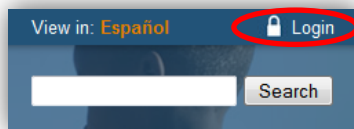


Make a Contribution

Following you will find step-by-step instructions on how to make *church contributions* through the Funding the Mission website, as well as how to check church Transaction History.

1. Visit the Funding the Mission website at www.fundingthemission.org.
2. Login to your church's Funding the Mission account by clicking "Login" in the upper, right-hand corner of the page. (If you haven't been added as a Funding the Mission user for your church yet, contact your district office. You can also contact the Stewardship Ministries office by emailing stewardship@nazarene.org or calling 800-544-8413.)



3. Go to the "Make a Contribution" Page.
4. Make sure have selected the **Assembly Year** toward which you want your contribution credited.



5. The "Goal Summary" section will list the suggested amounts for WEF and Pension & Benefits in order for the church to achieve its giving goals; however, you will have the option to contribute any amount.

Goal Summary

| | |
|-----------------------|--------|
| World Evangelism Fund | \$0.00 |
| Pensions & Benefits | \$0.00 |

Online Contribution

Contributions

| World Evangelism | | Contribution Totals | |
|---|--------|---------------------------|---------------|
| World Evangelism Fund | \$0.00 | World Evangelism Fund | \$0.00 |
| WEF from Easter Offering | \$0.00 | Mission Specials | \$0.00 |
| WEF from Faith Promise | \$0.00 | Pensions & Benefits | \$0.00 |
| WEF from NMI (Include Prayer & Fasting) | \$0.00 | Total Contribution | \$0.00 |
| WEF from Thanksgiving Offering | \$0.00 | | |
| Pensions & Benefits USA | | | |
| Pensions & Benefits | \$0.00 | | |
| Mission Specials | | | |
| Alabaster | \$0.00 | | |
| JESUS Film Harvest Partners | \$0.00 | | |
| World Mission Broadcast | \$0.00 | | |
| International Student Scholarship Fund | \$0.00 | | |
| Missionary Health Care | \$0.00 | | |
| Vacation Bible School Offerings | \$0.00 | | |
| Missionary Christmas Fund | \$0.00 | | |
| Books for Pastors | \$0.00 | | |
| The Hope Project | \$0.00 | | |
| World Mission Literature | \$0.00 | | |
| NCM Mission Specials | | | |
| Compassionate Ministries Fund | \$0.00 | | |
| Global Clean Water Fund | \$0.00 | | |
| Africa AIDS | \$0.00 | | |
| Child Sponsorship | \$0.00 | | |
| Child Sponsorship Gift Fund | \$0.00 | | |
| Crisis Care Kits | \$0.00 | | |
| Global HIV/AIDS | \$0.00 | | |
| Haiti Hot Lunch | \$0.00 | | |
| Horn of Africa Famine Relief | \$0.00 | | |
| Hunger | \$0.00 | | |
| Hungry Children | \$0.00 | | |
| Madagascar Street Children | \$0.00 | | |

Write-In Designations

If you don't see the designee you are trying to contribute to above, you may use write-in designations. This allows you to manage all of your contributions in one place. However, write-in designations do not receive immediate credit toward your funding goals until they are processed by GTS.

Add a write-in

Step 1 of 2

Reset

Update Totals

Next Step

6. Enter the amounts in the appropriate lines for each fund you would like to contribute toward and then click on “Next Step.” You also have the option of adding a write-in for any type of contribution not already listed.

Write-In Designations

If you don't see the designee you are trying to contribute to above, you may use write-in designations. This allows you to manage all of your contributions in one place. However, write-in designations do not receive immediate credit toward your funding goals until they are processed by GTS.

7. In the “**Billing Information**” section, provide the **Billing Address** that corresponds with the church bank account you will use for the transaction. The **First and Last name** fields should contain the name of a person who can sign church checks (think of it like an electronic signature).

Online Contribution

Billing Information

Billing Address

Street 1 *

Street 2

City *

State *

Country * USA



Zip *

Bank Account Details

Bank Routing Number *

Bank Account Number *

Account Type * Checking Savings

Bank Draft E-Signature

First Name * Last Name *

By filling out this form, I indicate that I am an authorized signature for this bank account and I agree to use this church account as a payment method and authorize the Church of the Nazarene to debit this church account to fulfill this transaction

Check this box if you agree to this statement: *

Total Contribution

*** Please allow the process to complete after clicking “Submit Contribution.” If the process is interrupted and attempted a second time, it could result in duplicate payments.

Step 2 of 2

8. Provide the **Bank Account Details**. Usually that information is located on the bottom of the check:

The image shows a digital check form with the following fields and values:

- Top right: 2400
- Top right: 91-548/1221
- Top right: _____ yr _____
- Left side: PAY TO THE ORDER OF _____
- Right side: \$ _____
- Right side: _____ DOLLARS
- Bottom left: FOR _____
- Bottom left: ⑆ 22 ⑆ 05 278 ⑆
- Bottom left: 672430 ⑆ 068 ⑆
- Bottom left: 2400 ⑆
- Below routing number: Routing Number
- Below account number: Account Number
- Below check number: Check Number

9. Click **“Submit Contribution”** and you will be taken to a confirmation page where you can print your contribution record.

Transaction History:

1. After login, click on "Transaction History" located in the "Church Pages" sidebar.

The screenshot shows the 'Transaction History' page. On the left sidebar, under 'Church Pages', the 'Transaction History' link is circled in red. The main content area displays 'Assembly Year Totals' for the 2011-2012 assembly year. It includes a table of campaign totals and a 'Pending Transactions' section. At the bottom of the page, the 'Search Transactions' button is also circled in red.

| Campaign | Amount |
|-----------------------|------------|
| World Evangelism Fund | \$7,253.81 |
| P&B Fund | \$1,233.55 |
| Mission Specials | \$672.64 |
| Other | \$0.00 |

2. You may also select show the transaction search form to search by name, value, etc.

The screenshot shows the 'Transaction Search' form. It includes the following fields: Donor Name (text input), Date (dropdown menu), Given By (dropdown menu), Amount (dropdown menu), Campaign (dropdown menu), and Check Number (text input). There are 'Reset' and 'Search' buttons at the bottom right. A 'Search Tips' section on the right provides instructions on how to use the search form.

3. If you would like to dispute or inquire after a specific transaction, click the transaction line item.

| Campaign | Donor Name | Fund | Date | Gift Amount |
|----------|------------|-----------------------|---------|-------------|
| WEF | | World Evangelism Fund | 3/19/12 | \$1,057.02 |

4. On the next page, click the “Contact Donor Services / Dispute Transaction” button and fill out the contact form that appears.

Transaction Detail

| | |
|----------------|------------------------|
| Donor Name | |
| Amount | \$1,057.02 |
| Assembly Year | 2011-2012 |
| Date | Monday, March 19, 2012 |
| Gift Type | Cash |
| Payment Method | Check #1871 |
| Campaign | WEF - World Evangelism |
| Fund | World Evangelism Fund |

Notes
The Donor Name field will not be filled in if the contribution is anonymous or from the church

Contact Donor Services / Dispute Transaction

Back

- Questions related to how online church contributions should be directed to the Stewardship Ministries office at stewardship@nazarene.org.
- Questions related to how your Transaction History has been recorded, or adjustment needs on designations should be directed to Donor Services donorservices@nazarene.org.