

Electronic Giving Enrollment Instructions & FAQs

St. Clare of Assisi Catholic Church, Clifton VA

Introduction

After research and analysis that began in 2019, the Finance Council has recommended and Father Lehning has approved, to make available an optional electronic giving service that will help stabilize our monthly income and introduce new and easier ways to contribute to our parish.

This system, operated by the vendor, Parish Giving, has the following potential benefits:

- No cost to families.
- Cost effective to parish budget—minimal fees offset by ensuring regular contributions.
- Easy to use and manage your account; increase and decrease your gift.
- Easy to participate in second collections.
- Will save parish valuable time and money on administrative tasks.

Considering the coronavirus situation we currently face, the deployment of this system is just in time to help us weather the challenges our parish budget will encounter.

Enrollment Instructions

A key reason we chose Parish Giving as the operator of this electronic giving service was its customer-oriented culture. If at any time you are having difficulty with the account enrollment process, feel free to contact their Customer Service department by phone or email:

Parish Giving Customer Service
Hours: Mon—Fri, 8:30 am to 4:30 pm Eastern
1.866.307.7140
info@ParishGiving.org

Before starting the enrollment process, recommend you have your bank account (routing and account numbers) OR credit card information available.

1. Go to the St. Clare of Assisi parish web site: <https://stclareclifton.org/>
2. On the parish home page, click on the Parish Giving button:



3. In the box labeled “Returning User Login,” click “Create New Account.”

4. Enter the following information on the page titled “Account Information”:
 - a. Name, email, and phone number.
 - b. Create a Username and Password of your choice.
 - c. Offertory envelope number if you know it.
 - d. Address information.
 - e. Check box agreeing to Parish Giving’s *Terms & Conditions* after reading them.
5. Click the “Save” button on the lower right corner of the page.
6. Enter the following information on the page titled “Billing Information”:
 - a. Billing account nickname for your own use—what you want to call this account.
 - b. Choose Payment Method—Bank Transfer OR Credit Card.
 - i. For Bank Transfers, enter your account name, bank name, account type (checking or savings), routing number (first set of nine numbers in the lower left corner of your check) and account number (first set of numbers immediately after routing number and longer of last 2 groups of numbers on check bottom).
 - ii. For Credit Cards, enter the card number, expiration date, CVV, name on the card, and the billing address.
7. Click the “Save Changes” button on the lower right corner of the page.
8. Your account is now established. The page now showing will become your “Home/Main” page whenever you sign into the Parish Giving site.
9. In order to set up your one-time or recurring contributions, click the “Schedule new Contributions” on the right side of the Home page.
10. To set up general contributions to the parish (normal offertory contributions), click the “Sunday Offering” box. In the offering box, click “Select”.
11. The “Selected Contributions” area allows you to choose from many different options:
 - a. Frequency—weekly, bi-weekly, monthly, quarterly, annually, or one-time.
 - b. Next bill date—choose the next date of your selected contribution. If this will be recurring, then the contributions will automatically be scheduled based on the frequency you have selected.
 - c. Billing Account—the nickname of the billing account you previously entered.
 - d. Memo—any notes you care to include for your own purpose.
 - e. [Frequency] Amount—the amount for each periodic contribution.
12. Click the “Save” button on the lower right corner of the page.
13. Use a similar process (steps #10 – #12) to set up contributions for the Building Fund and Second Collections options. The list of Second Collections will be modified soon to match those collections throughout the year that are mailed with your collection envelopes.
14. Click “Main” in the ribbon at the top of any page to get you back to your Home page.
15. Click “Log Out” in the ribbon at the top of any page when you are finished.

Frequently Asked Questions (FAQs)

- **Are we required to use the electronic giving system for parish contributions?** NO, it is entirely optional. However, you might find it easier to make contributions on a regular basis.
- **What other options are available for parish contributions?** While we are under the coronavirus restrictions, contributions can be mailed directly to the parish office. When we return to a more normal status, Sunday envelope offerings (check or cash) will remain in place for those who prefer that system. Use of bank “bill pay” programs can also be used (coordinate directly with your bank and the parish office). For the time being, offertory envelopes will continue to be mailed to you, regardless of which option you choose.
- **What contribution options are best for the parish?** WHATEVER IS BEST FOR YOU! With the expectation that this system will establish more regular contributions, the prices and fees are relatively minimal for the parish budget. That said, use of the bank transfer option is cheaper for the parish than using a credit card. Monthly contributions are cheaper for the parish than weekly contributions.
- **Can you set up different frequencies based on the type of contribution?** YES. For example, you can set up bi-weekly offertory contributions, monthly building fund contributions, and a series of one-time contributions for holy days or special collections. It is also easy to change your schedule contributions as needed.
- **What are Parish Giving’s privacy and security policies?** Parish Giving adheres to the strictest guidelines regarding the security of the financial information you provide. Sensitive account information is never shared with a third party. Parish Giving is Payment Card Industry compliant and uses the strongest TLS (Transport Layer Security) encryption technology available.
- **Do other parishes in Arlington Diocese use Parish Giving?** YES. Nearby parishes include: All Saints, St Mary of Sorrows, Sacred Heart, Holy Spirit and Holy Trinity.
- **Is there a mobile app available for your mobile device?** YES. Download it from the store of your choice. You will need to search for St. Clare’s by choosing zip code 20124 and a 5-mile search parameter – and St Clare’s will appear.