



A Church's Guide to Electronic Giving

Effective ideas for promoting electronic donations



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Welcome



We are pleased that you have selected, or are considering, electronic giving solutions from Vanco Payment Solutions.

To assist in making your program a success, this guide presents several proven ideas for promoting electronic giving to your congregation members. The information in this guide was gleaned from years of experience working with more than 15,000 churches of all sizes.

The level of success a church achieves with electronic giving is typically dependent on the level of awareness given to the program. In this guide, you will find simple yet effective ideas for raising awareness of electronic

giving using church bulletins, pledge letters, websites and other readily available resources.

Electronic giving will appeal to a wide spectrum of congregation members—from longtime worshippers that appreciate having an alternative to frequent check writing to young families that prefer to pay or donate by electronic means whenever possible.

We are confident you will benefit from the information we have assembled for you in this guide regardless of whether you are a new client using our electronic giving solutions for the very first time, or a current client looking for ways to increase participation in electronic giving.

Electronic Giving Methods



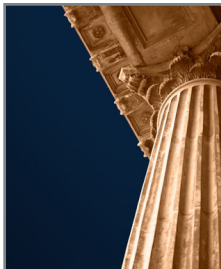
Online Giving

Accept online contributions for an unlimited number of funds via a Vanco-hosted webpage accessed through your website. Also accept online registrations, pledges, school tuition, daycare and other payments.



Credit/Debit Cards

Accept all major card brands with this versatile card processing service.



eCheck

Accept donations electronically transferred from member bank accounts to your church's bank account. Also referred to as direct debit or ACH.



Mobile Giving

Accept donations from a mobile version of your Vanco-hosted webpage.

Online Giving Features

Here is a brief overview of online giving features that can be customized on your own or with the help of Vanco at no extra cost.

Card fees

An optional checkbox can be added that enables members—with one click—to voluntarily give a small additional percentage to help your church offset the fees for processing cards.

Spanish version

Our online giving pages are available in Spanish to accommodate Spanish-speaking congregations.

Memo fields

You can include memo fields to gather information beyond a member's name, address, phone number and email address. Memo fields are ideal for online registrations, allowing you to capture the same information you would request on a paper form.

Page sponsorship

Located at the bottom of the giving page, this feature works much like the ad space in a church's weekly bulletin. If this feature is requested by your church, the contributions from individual donors or local businesses can be used to offset the monthly fee.

Dedication

An optional field can be added that allows members to make contributions 'In Memory Of' or 'In Honor Of' an individual.

How to promote electronic giving

It's easy to launch a successful electronic giving program. This guide presents several ideas for raising awareness of your new program—including many that use communication methods you may already have in place.

Raising immediate awareness

- **Announcements during services** — Members are more likely to participate in a program that enjoys visible, top-down support from the church's religious and financial leaders.
- **Bulletin and newsletter announcements** — Prominently feature an announcement in the weekly bulletin or newsletter to maximize awareness.
- **Letters** — One of the most effective ways to introduce electronic giving is with a letter signed by the pastor. Be sure to include an authorization form or direct members to the church website if an online giving page is available.
- **Bulletin boards and resource centers** — Make program details available anywhere information is normally distributed. Post signs on bulletin boards. Staff an information table after services.
- **Church website** — Announce a new giving program or giving method on the church website. Simply re-purpose the same announcement from the weekly bulletin.
- **Prize drawing** — Consider a drawing where members who sign up for electronic giving are eligible to win a prize. Choose a prize popular enough to entice members.

Maintaining awareness

- **Repetition** — There will always be people who haven't heard about your electronic giving program. Periodically rotate the message appearing in the bulletin and on the website.
- **Annual and quarterly giving statements** — Insert information about the program whenever statements are mailed. Include an authorization form or direct members to the church website if an online giving page is available.
- **Annual pledge drives and special appeals** — Include program information whenever pledge cards are distributed. A unique feature of your Vanco electronic giving program is the ability for members to direct contributions into multiple funds (e.g., General Fund, Building Fund, Missions Fund and Disaster Fund).
- **Resource center** — Use bulletin boards and literature racks to display and distribute program information.

Five tips for online giving

Two churches, similar in almost every way, can experience substantially different results with their online giving pages. The difference is in execution and promotion. Below are five ways to make your giving page a winner.

1. Location. Location. Location.

Prominently feature a link from your home page to your online giving page. Don't make members work hard to find it. Place the link where it will be visible without scrolling. Navigation from the home page to the giving page should take one click—two at most.

2. Offer multiple links to your giving page.

Provide links to your giving page from several locations throughout the church website. Insert a text link within all financial appeals.

3. Be direct.

Asking for money in writing is easier than asking for money in person—especially when it comes to asking for operating funds. Take advantage of the online environment to deliver a direct, well-crafted appeal.

4. Offer multiple payment methods.

Accommodate the donation preferences of all your members by offering eCheck, credit card and debit card.

5. Direct members to your site with multiple marketing methods.

Promote your website and giving page at every opportunity. The church web address should appear in all print communications and electronic giving should be mentioned in all financial appeals.

Letter

To help you promote electronic giving, here is a sample letter that can be easily customized. Be sure to add a salutation and closing that would normally be used in church correspondence.

[Salutation]

[Church Name] invites you to consider our new electronic giving program as a way to automate your regular weekly offerings.

Electronic giving is convenient for you and provides much-needed consistency for our church. There is no cost for you to participate. If you are currently giving on a weekly basis, you will no longer need to write out 52 checks a year or prepare 52 envelopes. And when travel, illness or other circumstances prevent you from attending services, this program will allow your weekly offerings to continue on an uninterrupted basis.

To get started, complete the enclosed authorization form and return it to the church office.

Thank you!

[Closing]

Bulletin and newsletter messages

Here are three messages that can be used in the church bulletin or newsletter. Use them as is or adapt them for your own specific situation.

1. Launch message (long)

Now Available: Electronic Giving!

[Church Name] is pleased to announce a convenient new way to make your regular offerings. With our new electronic giving program, you can easily set up a recurring giving schedule or make one-time contributions. We encourage you to set up a schedule of recurring contributions. It's convenient for you and provides much-needed consistency for our church. If you are currently giving on a weekly basis, you will no longer need to write out 52 checks a year or prepare 52 envelopes. Even when travel, illness or other circumstances prevent you from attending services, our church will continue to receive your contributions on an uninterrupted basis. To become an electronic giver, visit the church office.

2. Launch message (short)

A simple and convenient way to give

Consider automating your regular donations with our new electronic giving program. [Church name] relies on the financial support of the congregation and electronic giving offers an easy way to give on a recurring basis. Visit the church office for more information.

Thank you!

3. Summer message (churches with online giving)

If you think you may miss church services this summer due to travel or other commitments, consider setting up an automatic giving schedule. Your consistent support is vital to our church, especially during summer months. To set up a recurring contribution, visit [Church Website Address] and locate the electronic giving page.

Bulletin insert

To help you raise awareness of electronic giving, Vanco has prepared a print-ready half-page insert (8½" x 5½") perfect for placing inside your church bulletin or placing on an information table. (see page 13)

Signs

To further help you raise awareness of electronic giving, Vanco has prepared a number of signs (8½" x 11") perfect for hanging on a message board or in the hallways of your church. (see pages 14-17)

Offering plate options

Give your members a visible way to demonstrate stewardship using one of the following three options:

1. Print-ready offering plate cards

Print or photocopy the next page and trim along the crop marks to create individual cards. For a more finished look, consider laminating the cards or using a heavier card stock. Your local copy center can assist you. (see page 18)

2. Instruct members to write on their envelopes

Electronic givers can simply write "I give electronically" on the outside of their regular envelopes.

3. Design and print your own offering cards

Prepare cards with the phrase, "I give electronically" which can be placed in the collection plate during services.

Reporting

Below is an example of the Fund Detail Report Vanco generates for churches. This report, which is sent prior to each deposit date, details all contributions to be deposited into your account via electronic funds transfer from member bank accounts. It includes the names of individual members, their contribution amounts and the designated funds.

Vanco electronic giving solutions integrate with many popular church management software packages.

Fund ID	Fund Name	Amount
0001	OPERATING PLEDGE	2,220.00
0002	CAPITAL CAMPAIGN PLEDGE	292.50
0003	REBUILDING FUND	12.50
0004	OTHER	37.50
Total:		2,562.50

\$2,562.50 will be deposited into your account **03/21/20XX**

Member Detail				
Member Name	Member ID	Fund Name	Fund Amount	Total Amount
BARTLETT, JIM	203	OPERATING PLEDGE	50.00	50.00
BRANSON, BOB	212	OPERATING PLEDGE	1,200.00	1,200.00
COOPER, JEANNE	233	OPERATING PLEDGE	12.50	
	233	CAPITAL CAMPAIGN P	12.50	
	233	REBUILDING FUND	12.50	
	233	OTHER	12.50	50.00
FREFRICKSON, AMY	246	OPERATING PLEDGE	120.00	
	246	CAPITAL CAMPAIGN P	80.00	200.00
GRANT, MELISSA	255	OPERATING PLEDGE	135.00	
	255	CAPITAL CAMPAIGN P	25.00	160.00
HARRISON, JACOB	265	OPERATING PLEDGE	90.00	
	265	CAPITAL CAMPAIGN P	75.00	165.00
HOLLINGSWORTH, FRED	267	OPERATING PLEDGE	25.00	25.00
MANSON, MICHAEL	277	OPERATING PLEDGE	25.00	25.00
MCABB, MOLLY	280	OPERATING PLEDGE	37.50	37.50
MUSSELMAN, MARK	284	OPERATING PLEDGE	55.00	
	284	CAPITAL CAMPAIGN P	100.00	155.00
MYERS, NICK	290	OPERATING PLEDGE	95.00	95.00
RIGGINS, WILL	304	OPERATING PLEDGE	25.00	
	304	OTHER	25.00	50.00
STARKS, KIM	308	OPERATING PLEDGE	350.00	350.00
Total:				2,562.50

Help us grow

Electronic Giving is a convenient, consistent way to help our church grow.

Consider scheduling a recurring electronic contribution today. It's easy! You will no longer need to write out checks and prepare envelopes every week. Even when travel, illness or other circumstances prevent you from attending services, your electronic contributions will continue to be received on an uninterrupted basis.

Get started today!

Ask for an authorization form in the church office. Or visit our church website.



Help us grow

Electronic Giving is a convenient, consistent way to help our church grow.

Consider scheduling a recurring electronic contribution today. It's easy! You will no longer need to write out checks and prepare envelopes every week. Even when travel, illness or other circumstances prevent you from attending services, your electronic contributions will continue to be received on an uninterrupted basis.

Get started today!

Ask for an authorization form in the church office. Or visit our church website.





Electronic Giving: Fast, easy, & secure

Support the work of our church through Electronic Giving. Have your weekly or monthly contribution debited from your checking or savings account and transferred directly into the church account safely and electronically—you'll never have to remember your checkbook again!

We would love for you to get started! Pick up an authorization form today.



Manage your offerings online

- Set up and manage recurring donations
- Make one-time contributions
- View your online giving history

Get started today! Visit our church website.



Leave your checkbook at home. Give electronically instead!

Electronic Giving is a convenient and secure way to provide consistent financial support to our church.

Electronic donations can be made by checking, savings, credit card or debit card.

We would love for you to get started! Pick up an authorization form today.



Give Online. It's Easy!

- Set up and manage recurring donations
- Make one-time contributions
- View your online giving history

Get started today! Visit our church website.

I give electronically



If you too would like to give electronically,
inquire at the church office.

I give electronically



If you too would like to give electronically,
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I give electronically



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Invoice



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

Invoice

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

Invoice for the month of: **March 20xx**

ACH - Checking/Savings Transactions

<i>Items Charged</i>	<i>Quantity</i>	<i>Rate</i>	<i>Total Charges</i>
Two-Day Transaction	20	0.25	5.00
Internet / File Authorization	5	0.50	2.50
Return / Notification of Change	1	3.00	3.00

ACH - Checking/Savings Transactions Total: 10.50

Credit/Debit Card Transactions

<i>Items Charged</i>	<i>Quantity</i>	<i>Rate</i>	<i>Total Charges</i>
Internet / File Authorization	25	0.50	12.50
Failed Transactions	1	0.45	0.45

Credit/Debit Card Transactions Total: 12.95

Miscellaneous

<i>Items Charged</i>	<i>Quantity</i>	<i>Rate</i>	<i>Total Charges</i>
Web Hosting Fee	1	25.00	25.00

Miscellaneous Total: 25.00

Invoice Total: 48.45

Invoice will be settled electronically on xx/xx/20xx

ACH Fund Detail Report (eCheck)



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

ACH Fund Detail Report

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

Deposit Date: xx/xx/20xx

Fund Totals

<i>Fund ID</i>	<i>Customer ID</i>	<i>Amount</i>
0001	General Offering	500.00
0002	Tuition Payment	5,400.00
Total:		5,900.00

\$5,900.00 will be deposited into your account on **xx/xx/20xx**

Transaction Detail

Customer Withdrawal Date: xx/xx/20xx

<i>Customer Name</i>	<i>Customer ID</i>	<i>Fund Name</i>	<i>Fund Amount</i>	<i>Total Amount</i>
Anderson, John	209	General Offering	100.00	100.00
Beste, Mark	242	General Offering	150.00	100.00
Clark, Cindy	217	General Offering	50.00	50.00
Clarkson, Kim	253	General Offering	150.00	150.00
Davidson, Bill	281	General Offering	100.00	100.00
Gomez, Maria	203	Tuition Payment	675.00	675.00
Lindstrom, Todd	208	Tuition Payment	675.00	675.00
Malone, Robert	267	Tuition Payment	675.00	675.00
	267	Tuition Payment	675.00	675.00
Nygaard, Frank	221	Tuition Payment	675.00	675.00
Paul, Christopher	234	Tuition Payment	675.00	675.00
Rodriguez, Antonio	246	Tuition Payment	675.00	675.00
Stevenson, Sarah	211	Tuition Payment	675.00	675.00

Total: **5,900.00**

Merchant Services Fund Detail Report (Card Processing)



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

Merchant Services Fund Detail Report

Date: xx/xx/20xx

Time: xx:xx:xx CT

Phone: 123-456-7890

Fax: 123-456-7891

Client ID: XX1234

Deposit Report

Net amount of **\$870.30** will be deposited into your account ending with **1234** on **xx/xx/20xx**.

Summary

<i>Card Type</i>	<i>Gross Amount</i>	<i>Discount Amount</i>	<i># Trans</i>	<i>Trans fee</i>	<i>Net Amount</i>
Amex	0.00	0.00	0	0.00	0.00
Discover	0.00	0.00	0	0.00	0.00
Mastercard	100.00	2.75	1	0.45	96.80
Visa	800.00	22.00	10	4.50	773.50
Total	900.00	22.75	11	4.95	870.30

Fund Totals

<i>Fund ID</i>	<i>Fund Name</i>	<i>Amount</i>
0001	General	525.00
0002	Building	175.00
0003	Missions	200.00
Total:		900.00

Member Detail

<i>Member Name</i>	<i>Member ID</i>	<i>Fund Name</i>	<i>Fund Amount</i>	<i>Total Amount</i>
Atkins, Peter	002C	General	100.00	100.00
Baily, John	011C	General	100.00	100.00
Coppin, Patrick	016C	Building	100.00	100.00
Dickinson, Tammy	023C	Missions	100.00	100.00
Eling, Amy	027C	Building	75.00	
	027C	General	25.00	100.00
Irving, Hal	038C	General	75.00	75.00
Johnson, Al	045C	Missions	100.00	
	045C	General	100.00	200.00
Madox, Tiffany	052C	General	75.00	75.00
Peters, Rich	070C	General	50.00	50.00
Total:				900.00

ACH Deposit Report (eCheck)



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

ACH Deposit Report

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

Deposit Report

\$440.30 will be deposited into your account ending with 4321 on **xx/xx/20xx**.

Transaction Detail

Customer Withdrawal Date: xx/xx/20xx

<i>Customer Name</i>	<i>Customer ID</i>	<i>Account Number</i>	<i>Type</i>	<i>Amount</i>
Anderson, John	5555	xxxxxxxx1111	PPD	100.00
Gomez, Maria	4444	xxxxxxxx3331	PPD	140.30
Ellison, Alex	1132	xxxxxxxx5611	PPD	200.00
Total:		Count: 3		440.30

Merchant Services Deposit Report (Card Processing)



800-675-7430 (Phone)
cs@vancopayments.com

Merchant Services Deposit Report

Date: xx/xx/20xx

Time: xx:xx:xx CT

Phone: 123-456-7890

Fax: 123-456-7891

Client ID: XX1234

Account Administrator's Name
Organizations Name

News

Just a reminder that Vanco processes ACH transactions on every business day, which is defined as a calendar day other than Saturday, Sunday or a Federal Holiday.

Deposit Report

Net amount of **\$1,256.90** will be deposited into your account ending with **1234** on **xx/xx/20xx**.

Summary

<i>CNP Transactions</i>	<i>Gross Amount</i>	<i>Discount Amount</i>	<i># Trans</i>	<i>Trans fee</i>	<i>Net Amount</i>
Amex	500.00	17.50	1	0.45	482.05
Discover	0.00	0.00	0	0.00	0.00
Mastercard	150.00	4.12	2	0.90	144.98
Visa	650.00	17.88	5	2.25	629.87
CNP Total	1,300.00	39.50	8	3.60	1,256.90
Total:	1,300.00	39.50	8	3.60	1,256.90

Transaction Detail

<i>Charge Date</i>	<i>Member Name</i>	<i>Member ID</i>	<i>Card Type</i>	<i>Gross Amount</i>
xx/xx/20xx	Anderson, John	12347789	MasterCard	100.00
	Bodington, Katherine	12400911	Visa	150.00
	Clark, Brian	12202928	Visa	75.00
	Cruz, Maria	12200913	Visa	125.00
	Castillo, Carols	12300091	MasterCard	50.00
	Gomez, Antonio	12720292	Amex	500.00
	McCarther, Kevin	12100921	Visa	200.00
	Richardson, Clem	12981722	Visa	100.00
	Total			1,300.00
	Gross Total			1,300.00

ACH Confirmation Report (eCheck)



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

ACH Confirmation Report

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

Deposit Date: xx/xx/20xx

News

Just a reminder that Vanco processes ACH transactions on every business day, which is defined as a calendar day other than Saturday, Sunday or a Federal Holiday.

Fund Totals

<i>Fund ID</i>	<i>Fund Name</i>	<i>Amount</i>
1234	General Operating	225.00
5678	Missions	100.00
Total:		325.00

\$325.00 will be deposited into your account ending with 1234 on **xx/xx/20xx**.

Donor Detail

<i>Donor Name</i>	<i>Donor ID</i>	<i>Fund Name</i>	<i>Fund Amount</i>	<i>Total</i>
Anderson, John	2796	Fund Name 1	65.00	65.00
Beste, Mark	657	General Operating	160.00	260.00
	657	Missions	100.00	
Total:				325.00

Merchant Services Confirmation Report (Card Processing)



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

Merchant Services Confirmation Report

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

Activity for xx/xx/20xx

New Customers* / New Transactions

<u>Customer Name</u>	<u>Customer ID</u>	<u>Fund ID</u>	<u>Start Date</u>	<u>End date</u>	<u>Freq</u>	<u>Amount</u>
* Anderson, John	503	0001	xx/xx/20xx	None	M	125.00
* Cruz, Raul	567	0001	xx/xx/20xx	None	M	50.00

New Customer Payment Methods

<u>Customer Name</u>	<u>Customer ID</u>	<u>New Account</u>	<u>Account Type</u>
Anderson, John	503	xxxxxxxxxxxx4536	CC
Cruz, Raul	567	xxxxxxxxxxxx2386	CC

Online Donation Confirmation (WebPay)

Grace Church
123 Main Street
Anytown, MN 55411
xxx-xxx-xxxx

xx/xx/20xx 10:09:31 AM

Thank you for your donation!

Confirmation number:	32397691
First Name:	John
Last Name:	Doe
Address 1:	101 Maple St
Address 2:	
City, State Zip:	Anytown, MN 54321
Phone Number:	952-987-2001
Email Address:	j.doe@emailexample.com
General Fund:	100.00
Missions:	50.00
Total Donation:	150.00
Account Type:	Checking Account
Routing Number:	xxxxx0019
Account Number:	xxxxxxxx2030
Donation Frequency:	Monthly
Donation Start Date:	xx/xx/20xx



Online Registration Confirmation (WebPay)

Grace Church & School

123 Main Street
Anytown, MN 55411
xxx-xxx-xxxx

xx/xx/20xx 05:01:31 PM

Thank you for your payment!

Confirmation number: 52478516
First Name: John
Last Name: Doe
Address 1: 101 Maple St
Address 2:
City, State Zip: Anytown, MN 54321
Phone Number: 952-987-2001
Email Address: j.doe@emailexample.com
Student's First Name: Sarah
Student's Last Name: Doe
Gender: Female
Grade 20xx/20xx School Year: 2
School: Grace School
Church: Grace Church
Church Attended Last Year: Grace Church
Primary Email Address: j.doe@emailexample.com
Home Phone:
Cell Phone:
Pee Wee Soccer (Coed JK-2nd): \$55.00
Total Payment: \$55.00

Account Type: Credit Card
Account Number: xxxxxxxxxxxx1192
Start Date: xx/xx/20xx



Online Tuition Confirmation (WebPay)

Grace Church & School
123 Main Street
Anytown, MN 55411
xxx-xxx-xxxx

xx/xx/20xx 05:22:48 PM

Thank you for your tuition payment!

Confirmation number:	20658723
First Name:	Katherine
Last Name:	Doe
Address 1:	101 Maple St
Address 2:	
City, State Zip:	Anytown, MN 54321
Phone Number:	952-987-2001
Email Address:	katherine.doe@emailexample.com
Tuition:	\$675.00
Total Tuition Payment:	\$675.00
Tuition Payment Frequency:	One-Time
Tuition Payment Start Date:	xx/xx/20xx
Account Type:	Credit Card
Account Number:	xxxxxxxxxxxx1192



File Confirmation Report



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

File Confirmation Report

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

File Name: ESXXXXX
File Name: 265

Status: Successful Import
Status: Credit/Debit Card Processing

Total Amount: \$150.00
Total Rejected: 0

Total Transactions: 2
Total Transactions: 1

ACH Processing Report (eCheck)



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

ACH Processing Report

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

Processing Report

Customer Withdrawal Date: xx/xx/20xx

Count: 3

Total: 440.30

Deposit Date: xx/xx/20xx

Amount of deposit may be less than total due to returns.

Transaction Detail

<i>Customer Name</i>	<i>Customer ID</i>	<i>Account Number</i>	<i>Type</i>	<i>Amount</i>
Beste, Mark	5555	xxxxxxxx1111	PPD	100.00
Gomez, Maria	4444	xxxxxxxx3331	PPD	140.30
Rodriguez, Antonio	1132	xxxxxxxx5611	PPD	200.00
Total:		Count: 3		440.30

Merchant Services Processing Report (Card Processing)



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

Merchant Services Processing Report

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

Summary

<i>Card Type</i>	<i>Charges</i>	<i>Amount</i>	<i>Returns</i>	<i>Amount</i>	<i>Failed Transactions</i>
Amex	0	0	0	0.00	0
Discover	0	0	0	0.00	0
Mastercard	3	140.00	0	0.00	0
Visa	8	585.00	0	0.00	1
Total:	11	725.00	0	0.00	1

Charges

<i>Customer Name</i>	<i>Customer ID</i>	<i>Processing Date</i>	<i>Amount</i>
MasterCard			
Cruz, Maria	052C	xx/xx/20xx	50.00
Duling, David	074C	xx/xx/20xx	45.00
Meeks, Katherine	071C	xx/xx/20xx	45.00
MasterCard Total:		Count: 3	140.00
Visa			
Elkington, Susan	069C	xx/xx/20xx	50.00
Fayette, Mathew	083C	xx/xx/20xx	65.00
Granger, Phil	097C	xx/xx/20xx	100.00
Gunderson, Gail	085C	xx/xx/20xx	45.00
Johnson, Diane	108C	xx/xx/20xx	165.00
Klinger, Katie	099C	xx/xx/20xx	50.00
McCarther, Molly	154C	xx/xx/20xx	45.00
Sanders, Emily	222C	xx/xx/20xx	65.00
Visa Total:		Count: 8	585.00
Total Charges:		Count: 11	725.00

Weekly Activity Report With Detail



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

Weekly Activity Report With Detail

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

Summary: 02/16/20xx - 02/20/20xx

Account	Transaction Date	Report Date	Batch #	Report	Deposits	Withdrawals
1703	02/17/xx	02/01/xx		Invoice	0.00	38.98
	02/17/xx	02/12/xx	9312901	ACH Deposit Report	3,146.00	0.00
	02/18/xx	02/17/xx	9338710	MS Deposit Report	659.31	0.00
Total:	4				3,805.31	38.98
Grand Total:	4				3,805.31	38.98

02/17/20xx	Transaction Date	ACH Deposit Report Detail			Account: 1703
Customer ID	Customer Name	Fund Name	Customer Account	Amount	
401	Johnson, Paul	General Fund	0350	100.00	
465	Hoffman, Michelle	Capital Campaign	1483	50.00	
Total:	2			150.00	

02/18/20xx	Transaction Date	MS Deposit Report Detail				Account: 1703	
Customer ID	Customer Name	Fund Name	Proc Date	Gross Amount	Trans Fee	Discount Rate Fee	Amount
512	Johnson, Paul	General Fund	02/16/xx	100.00	0.45	2.75	96.80
429	Hoffman, Michelle	Capital Campaign	02/16/xx	100.00	0.45	2.75	96.80
Total:	2						193.60

Fund Totals

Fund Name	Gross Amount	Transaction Fee	Discount Rate Fee	Total Amount
Capital Campaign	150.00	0.45	2.75	146.80
- ACH	50.00			50.00
- MS	100.00	0.45	2.75	96.80
General Fund	200.00	0.45	2.75	196.80
- ACH	100.00			100.00
- MS	100.00	0.45	2.75	96.80

Detail Grand Total

ACH/MS	Gross Amount	Transaction Fee	Discount Rate Fee	Total Amount
ACH	150.00			150.00
MS	200.00	0.90	5.50	193.60
Grand Total:	350.00	0.90	5.50	343.60

Credit Card Expiration Date Report (Card Processing)



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

Credit Card Expiration Date Report

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

Expire This Month

<i>Customer ID</i>	<i>Customer Name</i>	<i>Account Number</i>	<i>Expiration Date</i>
101	Last, First	xxxxxxxxx1245	xx/xx/xx
102	Last, First	xxxxxxxxx8056	xx/xx/xx
103	Last, First	xxxxxxxxx2101	xx/xx/xx

Expire Next Month

<i>Customer ID</i>	<i>Customer Name</i>	<i>Account Number</i>	<i>Expiration Date</i>
121	Last, First	xxxxxxxxx2001	xx/xx/xx
134	Last, First	xxxxxxxxx4044	xx/xx/xx

Expired

<i>Customer ID</i>	<i>Customer Name</i>	<i>Account Number</i>	<i>Expiration Date</i>
111	Last, First	xxxxxxxxx1223	xx/xx/xx

Returns Report (eCheck)



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

Returns Report
Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

Returns Report

\$75.00 will be withdrawn from your account on xx/xx/20xx

Transaction Detail

<i>Customer Name</i>	<i>Customer ID</i>	<i>Account Number</i>	<i>Reason</i>	<i>Amount</i>	<i>Original Settlement</i>
Gomez, Maria	149C	xxxxxxxx2052	Insuf Funds	75.00	xx/xx/20xx
Totas:				75.00	Count: 1

Insuff. Funds

R01 - According to the customer's bank, there are not sufficient funds in their account. **Contact the customer** to discuss.

Merchant Services Failed Transactions (Card Processing)



800-675-7430 (Phone)
cs@vancopayments.com

Account Administrator's Name
Organizations Name

Merchant Services Failed Transactions

Date: xx/xx/20xx
Time: xx:xx:xx CT

Phone: 123-456-7890
Fax: 123-456-7891

Client ID: XX1234

The Merchant Services Failed Transactions Report lists any transactions that have failed, the reason why those transactions failed and/or any payment methods that have been cancelled.

Failed Transactions

For explanations of why these transactions failed, refer to the definitions below the list.

<i>Customer Name</i>	<i>Customer ID</i>	<i>Date</i>	<i>Reason</i>	<i>Account #</i>	<i>Amount</i>
Visa					
Sanders, William	321	xx/xx/20xx	Declined	9833	50.00
Visa Total:			Count: 1		50.00
Total Failed:			Count: 1		50.00

Declined The card issuer will not allow the transaction to process. Vanco does not know the reason why, but there may be a problem with the the card. The carholder should contact the card issuer for assistance.

We integrate with many software systems

To better serve our clients, we have developed convenient integrations with many of today's most popular software systems. Don't see your software below? We're always looking to add new software integrations. Email us at Sales@VancoPayments.com or call us at 800-675-7430.

					
ABC Signup	ACS Technologies	bvcms	By The Book Software for Churches & Nonprofits	Cahaba Creek Software	CampTrak
					
Concordia Technology Solutions	Church Community Builder	ParishSOFT	Church Office Online Management Software	Churchteams	ChurchTrac Software
					
Computer Helper Publishing	CiviCRM	Image Trend	Donarius by Nuverb Systems Inc.	GiftWorks Doing Good. Better.	ACS Technologies
					
Helpmate Technology Solutions	Icon Systems	iDonate More Gifts... More Good.	Logos Management Software	ACS Technologies	ACS Technologies
					
ParishSOFT Church Management Software and Web Solutions	PowerChurch Software	RDS Advantage	ACS Technologies	Metafile Information Systems	Icon Systems
					
Northworld	Servant PC Resources	Shelby Systems	Concordia Technology Solutions	SignUp4	Sumac
					
ACS Technologies	The Data Bank TECHNOLOGY FOR CHANGE™	TLC Church Software	TrailBlazer Campaign Service Organize. Leverage. Succeed.	Points North A Division of Points North	

VANCO
PAYMENT
SOLUTIONS



Strengthen Stewardship

With Electronic Giving

Church committee presentation

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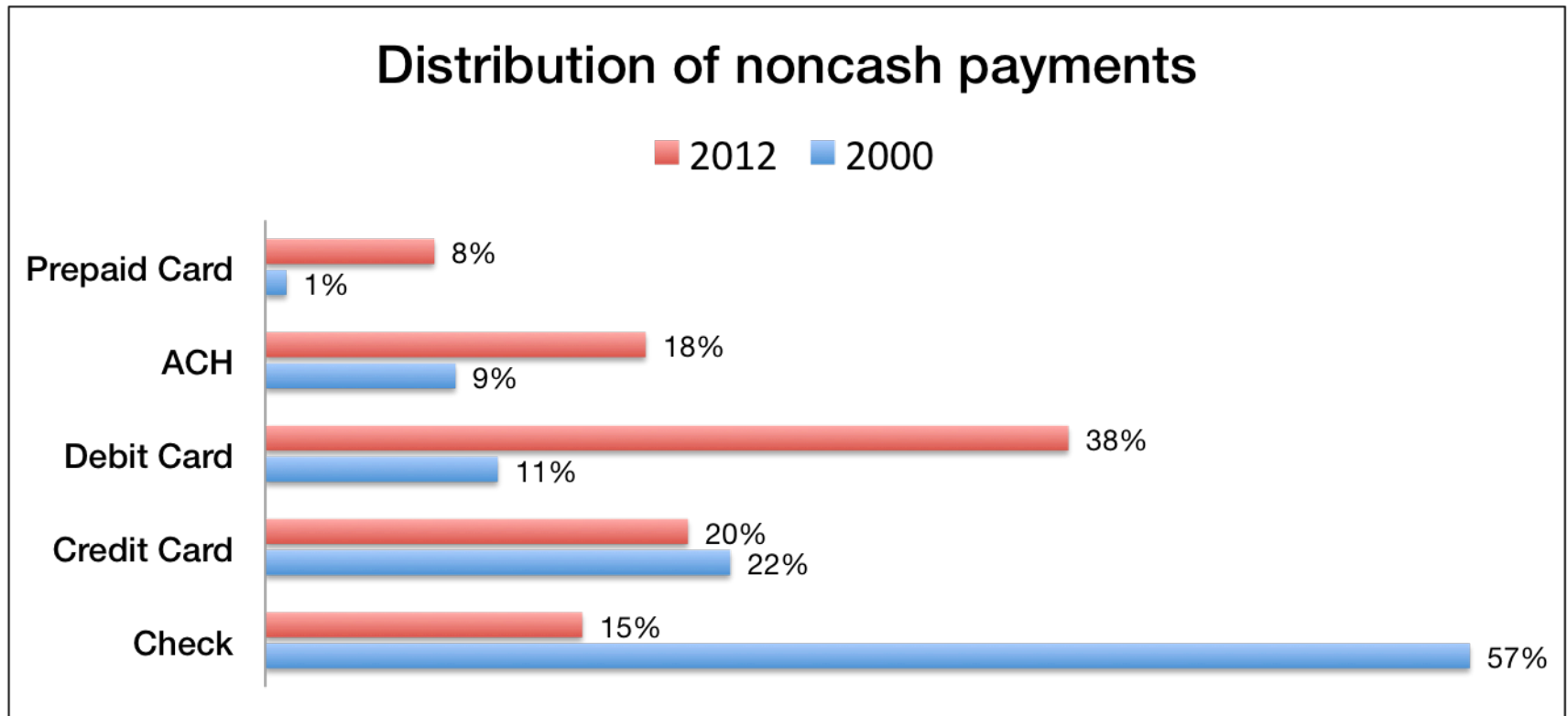


Contents

- Statistics
- Primary benefits of electronic giving
- Why members appreciate electronic giving
- How electronic giving works
- Special features and services
- Secure card readers
- Advantages of working with Vanco
- Security
- Getting started

Is your church too dependent on checks?

With the rise of electronic payment methods, fewer people are writing checks.



Source: The Federal Reserve Payments Study (2001 & 2013)

How do you manage summer donation slump?



- July check offerings are typically 40% below April and December levels*.
- Electronic giving helps to increase the consistency of giving throughout the year.

*Source: Vanco Payment Solutions internal analysis of monthly check deposits by church clients.

Primary benefits of electronic giving

- Increases overall contributions
 - Recurring donations
 - Appealing payment methods
- Frees up staff time
 - Detailed reports sent electronically
- Reduces risk
 - Sensitive data is encrypted on secure Vanco servers
- Helps the environment

Why members appreciate electronic giving



- Convenience
 - No need to carry checkbook or cash
- Control – with online giving
 - Available 24/7
 - Manage recurring contributions
 - Make one-time donations
 - View online giving history

Why members appreciate electronic giving [cont]

- Consistency
 - Automating contributions keeps members on track with pledges and planned giving even if they miss service
- Speed
 - Online giving provides an immediate response for disaster relief
- Timing
 - Recurring transactions can be scheduled to coincide with payday
 - Year-end giving can be made up to the very last minute

Two easy ways your members can sign up

Online



- Members enter donation information on your online donation page
- Members can manage recurring donations & view online giving history

Paper Form



- Members complete and sign an authorization form
- Church staff logs into MyVanco to set up the recurring donation

How online giving works

- Dollar amount

Donor enters the dollar amount to pay.

- Frequency

Donor selects the frequency of their payment (e.g. one-time, weekly or monthly).

- Start date

Donor selects a payment start date and clicks the Continue button. To simplify reporting, we can put limits in place

The screenshot shows a web form titled "Donations" with an orange header. Below the header, a message reads: "If you've already created a profile, please 'Log In' on the right, otherwise continue." The form contains several input fields: "General Operating:", "Building Fund:", "Missions:", and "Other:". The "Other:" field is a wide text input. A horizontal line separates the input fields from a "Total:" section, which displays "0.00". Below this, there are two more input fields: "Donation/Payment Frequency:" (a dropdown menu) and "Donation/Payment Start Date:". At the bottom of the form is a rounded "Continue" button.

How online giving works [cont]

■ Donor information

Donor enters their name, address and other personal information.

■ Payment method

Donor selects a payment method (checking, savings, credit/debit card).

■ Summary

A summary of the donor's transaction(s) appears in the upper right corner of the screen and a confirmation page is displayed once the donor clicks the Process button.

Payment Information

First Name:

Last Name:

Address 1:

Address 2:

City:

State / Zip:

Phone Number:

Email Address:

Account Type:

Checking Savings Credit/Debit Card

Routing Number:

Account Number:

Donation Summary

Donations	
General Operating	50.00
Missions	25.00
Total Monthly Donation	75.00

Special features and services

- Accept more than donations
 - Registrations
 - Payments
 - Pledges
- Mobile optimized
 - Complimentary smartphone-friendly version
- Free QR (Quick Response) code
 - A unique QR code gives members instant access to your giving page

Special features and services [cont]

- Unlimited number of funds
- Dedication option
 - “In memory of” or “In honor of” field
- Additional gift option
 - An additional percentage is donated to offset card processing fees
- Page sponsorship option
 - Electronic version of a bulletin ad
- Spanish version
 - Complimentary Spanish version available

Easily accept credit cards

- Mobile card reader
 - Available for Apple® or Android™
 - Requires free Mobile Access app
 - Sends receipts via email
- Desktop card reader
 - Plugs into USB port of a computer
 - Requires access to MyVanco online service center
 - Sends receipts via email
- Card terminal
 - Connects to your network
 - Prints receipts on the spot



Advantages of working with Vanco

- Recurring donation specialists
 - More than 15,000 churches and nonprofits use Vanco for recurring contributions & payments
- Flexible payment options
 - eCheck – Electronic funds transfer from checking or savings
 - Credit/Debit Card Giving – All major credit and debit cards
- Detailed reporting
 - Reports of all transactions and deposits are available online 24/7
 - Individual funds and payments can be listed separately

Advantages of working with Vanco [cont]

- Fast deposits
 - Same day deposits for ACH transactions
 - 2-4 business days for card transactions
- Software integrations
 - We integrate with many popular church and nonprofit softwares
- Live training & support
 - Personalized telephone training
 - Tips, bulletin messages & materials to help you grow your electronic giving program

Advantages of working with Vanco [cont]

No long-term contract

- Month-to-month contract
- No cancellation fees

Easy to get started

- Up and running in less than a week



Security measures in place

- PCI Level 1 Compliant Service Provider
- PCI standards implemented for all IT systems, payment solutions and business applications
- Annual independent PCI and SCO 1SM Type 1 audits
- Extensive redundancy and back ups

Starting you electronic giving program

Two ways to sign up

- Call 800-675-7430
- Sign up online

Raise awareness

- Utilize Vanco's library of resources
 - Bulletin messages & inserts
 - Offering plate cards
 - Signs
 - Guide to Electronic Giving



**Electronic Giving:
Fast, easy, & secure**

Support the work of our church through Electronic Giving. Have your weekly or monthly contribution debited from your checking or savings account and transferred directly into the church account safely and electronically—you'll never have to remember your checkbook again!

We would love for you to get started! Pick up an authorization form today.

Testimonial

“I have researched all of the online giving vendors and Vanco offers the best service for the most reasonable price. The site is very user friendly for our members to contribute to church and we have had steady growth in new users and overall giving to church. Today, a church **MUST** offer easier ways to give rather than only cash or check.”

Living Hope Baptist Church - Bowling Green, Kentucky

