



# Giving Instructions



# Parish Giving

The generosity of our parishioners and visitors allows St. Mary to form disciples of Christ and carry out his mission on earth. Contributions are vital to the day-to-day operations of the Parish and its programs. Your contribution will benefit our sacramental preparation services, liturgical programs, and Catholic formation programs.

## Six Ways to Give to St. Mary – Hales Corners

<b>Cash or Check</b>	<b>Checking or Savings Automatic Withdrawal (preferred)</b>	<b>Credit or Debit</b>
<b>Investments and Planned Giving</b>	<b>Text-to-Give</b>	<b>Give+ Mobile App</b>

Any questions regarding parish giving should be directed to Vivian Roe, Parish Accountant, at [roev@stmaryhc.org](mailto:roev@stmaryhc.org) or 414-425-2174, ext 221.

There are 6 ways to give financial support to St. Mary Parish and School:  
Traditional:

1. Cash or Check
2. Planned Giving

Online:

3. Checking or Savings Automatic Withdrawal (preferred)
4. Text-to-Give
5. Credit or Debit Card
6. Give + Mobile Phone App

# Traditional Giving

Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

## Cash or Check

To make a cash or check donation:

- Deliver to the Parish Office, Monday - Friday,
  - 8:30 a.m. to 4:30 p.m.
  - Drop off at the Information Center before/after all weekend Masses
- Mail to:

St. Mary Parish  
Attn: Parish Accountant  
9520 W. Forest Home Avenue  
Hales Corners, WI 53130

- Members may also use the monthly contribution envelope and include the donation with their weekly offertory, during Mass

## Investments and Planned Giving

Learn about the tools that St. Mary has developed to allow for giving of appreciated assets. Some examples include:

- Transferring Ownership of Stocks, Bonds, or Mutual Fund Shares
- Giving Real Estate, Life Insurance, Retirement Assets, Bequests in Memory of Loved Ones, and Trusts

If you are interested in any of these ways to give, please contact Daniel Hansen, our Director of Administrative Services, at [hansend@stmaryhc.org](mailto:hansend@stmaryhc.org), or 414-425-2174, ext 216.

# Online Giving

Cash or Check	Checking or Savings Automatic Withdrawal <i>(preferred)</i>	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

As a convenience to the members and friends of St. Mary, we offer automatic withdrawals and online giving for recurring (weekly and monthly) and one-time donations. Online giving is a safe, secure, and convenient way to give without the hassle of writing checks or filling out offertory envelopes.

Using the online giving option allows you to make a one-time gift any time. You may also create a profile account to start weekly or monthly contributions.

*If you would like an annual giving statement for tax purposes, it is necessary to create a profile account. This enables St. Mary to link your generous contribution to the parish data system, which generates the year-end giving statement.*

## Benefits of Online Giving:

It is...

- A convenient way to arrange your gifting to the
- Parish
- An efficient, earth-friendly way to give that
- reduces paper waste
- A more secure way of giving

You are able to...

- Support St. Mary Community
- anywhere, any time
- See the details of your generosity
- Make adjustments to your ongoing contributions at your convenience

## Why do Automatic Withdrawals and Online Giving?

### Convenience to Our Members and Friends

- Noworries aboutforgettingto bring cash, check, and/or anenvelope to church
- Recurring donations can continue even when on vacation
- Electronic transfers are widely used for many of today's transactions
- Accessible fromhome computers, laptops, or mobile devices

### Safe and Secure

- All ACH(checkingand savings) transactions are processed through Associated Bank, in compliance
  - with nationalbanking security measures and regulations.
- Our credit/debit card financial service provider, Vanco, services thousands of other churches with PCI level-1certified secure transactions.

### Reduces Labor

- For volunteers who count offerings
- For ouroffice staff
  - Electronic donation accounting
  - Check and cashdeliverytobankinginstitution

### More Predictable and Periodic Donations

### It's Just Another Option for Giving

- Thebasketwillcontinuetobepassedateachmass,withcash and check donations still very much welcomed.





Cash or Check	<b>Checking or Savings Automatic Withdrawal (preferred)</b>	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

## Automatic Withdrawals from Checking or Savings Account

- Electronic withdrawals from a designated checking or savings account (ACH) may be scheduled for the 1st or 15th of the month.
- Electronic withdrawal from a checking or savings account option is St. Mary's preferred method of giving because it allows the total sum of the contribution to be utilized. There are convenience fees for debit and credit cards, which are deducted from the contribution.
- To set up automatic withdrawal through an ACH, print and complete the [Contributions Authorization Form](#) (Form can be obtained from the Parish Website, Parish Office, or Information Center)
- When finished, return the completed Form to the Parish Office or basket, along with a voided check.

# Automatic Withdrawals



ST. MARY FAITH COMMUNITY  
9520 W. FOREST HOME AVENUE  
HALES CORNERS, WI 53130  
PHONE: 414-425-2174

### CONTRIBUTION AUTHORIZATION FORM (CHECKING AND SAVINGS)

Last Name		First Name	
Address			
City		State	Zip
Email Address		Phone No ( )	
Effective date of authorization: ____/____/____			
Type of authorization: <input type="checkbox"/> New authorization <input type="checkbox"/> Change donation amount <input type="checkbox"/> Change donation date <input type="checkbox"/> Change banking information <input type="checkbox"/> Discontinue electronic donation			
DATE OF FIRST DONATION: ____/____/____		FREQUENCY OF DONATION: <input type="checkbox"/> Semi-Monthly - 1 <sup>st</sup> and 15 <sup>th</sup> <input type="checkbox"/> Monthly on the 1 <sup>st</sup> of the month <input type="checkbox"/> Monthly on the 15 <sup>th</sup> of the month	
FUNDS: <input type="checkbox"/> Operating Fund <input type="checkbox"/> Debt Repayment <input type="checkbox"/> Building Repair <input type="checkbox"/> School Appeal <input type="checkbox"/> Tuition Assistance <input type="checkbox"/> _____		AMOUNTS: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ Total \$ _____	
CHECKING / SAVINGS	Please debit my donation from my (check one): <input type="checkbox"/> Savings Account (contact your financial institution for Routing #) <input type="checkbox"/> Checking Account (attach a voided check below)		Routing Number: _____ Valid Routing # must start with 0, 1, 2, or 3 Account Number: _____ Check Number: _____
	I authorize the above organization to process debit entries to my account. I understand that this authority will remain in effect until I provide reasonable notification to terminate the authorization.		
	Authorized Signature: _____ Date: _____		
FOR OFFICE USE ONLY		ENVELOPE/DONOR #	DATE PROCESSED

If using a checking account, please ATTACH A VOIDED CHECK at the bottom of this page.

Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

# Online Giving

## Online Giving Using Internet, Mobile and Text

St. Mary offers the ability to make a one-time gift or set-up recurring gifts using a credit or debit card via the internet, mobile phone or text using Vanco Payment Solutions. Giving with a credit or debit card can be done with or without creating a profile. We encourage members to create a profile to maintain maximum control of giving preferences, frequency, and history. Instructions for each method of giving are provided on the following pages:

- Internet app - Page 8-16
- Text-to-Give: Page 17
- Give+ Mobile App - Page 18

**Members Please Note:** Online giving cannot be included in the end-of-year statement without a profile.

***Members are encouraged to provide automatic withdrawals from their checking or savings account to minimize convenience fees. Electronic withdrawal from a checking or savings account option is St. Mary's preferred method of giving because it allows the total sum of the contribution to be utilized. There are convenience fees for debit and credit cards, which are deducted from the contribution.***



Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

# Online Donation: Credit or Debit - Step 1

## 1. Goto the Vanco OnlineGiving Application:

- Go to [St. Mary Parish Home Page](#)
- Find and click the “Give” link
- Click “Credit or Debit” or “Give Online Now”

The screenshot shows the St. Mary Catholic Faith Community website. The header includes the parish name, address (9520 W Forest Home Avenue, Hales Corners, Wisconsin 53120), phone (414-425-2174), and a search bar. A navigation menu lists various parish activities. The main content area features announcements and a Lenten Prayer section. The 'GIVE' section is highlighted, showing six ways to donate: Cash or Check, Checking or Savings Automatic Withdrawal (preferred), Credit or Debit, Investments and Planned Giving, Text-to-Give, and Give+ Mobile App. A 'GIVE ONLINE NOW' button is prominently displayed. Below this, there are quick links for instructions and frequently asked questions, and a list of ways to give with corresponding links.

**St. Mary**  
Catholic Faith Community

9520 W Forest Home Avenue  
Hales Corners, Wisconsin 53120  
414-425-2174  
Contact Us  
Mass Times

Google Custom Search Search

Become a Parishioner Prayer & Worship Sacraments Pastoral Care Catholic Formation Social Concerns & Outreach Stewardship Community Life Give About Us School

"Celebrating spiritual growth, centered in Christ, through Word, Sacrament and Service."

**ANNOUNCEMENTS**

- Upcoming Funerals
- St. Ben's Community Meal: Apr. 11
- Outreach Lenten Collections, La Causa: Apr. 13/14
- Lenten Prayer Opportunities
- Lenten Abstinence and Fasting
- Triduum & Easter Mass Schedule
- Sign-up for Just5Days: June 17-21
- Job Posting: Physical Education Teacher

**Soup & Substance Prayer**  
Sundays at 4:00 p.m.  
(Max. 10, 17, 24, 31 and Apr. 7)

**Stations of the Cross**  
Wednesdays at 6:30 p.m.  
(Max. 13, 20, 27 and Apr. 3, 17)  
\*Apr. 19: 12 Hour Resurrection

**Eucharistic Adoration**  
Thursdays, 9:00 a.m. to 6:00 p.m.  
(Max. 14, 21, 28 and Apr. 4, 11)

**Taize Prayer Service**  
Palm Sunday, April 14 at 7:00 p.m.  
Good Friday, April 19 at 7:00 p.m.

**Lenten Prayer**

**GIVE**

Six Ways to Give

Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

**Online Giving**

The generosity of parishioners and visitors allows St. Mary to form disciples of Christ and carry out his mission on earth. Contributions are vital to the day-to-day operations of the Parish and its programs. Your contribution will benefit sacramental preparation services, liturgical programs, and Catholic formation programs.

As a convenience to the members and friends of St. Mary, we offer online giving for recurring (weekly and monthly) and one-time donations. Online giving is a safe, secure, and convenient way to give without the hassle of writing checks or filling out offertory envelopes.

**GIVE ONLINE NOW**

**QUICK LINKS**  
Instructions for Giving  
Frequently Asked Questions


**WAYS TO GIVE**  
Checking or Savings Automatic Withdrawal (preferred)  
Cash or Check  
Credit or Debit  
Investments and Planned Giving  
Text-to-Give (414) 422-1082  
Give+ Mobile App



Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

# Online Donation: Credit or Debit - Step 2

## 2. Create an “Online Profile”



**Online Donation**

[View Mobile Site](#) [Return to our Home Page](#)

**Donations**

Welcome to the St. Mary Faith Community's Online Giving Page! We thank you for contributing to our various ministries.

Please feel free to contact the church office with any questions.

If you've already created a profile, please "Log In" on the right, otherwise continue.


**Parish**


☐ Operating Fund:

☐ Debt Reduction:

☐ Endowment Fund:

Frequency:

Donation Start Date:  mm/dd/yy 


Donation End Date: (optional)  mm/dd/yy 


**School**

☐ School Appeal:


☐ Tuition Assistance:

Frequency:

Donation Start Date:  mm/dd/yy 

Donation End Date: (optional)  mm/dd/yy 

**Total:**

**Log In** 

Email Address:

Password:

[Forgot your Email Address or Password?](#)

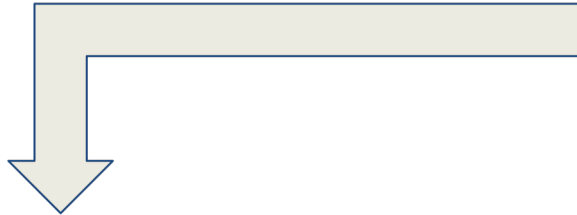
**Create Your Online Profile**

Click this button:

Create Profile


*Members are encouraged to create a profile in order to obtain a summarized statement of all donations. However, the option exists to provide a one-time gift without creating a profile. Simply, skip Steps 2-5 and go directly to Step 6.*

Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App



## Online Donation: Credit or Debit - Step 3

**3. Enter email address twice, and click “Continue”**



### Online Donation

[Return to our Home Page](#)

#### Create Profile

Enter a valid email address below.  
This will be used as your User ID.

Email Address:

Confirm Email Address:

#### Privacy Notice

You are on a secure webpage hosted by Vanco Services, LLC, an industry leader that processes transactions for thousands of clients. Vanco was chosen by St Mary Catholic Faith Community to process your online transactions.

The information Vanco receives from you will only be used to process your transactions and will never be shared with any other party, except as required by law. Your information will be safeguarded in strict compliance with federal standards for nonpublic personal information.

The password you select is also important in protecting your information; keep it secure and follow the best practices suggested [here](#). View Vanco's Privacy and Security Policy by clicking [here](#).

Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

# Online Donation: Credit or Debit - Step4

## 4. Enter profile information



Online Donation

[Return to our Home Page](#)

Profile

First Name: (required)

Last Name: (required)

Address 1: (required)

Address 2:

City: (required)

State / Zip: (required)

Phone Number:

Email Address: (required)

Confirm Email Address: (required)

Enter Password: (required)

Password requirements:

- Must be at least eight characters
- Must include at least one letter and one number
- Cannot be identical to your first name, last name or email address
- Cannot be reused
- Passwords are case sensitive
- Your password can consist of the following characters: upper and lower case letters, numbers, and special characters other than \* " or >

Re-Enter Password: (required)

Create Profile

Enter contact information here, including phone number and email address.

Since this involves financial data, a **unique password** is recommended e.g., not the same password for email, Facebook, etc. When done, click “Create Profile” button. An email indicating that a profile was created will be sent.

Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

# Online Donation: Credit or Debit - Step 5

## 5. Add a transaction

Summary Profile Log Off

Theresa Breunig

### Online Donation

Thank you for creating a profile. To add a Donation, click the Add Transaction button below. [Return to our Home Page](#)

[Add Transaction](#) [Edit Account](#)

#### My Scheduled Transactions

You do not have any transactions scheduled.

#### My Transaction History

Date Range:  to   
Fund:  [Search](#)

No donations were found for this Date Range and Fund selection.

## First Time User?

Choose



### Online Donation

[View Mobile Site](#) [Return to our Home Page](#)

#### Donations

Welcome to the St. Mary Faith Community's Online Giving Page! We thank you for contributing to our various ministries.

Please feel free to contact the church office with any questions.

*If you've already created a profile, please "Log In" on the right, otherwise continue.*

#### Parish

☐ Operating Fund:

#### Log In [help](#)

Email Address:   
Password:

[Log In](#)

[Forgot your Email Address or Password?](#)

## Existing User?

(already have a profile)



Log In with Email Address and Password and then Add Transaction



Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

# Online Donation: Credit or Debit - Step 6

## 6. Make donation to fund(s)

- Choose fund(s)
- Enter donation amount
- Enter donation frequency
- Enter donation account option: Credit or Debit Card
- Click "Process"

Choose One  
One Time  
Weekly  
Monthly  
Semi-Monthly  
Quarterly  
Annual

*Members are encouraged to provide automatic withdrawals from their checking or savings account to minimize convenience fees. Electronic withdrawal from a checking or savings account option is St. Mary's preferred method of giving because it allows the total sum of the contribution to be utilized. There are convenience fees for debit and credit cards, which are deducted from the contribution.*



Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

# Online Donation: Credit or Debit - Step 7





## 7. Fill out financial information

- Fill out the credit/debit card info (Card # and exp. date; Name and address of cardholder)
- Please consider **checking the Optional Box** to offset the card convenience fee paid by the parish
- Click “Process”

**Online Donation**

**Donation Information**

Account: New Account - Credit/Debit Card ▼

Card Number:

Expiration Date: ▼ ▼

Name Of Cardholder:

☐ **Optional:** - Give additional 2.75% to help offset the processing fee


☐ Use Profile Address

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip:  /

☐ I'm not a robot 

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

**Note:** Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	<b>Credit or Debit</b>
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

## Online Donation: Credit or Debit - Step 8

### 8. View the Confirmation Page

Thank you for your online  
donation

St Marys/Online Giving x

ereceipt@eservicepayments... Jan 9, 2019, 2:06 PM  
to me

Thank you for your donation!

Details regarding your donation are shown below. You can log in with your email address and password to view your donation history or to make changes to selected information regarding your personal profile and donation. You can also contact St Mary Catholic Faith Community directly.

You may wish to retain a copy of this email for your records.

Donation Details:

Thank you for your contribution. If you require additional assistance, please contact the Director of Administrative Services at 414-425-2174.

A donation confirmation with the following information is emailed:

- Parishioner/Member ID (Envelope #)
- Name, Phone Number, and Email Address
- Donation Summary (e.g., Date of the donation, Amount given to various funds, Donation frequency, Donation confirmation number)
- The Credit/Debit Card information (but only last 4 digits of account, for security purposes)

Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

# Online Donation: Credit or Debit - Step 9

## 9. View, Add, Edit, or Change a Donation

- Log in
  - Click “Summary” for history and schedule of transactions
  - Click “Profile” to edit profile information
  - Add a new donation clicking “Add Transaction”
  - View donations by entering the date range under “My Transaction History”
  - Edit or delete the recurring or future planned donations.
- Click “Log Out” when finished

**Online Donation**

[View Mobile Site](#) [Return to our Home Page](#)

**Donations**

Welcome to the St. Mary Faith Community's Online Giving Page! We thank you for contributing to our various ministries.  
Please feel free to contact the church office with any questions.  
If you've already created a profile, please "Log In" on the right, otherwise continue.

**Parish**

☐ Operating Funds: 0.00  
☐ Debt Repayment: 0.00  
☐ Building Repair: 0.00

Frequency: Choose One ▾  
 Donation Start Date: 02/18/19 mm/dd/yy  
 Donation End Date: (optional) mm/dd/yy

**School**

☐ School Appeal: 0.00  
☐ Tuition Assistance: 0.00

Frequency: Choose One ▾  
 Donation Start Date: 02/18/19 mm/dd/yy  
 Donation End Date: (optional) mm/dd/yy

**Total:** \$0.00

[Continue](#)

**Log In**

Email Address:   
 Password:   
[Log In](#)  
[Forgot your Email Address or Password?](#)

**Create Your Online Profile**

[Create Profile](#)

**Online Donation**

[Return to our Home Page](#)

[Add Transaction](#) [Edit Account](#)

**My Scheduled Transactions**

Date	Fund	Amount	Total	Account # Last 4	Frequency	Action
04/09/19	School Appeal	25.00	25.00	9349	Quarterly	<a href="#">Edit</a>   <a href="#">Delete</a>

**My Transaction History**

Date Range: 01/18/19 to 02/20/19

Fund: All Funds ▾ [Search](#)

No donations were found for this Date Range and Fund selection.

Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

## Online Donation: Text

*Donations via text can only be made with your debit or credit card.*

### Text-to-Give

#### First Time you Text Using Text-to-Give:

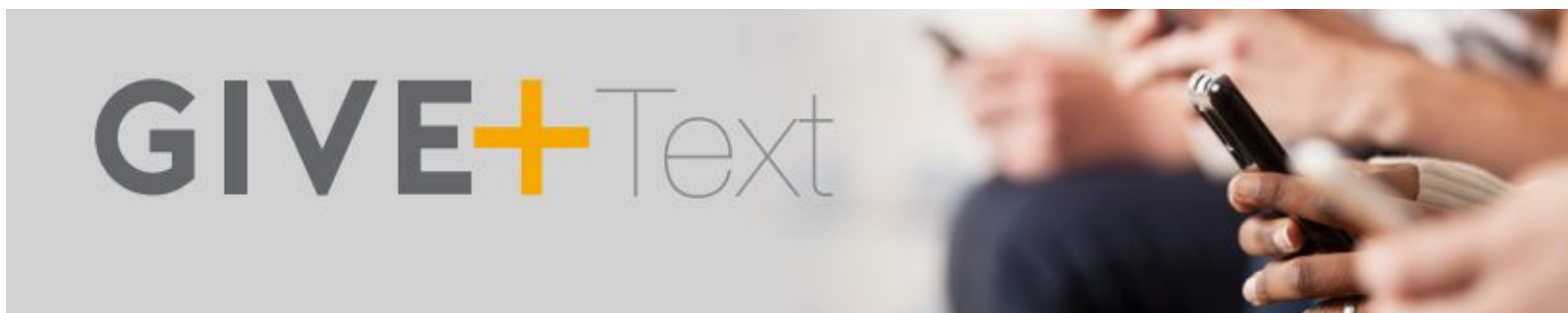
- On a smartphone, **send** a text message with the amount of the donation to (414) 622-1082. Only include the dollar amount (e.g., 20) in the body of the text message. *Pro-tip: add this number to the Contact's List for quick accessibility.*
- The first donation will require additional set up to link the giving credit or debit card. Following the text to donate, you will receive a link to **sign up**. Follow the prompts to create the account and complete the donation.
- Once completed, a thank you receipt will be sent, which confirms successful completion and receipt of the donation.

#### Subsequent Donations:

- Future donations may be accomplished by simply texting the amount to 414-622-1082. A thank you receipt will be sent following each donation.
- To make the donation recurring, text "Repeat."
- To cancel the donation, text "Cancel".

#### Donations Funds:

- All donations made via text will be made to the General Operating Fund at St. Mary Parish – Hales Corners.



Cash or Check	Checking or Savings Automatic Withdrawal (preferred)	Credit or Debit
Investments and Planned Giving	Text-to-Give	Give+ Mobile App

## Mobile-Giving




## Online Donation: Mobile

*Donations via mobile can be made with your debit or credit card or ACH.*

### GivePlus+ App:

Easily and securely set up and manage giving from the GivePlus+ app for phones. The mobile user interfaces are slightly different, but offer the same functionality as a desk or laptop computer.

### Download the App:

- Search for GivePlus Church in App Store (Apple iPhone) or Google Play (Android) and download.
- Select St. Mary Catholic Faith Community in Hales Corners, Wisconsin as the church to donate to.

### Two Options to Give via Mobile:

- Give immediately.
- Create an account to provide recurring gifts and/or see a summary of your donations.





**Thank you**

Please call our Parish Office with any questions you may have, and ask for our Parish Accountant, who will be happy to speak with you.

➤ Phone: 414-425-2174

**Thank you for your  
generosity!**