottom, there is a 'protected by reCAPTCHA' notice with a 'Privacy - Terms' link and a reCAPTCHA logo. At the bottom right, there are 'Back' and 'Continue' buttons, with the 'Continue' button circled in red.

2b. You can choose to pay using your Checking Account. Fill in required information.

2021 Pledge	\$1.00
<b>Gift Amount</b>	<b>Total: \$1.00</b>

Payment Information

Payment Type  
**Checking Account**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Email \_\_\_\_\_

Update profile with this contact information.


PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

⌘ 234 56 789 ⌘ ⌘ 234 56 7890 ⌘ ⌘ 234 ⌘

Routing Number    Account Number    Check Number

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Confirm Routing Number \_\_\_\_\_ Confirm Account Number \_\_\_\_\_

protected by reCAPTCHA   
[Privacy](#) - [Terms](#)

I authorize First Church of Christ to debit my account for the amount indicated above. I understand that I can cancel any future automatic payments myself by going to the Financial tab in my profile.

[Back](#) [Continue](#)

3. Click on **CONFIRM** to start your repeating gift.

**Confirm Gift Info**

Amount: \$1.00  
Scheduled: Monthly  
Starting: 1/6/21 until 12 gifts have been made  
From: \_\_\_\_\_

[CANCEL](#) [CONFIRM](#)


4. Click *Done*.

First Church of Christ

Search name, phone or email

Home People Groups Events Check-In Schedules & Plans Giving Forms Communication Reports & Metrics

GIVE SCHEDULES / HISTORY PLEDGES



**Your gift is complete!**

Secure gift from: [Name]  
Secure gift total: \$1.00

Given monthly until 12 gifts have been made

For your records, your payment receipt has been emailed to: [Email]

**Done**

5. Your repeating gifts is in the *SCHEDULES/HISTORY* tab.

First Church of Christ

Search name, phone or email

Home People Groups Events Check-In Schedules & Plans Giving Forms

← My Giving

GIVE **SCHEDULES / HISTORY** PLEDGES

Individual Family Giving Statement

REPEATING GIFT SCHEDULES Show Active ▾

Designation	Amount	Next	Frequency	Rem	Last Msg	
2021 Pledge	\$1.00	Jan 6, 2021	Monthly	12	Created	<a href="#">Cancel</a> >

## cancelling Repeating Gifts in Church Community Builder

1. Click on the *Giving* tab on the main menu. Go to the *SCHEDULES/HISTORY* tab. Click on *Cancel*.

The screenshot shows the 'My Giving' page in the Church Community Builder. The left sidebar has the 'Giving' tab selected and circled in red. The main content area has the 'SCHEDULES / HISTORY' tab selected and circled in red. Below the tabs, there are buttons for 'Individual' and 'Family', and a 'Giving Statement' button. A table titled 'REPEATING GIFT SCHEDULES' is visible, with a 'Cancel' button circled in red next to the '2021 Pledge' row.

Designation	Amount	Next	Frequency	Rem	Last Msg	
2021 Pledge	\$1.00	Jan 6, 2021	Monthly	12	Created	<a href="#">Cancel</a>

2. Click on *Confirm* to stop repeating gift.

The screenshot shows the same 'My Giving' page, but a modal dialog box is displayed. The dialog box has a title 'Stop gift schedule' and a question 'Are you sure you want to stop this gift schedule?'. There are two buttons: 'Cancel' and 'Confirm', with the 'Confirm' button circled in red.

3. It will show as *Cancelled* under your *REPEATING GIFT SCHEDULES*.

The screenshot shows the 'My Giving' page after the gift schedule has been stopped. A green notification banner at the top says 'Payment schedule successfully stopped.'. The 'REPEATING GIFT SCHEDULES' table now shows the '2021 Pledge' row with the status 'Cancelled' circled in red.

Designation	Amount	Next	Frequency	Rem	Last Msg	
2021 Pledge	\$1.00	Jan 6, 2021	Monthly	0	Cancelled	