

# ONLINE GIVING

Simple. Convenient. Safe.

SIGN UP  
TODAY!

## Instructions

Follow the instructions below to setup online giving for The Church of St. Mary



The Church of  
St. Mary

### STEP

1

- Go to [stmaryalexandria.org](http://stmaryalexandria.org)
- Click on “Giving” on the top right hand corner of the page

### STEP

2

- Click on “Login To Your Account/Give Now”

### STEP

3

- Click on “Sign in”

### STEP

4

- As a first-time user in the system, you will need to create an account
- At the bottom of the page, it will say, “Don’t have a giving account? Create One”
- Click on “Create One”

## STEP

5

- Enter your information into all 8 fields on the “Register for an account” screen and click “Register”
- **Note:** The email address is important to enter as this helps us match up your contributions to your account

## STEP

6

- Once registered, you will receive an email confirming the registration and welcoming you

## STEP

7

- Once registered, you will be taken to the main screen for continuing your donation. This will be the main screen for future logins.

## STEP

8

- On the main giving screen you can select:
  - a. GIVE NOW - Enter a one-time or recurring donation(s)
  - b. SCHEDULED - See what you have scheduled for a recurring donation(s)
  - c. HISTORY - See your giving history

## STEP

### 9

- To give, enter the following information:
  - a. FUND**
  - b. AMOUNT**
    - i. When you enter an amount, payment information fields will appear at the bottom
  - c. Click “Recurring” to **MAKE THIS GIFT RECURRING**
  - d. Select the drop down, the **FREQUENCY**
    - i. Weekly, bi-weekly, monthly, twice a month, quarterly or annually
  - e. Select a **START DATE** by clicking the calendar box
  - f. Complete the Payment Information
    - i. Bank Account (Checking or Savings)
    - ii. Credit Card
  - g. Update the Billing Information, if needed
  - h. Select to add the 2.5 % Convenience Fee if you wish. This qualifies as an additional donation.
  - i. Click the blue **“SUBMIT”** button to complete your setup

## STEP

### 10

- **IMPORTANT!** If you currently are setup for auto withdrawal through the parish office, contact Mindy Wymore, our Bookkeeper, at [mwymore@stmaryalexandria.org](mailto:mwymore@stmaryalexandria.org) to cancel your existing auto withdrawal donation so your donation is not duplicated.

| OFFERTORY COLLECTIONS   |                                  |   |
|---|----------------------------------|---|
| OFFERING DESIGNATION  | TYPE                             | DESCRIPTION   |
| Sunday Offering   | Regular                          | Where needed most to best live out our parish mission and supports <u>all</u> parish activities, formation, outreach, etc.  |
| Debt Retirement   | Special                          | Help with payments against our debt principal & interest.   |
| Cemetery  | Special                          | Upkeep and care of the St. Mary's cemetery.   |
| Legacy Funds (St. Mary's of Alexandria Catholic Foundation & St. Mary's Catholic School Trust Fund) | Special                          | Separate legal entities that support The Church of St. Mary & St. Mary's Grade School.  |
| Solemnity of Mary   | Holy Day                         |   |
| Ascension   | Holy Day                         |   |
| Assumption  | Holy Day                         |   |
| All Saints  | Holy Day                         |   |
| Immaculate Conception   | Holy Day                         |   |
| Christmas   | Holy Day                         |   |
| <i>The Central Minnesota Catholic</i>   | Special                          | Formerly called the <i>St. Cloud Visitor</i> .  |
| Ash Wednesday   | Special                          |   |
| Easter  | Special                          | Easter has Sunday Offering <u>and</u> special Easter envelopes.   |
| Flowers (Christmas & Easter)  | Special                          | Assists with the decoration of the church environment.  |
| Thanksgiving  | Special                          |   |
| Catholic Charities  | Diocesan                         | Advances the charitable and social mission of the Diocese of St. Cloud by providing quality services to meet the physical, social, emotional, and spiritual needs of people of all faiths and beliefs.  |
| <b>National Collections</b>   | <b>USCCB National Collection</b> | <i>The Holy See and United States Conference of Catholic Bishops (USCCB) have identified key missionary priorities to assist parishes and dioceses in providing for an orderly and equitable sharing of the community's goods. The national collections were created so that, by combining resources, we can more effectively carry out our mission as Catholics. Each collection represents our community of faith at work in the world, saving souls and improving lives.</i> |
| Rice Bowl (Catholic Relief Services)  | USCCB                            | Lenten program that provides funds to alleviate poverty and hunger overseas and at home.  |
| Aid to Church in East and Central Europe  | USCCB                            | Help materially and spiritually rebuild churches in disrepair in this area of the world where the local church is too poor.   |
| Catholic Relief Services  | USCCB                            | Supports 6 Catholic organizations that advance the international social ministry of the Catholic Church.  |
| Holy Land   | USCCB                            | For pastoral, charitable, educational, and social works which the Church supports in the Holy Land.   |
| Catholic Home Missions Appeal   | USCCB                            | Home missions are those dioceses in the US and its territories, that cannot provide basic pastoral services to Catholics without outside help. Basic pastoral services include Mass and the other sacraments, religious education, and ministry training. Over 40% of dioceses are considered home missions.  |
| Peters Pence  | USCCB                            | A worldwide collection that supports the charitable works of Pope Francis. Funds from this collection help victims of war, oppression, and natural disasters & disease.   |
| Catholic Campaign for Human Development   | USCCB                            | Grants to local US community-based groups who create jobs, improve education, & strengthen neighborhoods. An anti-poverty initiative that has helped fund community programs that address root causes of poverty since 1970.  |
| World Mission Sunday  | USCCB                            | Supports the pastoral and evangelizing programs and needs of more than 1,150 mission dioceses.  |
| Retirement Fund for Religious   | USCCB                            | Distributes grants to religious institutions for the retirement needs of religious priests, brothers, & sisters.  |