

## How to process ByFaith Partner Donations in the local Church

The National Office is not staffed to process recurring donations successfully; therefore, we strongly encourage our members to use the V2025 Partner's website to make their donations. Our program uses a payment solution company that securely processes more than 13 billion dollars annually for more than 30-thousand churches, schools and non-profits. Regardless, we also recognize that there are people who want to become V2025 Partners, but do not want to use the automated system. Please do not refuse them, simply use the following guidelines:

### 1. Donors making a one-time partner's donation using check or cash

Collect the donation/donations and mail it to the Jacksonville Office along with a copy of the commitment card. (Do not enter anything online. It will be processed by the National Office.)

### 2. Processing monthly recurring donations using check or cash

**The local church must not send checks to the National Office or use the regular COGBF donation link to process BFP donations.** Instead, the local church needs to become a V2025 Partner by combining the total of each monthly donation and setting up one (1) recurring donation for your church. For example, if there are a few people that do not want to use the website for various reasons and contributed: *one Platinum Donor (\$100), two Gold Donors (\$50 each), three Silver Partners (\$25 each), and eight people who could not afford to give at the partnership level but want to have a part in this effort by contributing ten (\$10 each).* Your church will then setup one monthly recurring donation on the V2025 site under "other" for \$355.00. We suggest you have donors turn in their donations by the "10th" of each month and set up your church recurring donation to come out of your church checking account on the "20th" of each month. So here is how it's done:

- **First**, establish a new Gmail account that includes the word "monthly", (i.e. [newhopemonthly@gmail.com](mailto:newhopemonthly@gmail.com))
- **Secondly**, go to the V2025 site and setup your contribution making these selections:
  - Other amount - \$355.00
  - Donation frequency – monthly
  - Start date – February 20, 2022
  - End date – February 22, 2022
  - Hit continue
  - Use "monthly" as the first name
  - Use your abbreviated church name as the last name (Newhope). Don't include COGBF in your church name.
  - Complete all required boxes

- Select checking and put in your routing information. We suggest that you not use a debit card to send donations because of the unnecessary fees, and we definitely do not recommend using a credit card to send donations already received by your church.
  - **Select a password, because this gives you the ability to edit your monthly donation without having to call the National Office.**
  - Hit process and you are done with the set-up.
- **Thirdly**, keep track of the donor's pledges by setting them up in your record-keeping system, i.e. Power Church Plus or whatever system you use.
- **Finally**, set up a new income and expense account in QuickBooks or Quicken named "ByFaith Partners" to track funds going in and out of your checking account.

#### IMPORTANT NOTES:

- Adjust your contribution in the system as your total amount increases or decreases.
- Do **not** include annual contributions in your monthly recurring amount.
- Setup a second V2025 Partnership for your church for annual contributors using the same steps above.
- **Do not enter large one-time contributions in the system at all.** Instead, make a record of the contribution, and mail it to the Jacksonville Office with a copy of the contributor's completed Commitment Card.
- Contact the National Office with additional questions or concerns.
- Just as we have had Burial League secretaries, we now need to establish a V2025 coordinator in every church.
- Have your V2025 local church coordinator contact your district coordinator for the total requested number of pins after each outreach and they will be sent to you for distribution.