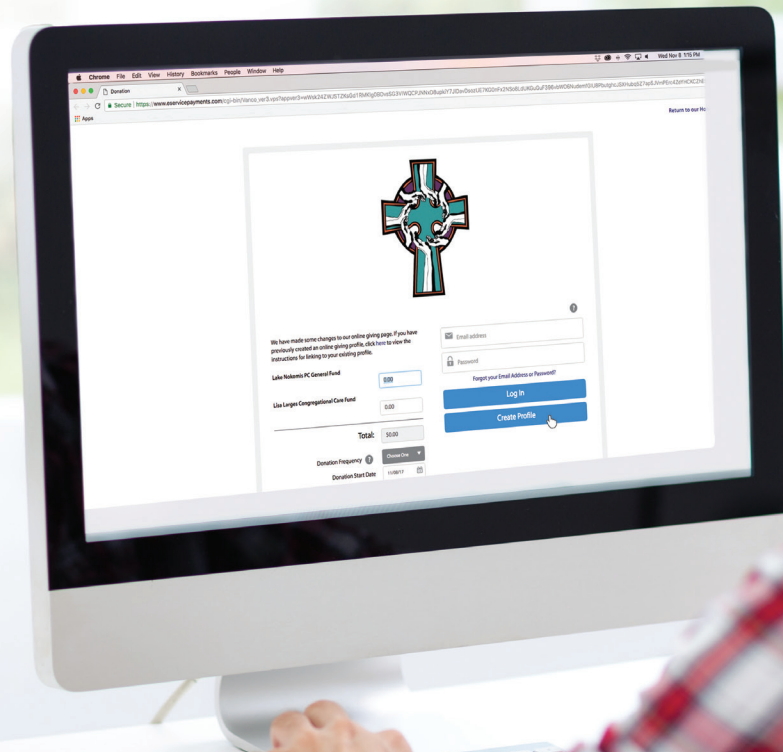




ONLINE GIVING PROGRAM GUIDE

An Online Giving Program Fund may be established by a Presbyterian Church (U.S.A.) congregation or related mission or ministry. You may establish multiple funds to address various projects such as the General Offering Fund, Outreach Ministry Fund, the Music Ministry Fund or Youth Ministries Fund. Complete the application at presbyterianfoundation.org/onlinegivingprogram.





BECOME AN ONLINE GIVING PROGRAM MEMBER


The Presbyterian Foundation's Online Giving Program offers a simple and easy way to raise and manage funds for your mission or ministry. It provides congregations with flexible online giving solutions through a trusted partner able to professionally administer and safeguard the funds you raise.

The Presbyterian Foundation uses the Vanco Payment Solutions platform. Vanco Payment Solutions is an industry leader in providing churches, secure, simple, and specialized payment and giving solutions. Vanco's standards meet Payment Card Industry (PCI) data security standards for handling, storage, and transmitting credit card information.

The Online Giving Program offers your ministry a suite of electronic giving options and funds management services. The program will connect donors to mission and facilitate easy online donations to Presbyterian congregations and ministries. Gifts from your members or supporters are made to the Foundation for the benefit of your church or ministry. The funds are available at any time to your ministry. The platform makes online giving easy and immediately available to any Presbyterian church or related ministry.

GETTING STARTED

There is no startup fee or minimum balance required to set up a fund. Members have the option to open single or multiple funds now and open additional funds later. Benefits of joining the Online Giving Program include:

- **Cost** – setup is free, no monthly/annual costs, transaction fee is 2%.
 - **Donation forms** – customizable, mobile responsive form provided upfront.
 - **Contributions** – There is no minimum contribution.
 - **Donor portal** – donors can log in, view payment history, edit their recurring gifts and payment information.
 - **Administrative portal** – provides a variety of useful reports, can export donor/gift info to upload to your accounting system.
 - **Every donation** received for your fund will receive an automatic acknowledgment email to the donor from the Foundation. There is no need for your organization to provide a gift acknowledgment to the donor. The Foundation will also provide a year-end gift summary to donors for tax reporting.
 - **Gifts** – are irrevocable charitable gifts to the Foundation, use restricted to your organization for the purposes you establish.
 - **Investments** – balance invested in money market vehicle, earns interest throughout month.
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- **Disbursements** – after close of every month, 2% transaction fees will be assessed, with remaining balance sent to church via direct deposit. Intra-month disbursement requests accepted, minimum request is \$100 (per fund).
 - **Distributions of funds** must be in keeping with the purposes you establish for your fund and will be delivered by direct deposit.
 - **Submit your application** – Within five business days a representative will send you a donation link (via email) along with a button image and your fund administrator's login information (We recommend more than one fund administrator be appointed). Once the donation link is added to your church's website, you are ready to begin promoting your fund.

RESOURCES

A variety of resources are available to promote your fund(s) through the Foundation's *Online Print Store. Materials can be customized with your church name and your own images. You can also choose images readily available in the print store.

Place an order at presbyterianfoundation.org/printcenter:



- **BULLETIN INSERTS** that you can customize.
- **TWO POSTERS** – one to encourage online giving, the other as a goal chart to have a visible reminder of how the congregation is doing on reaching a goal.
- **PEW CARDS** – Provide a means for online givers to participate in the offering during worship services, as well as promoting the online option to other worshipers.
- **SAMPLE ADVERTISEMENT** – You can customize this advertisement to use in your bulletins, newsletter, or website.

*Printing and shipping charges apply and due at time of ordering.

THE PROGRAM ENABLES YOU TO:

- Offer a mobile responsive online donation form.
- Accept electronic funds transfer (EFTs) and credit/debit card payments at any time, 24 hours a day, seven days a week. Donors may also set up recurring gifts so their giving continues even when they are on vacation and cannot attend services.
- Provide donors with an offset option to allow them to add a percentage of their gift to cover the transaction fees.
- Receive email notifications of gifts – Administrators of the fund receive email notifications of gifts and have access to an online portal to view/export donor and gift information.
- Receive balance of funds automatically after the close of each month.

TERMS & CONDITIONS

The Presbyterian Foundation will establish a fund(s) (collectively referred to herein as “the Fund”) that will make distributions only for the benefit of the Ministry Partner, and Foundation agrees that the Ministry Partner’s Christian mission (the “Purposes”) are not contrary to the mission of the Presbyterian Church (U.S.A.) and are inclusive of and consistent with the Purposes for which the Fund is established. Distributions from the Fund to the Ministry Partner must be used for the Purposes. This agreement is subject to the following terms and conditions.

Contribution of Assets to the Fund and Use. Ministry Partner acknowledges and agrees that all contributions made to the Foundation are irrevocable charitable contributions to the Foundation legally restricted for the benefit of the Ministry Partner, in accordance with the Purposes established by the Partner.

Contributions from Third Parties. Parties other than Ministry Partner may from time to time give, devise, assign, or convey to the Foundation, subject to this Agreement, assets acceptable to the Foundation, and the Foundation shall hold, manage, invest, reinvest, administer, and distribute all such assets as part of the Fund. The Foundation shall not be obligated to accept any particular gifts from the Ministry Partner or any third party of the Fund.

Distributions of Fund Assets. Foundation may distribute Fund assets only for the benefit of the Ministry Partner, provided that at the time of the distribution Ministry Partner’s mission is not contrary to the Presbyterian Church (U.S.A.)’s and is recognized and qualified as a tax-exempt organization under Sections 501(c)(3) and 509(a)(1) and 170(b)(1)(A)(i) of the Code, contributions to which are tax deductible under Section 170 of the Code. In the event Ministry Partner ceases to be so recognized or to so qualify, Foundation may distribute Fund assets to another entity in its discretion in alignment with the Fund’s established Purposes.

Governing Law and Jurisdiction. This Agreement and all rights and obligations hereunder, including matters of construction, validity and performance, are governed by the laws of the State of Indiana without regard to the principles of conflicts of laws. Notwithstanding, to the extent that the laws of the United States of America applicable to the formation and operation of tax-exempt organizations are required to be applied, such laws also apply and govern. Regardless of the place of execution, this Agreement shall be deemed to be a contract made in Clark County, Indiana.

Severability. If any provision of this Agreement or the application thereof to any party or circumstances is invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to any other party or circumstance is not affected thereby and is to be enforced to the greatest extent permitted by law.

Trademark. The Foundation and the Ministry Partner agree that the use of the other’s trademark in all marketing materials and messaging campaigns will be done with the express written approval of the other entity.

Amendment or Termination of Agreement. Any amendment or termination of this Agreement, or the Fund which is the subject of this Agreement, must first be agreed to by the Ministry Partner and Foundation. Foundation may amend these Terms and Conditions by providing 60 days notice.

Authority. The signatories of this Agreement warrant and represent that they have the authority to enter into this agreement and bind their respective entity.

ADDITIONAL INFORMATION

For questions about the Online Giving Program, please see our Frequently Asked Questions online. If you need assistance setting up your Online Giving Fund, or have any questions please contact our Online Services team at onlineservices@presbyterianfoundation.org or toll free at (844) 299-4011. Your Ministry Relations Officer (MRO) can provide assistance in developing gifts from your members. To locate your MRO, go to presbyterianfoundation.org, or call us at 800-858-6127.

The Online Giving Program application can be found at:

presbyterianfoundation.org/onlinegivingprogram

Please submit your completed application to:

Email: onlineservices@presbyterianfoundation.org

Fax: 502-805-0466

Or mail to:

Presbyterian Foundation

Attn: Online Services

200 East 12th Street

Jeffersonville, IN 47130



200 E 12th Street, Jeffersonville, IN 47130
800-858-6127 presbyterianfoundation.org