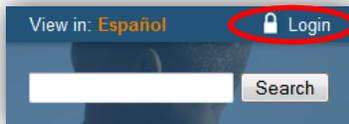


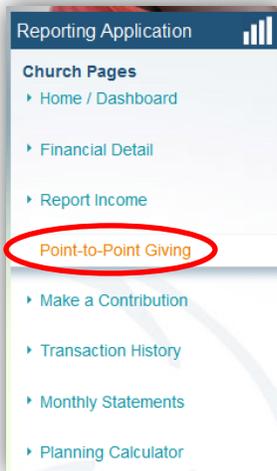
# Submit a Point-to-Point Request

This resource contains step-by-step instructions for submitting a Point-to-Point request using the Funding the Mission application. Approved Point-to-Point requests will be included in your church's Ten Percent Mission Specials total for the year and will help you reach Ten Percent (Mission 10) status.

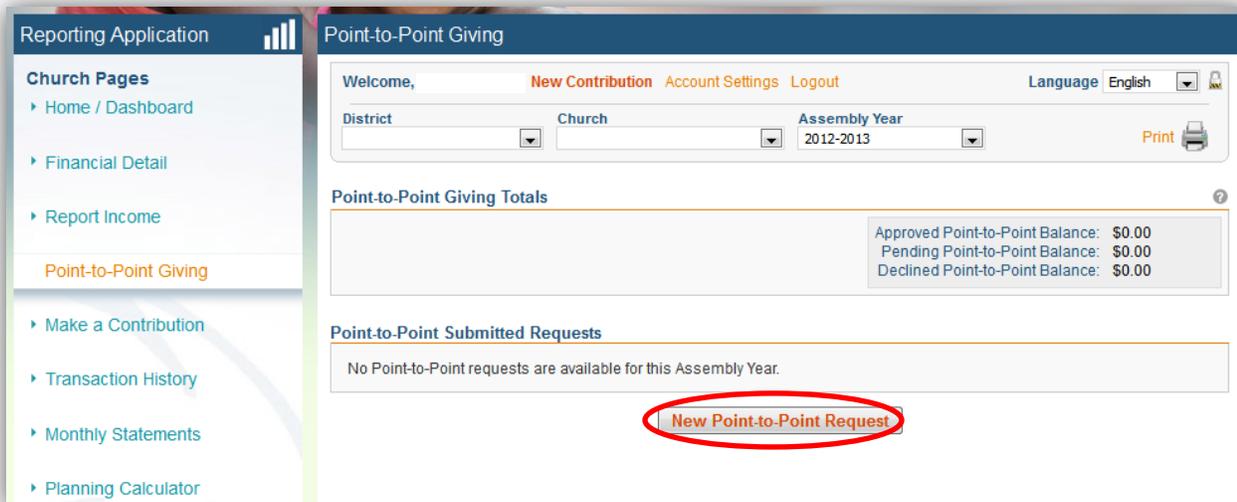
1. Visit the Funding the Mission website at [www.fundingthemission.org](http://www.fundingthemission.org).
2. Login to your church's Funding the Mission account by clicking "Login" in the upper, right-hand corner of the page. *(If you haven't been added as a Funding the Mission user for your church yet,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



3. After logging in to the application, click on "Point-to-Point Giving" in the left-hand toolbar.



4. Click the "New Point-to-Point Request" button in the center of the page.



- Enter the gift amount and gift type, and select the applicable ministry type from the *Receiving Ministry* drop-down menu. Click “Next Step.” *NOTE: Be sure you have the selected the correct Assembly Year from the Assembly Year drop-down menu. (It defaults to the current year.)*

District  Church  Assembly Year **2012-2013**

### New Point-to-Point Request

Gift Amount\*

Gift Type\*

Receiving Ministry\*

**Important Note:**  
Starting November 21st, 2011, after Work & Witness Insurance funds have been received and processed by the general treasurer, they will automatically receive Ten Percent recognition. Please **do not include W&W insurance premiums** in your Point-to-Point requests.

- Type the receiving ministry name and provide a gift description (the more detail, the better\*). *NOTE: Make sure that the email address in the “Contact Email Address” field is correct; this person will be the main point-of-contact during the approval process.*

Receiving Ministry Name

Gift Description

Contact Email Address\*

- Click “Submit Request.” You will be able to view the progress of your Point-to-Point Request via the *Home/Dashboard* page of Funding the Mission. You will also receive notification via email at the contact email address entered in step 6.

You will be able to view the progress of your Point-to-Point Request at any time by simply clicking the “Point-to-Point Giving” link in the Funding the Mission application.

\*If you are submitting a Work & Witness Point-to-Point Request, you will see a check box called “Reported as Income?” There is an explanation of this step in the right-hand margin. In short, only check this box if your church is *already* including the funds when you report year-to-date income on the Funding the Mission application.

Reported as Income?\*  (see side note)

Please don’t hesitate to contact the Office of Advancement & Development by emailing Tabita Gonzalez at [advancement@nazarene.org](mailto:advancement@nazarene.org) if you have any questions!