

How to Give

When you're ready to support your church with your tithes and offerings, you have options. Read on to learn about the different ways to financially support the mission of your church.

In Person

A collection box is located at the sanctuary entrance where your tithe or offering can be deposited. A check or cash is suitable for this giving method. Envelopes are available alongside the collection box for you to label the purpose of the donation (as a general tithe or designated offering) and provide your name, if desired, to receive a year-end giving statement for tax purposes.

By Mail

You can mail a check to the church at the following address:

First Baptist Church
816 W Church St
Mascoutah IL 62258

Add a note on the check's memo line describing whether the contribution is a general tithe or for a designated purpose. For this method of giving, sending a check is safer than sending cash.

Through the Church Website

Our church supports online giving through a link on its website. Contributions can be made from your credit card, debit card, or bank account. The process is outlined as follows.

1. Open your web browser and navigate to **fbcmascoutah.org/give**. This is the Giving page of the church website.
2. On the Giving page, click the **Online Giving** button.

A new tab will open in your web browser showing our church's web page on the Vanco website. (Vanco is the company that handles online giving for our church.)

This tab will show two or more categories for giving. Building Fund and Tithes & Offerings are the standard giving categories. Additional giving categories may be displayed for seasonal offerings throughout the year.

3. Click the **Donate** button of the giving category for which you want to contribute. This will open a page where you will set your contribution details.
4. Enter your contribution amount and the frequency of the contribution and click the **Add to Basket** button. The following illustration guides you through this step.

Enter the dollar amount of your contribution.

Configure this transaction as a single, one-time contribution or a recurring contribution that is repeated at a specified interval.

If you choose a recurring contribution, you'll need to select the frequency of the transaction as **Every week**, **Every two weeks**, or **Monthly**. Then you'll choose the date for the contributions to start. You can pick the start date on the calendar or enter the date directly in the Start date field using a format of MM/DD/YY.

Once you've made all of your selections, click the **Add to Basket** button to save your selections.

The screenshot shows a form for entering contribution details. It includes an 'Amount' input field, radio buttons for 'One time' and 'Recurring' (with 'Recurring' selected), a 'Frequency' dropdown menu set to 'Monthly', and a 'Start date' field. Below the 'Start date' field is a calendar for February 2024. At the bottom of the form is a blue 'Add to Basket' button. Blue arrows point from the text instructions to the corresponding form elements: the 'Amount' field, the 'Recurring' radio button, the 'Frequency' dropdown, the 'Start date' field, the calendar, and the 'Add to Basket' button.

5. After clicking the Add to Basket button, a new page will appear and show additional giving opportunities and your basket listing your contribution. If you're ready to complete your transaction, click the **Continue to payment** button. This will display the Payment Method page.
6. On the Payment Method page, enter the funding method for your contribution and your contact information.

You can fund your contribution with your credit card, debit card, or your bank account. For a credit or debit card payment, you'll enter your card number and expiration date and your billing address ZIP code. For payment from your bank account, you'll enter your bank account number and routing number and select your account type as a checking account or a savings account. Your bank's nine-digit routing number can be found in the lower left corner on one of your checks. You can also contact your bank for the routing number. To avoid having to enter this information every time you make a contribution, you can set up an account with Vanco so that this information is entered automatically once you're signed into your account.

There are fees for this service. Currently, the fee for payment from your bank account is 1% of the donated amount and the fee for payment from your credit or debit card is 2.84% of the donated amount. You can elect to add this fee to your payment amount so that the church receives all of your intended contribution. You can also elect to keep the payment at your specified contribution amount but, due to the fee, reduce the amount

received by the church. There's also a 45-cent fee that the church pays for every contribution. Adding 45 cents to your donation amount will offset this fee.

For example, if you donate \$10 using a credit card, there will be a 2.84% processing fee amounting to 28 cents. If you elect to cover the processing fee, your payment will be \$10.28 and the church will receive the full \$10 contribution. If you don't elect to cover the processing fee, your payment will be \$10 and the church will receive \$9.72 after it pays the 2.84% processing fee.

7. Click the **Continue to review** button and review your payment amount and method.
8. Click the **Submit** button to complete the transaction. You will receive a receipt for the transaction through an email sent from support@vanco.com.

From the Vanco App

A mobile app is available from Vanco for your smartphone or tablet and the interface functions similarly to their web interface. The free app is available through the Google Play Store (for Android devices) and the Apple App Store (for Apple devices).

Through Your Bank's Bill Payment Service

Many banks offer a bill payment service that can be used for contributions to our church. This service is typically free to bank account holders. To use this service, you would log into your bank's website and schedule a one-time or recurring payment that is deducted from your bank account. The bank mails a check for the specified amount to the church. Other than assigning a payment amount and date, you will need to provide the bank with the church mailing address listed in the previous *By Mail* section. If your contribution is a designated offering (other than a tithe), add a brief offering description in the memo field when you request payment.

Since bank websites and their bill payment interfaces vary, it isn't practical to illustrate the bill payment process here. Contact your bank for assistance with creating an online account and using their bill payment service.