

# Instructions for Pledging

There are two ways to make your Building Fund pledge: online or using a pledge card.

**Choose only one of the following two pledge methods. DO NOT DO BOTH.**

## ONLINE

See the **Instructions for Online Pledging** included in your pledge packet.

Online pledging includes the option to set up automatic payments for 2024 during the pledge.

***You do not need to turn in a paper pledge card.***

**OR**

## PLEDGE CARD

1. If you wish to make a one-time donation in 2024:
  - a. Check the first box.
  - b. Enter the total amount you plan to give after the \$.
2. If you wish to make two payments (one in 2024 and one in 2025):
  - a. Check the second box.
  - b. Enter the partial payment amount you plan to give each year after the first \$.
  - c. Enter the total amount you plan to give after the second \$.
3. If you wish to make 24 monthly donations toward paying off the Boulder Hall loan:
  - a. Check the third box.
  - b. Enter your monthly pledge amount after the first \$.
  - c. Enter the total amount you plan to give after the second \$.
4. To set up Automatic Funds Transfer directly from your bank account to the church on the 15<sup>th</sup> of each month (optional):
  - a. Check the fourth box below "OPTIONAL"
  - b. If you are not currently using AFT in 2024 or if you need to change bank accounts for 2024, you will need to request an AFT setup form from the church office.
5. Print the names of all people offering this pledge together after "Name(s):"
6. Add one person's signature after "Signature:"
7. Review your responses for accuracy, then place your pledge card into the privacy envelope and seal it.
8. **Return your pledge card to church by June 2, 2024.** You may:
  - a. Place it by hand in the pledge box at church on Sunday morning or during normal office hours.
  - b. Add a stamp to the privacy envelope and mail it to the church.

**Thank you for your pledge!**

If you have any questions, please contact Terri Crall, Financial Secretary

([finance@salemwestpres.org](mailto:finance@salemwestpres.org) or 503-871-8738)

If you need to make a change to your pledge for any reason, please make your request in writing to

Terri Crall, Financial Secretary

By email: [finance@salemwestpres.org](mailto:finance@salemwestpres.org)

Or by mail: Westminster Presbyterian Church

Attn: Financial Secretary

3737 Liberty Road S

Salem OR 97302

# Instructions for Online Pledging

1. In a web browser, navigate to <https://www.salemwestpres.org/building-loan-campaign-2024>

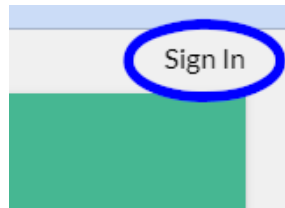
2. Click “Pledge Here”



3. If you have a Realm login and are already signed in to your Realm account, you will see “Welcome, [your name]” at the top right corner of the window. Continue to step 4.

**OR**

If you have a Realm login but are not currently signed in to your Realm account, you should click “Sign In” at the top right corner of the window.



Follow the login prompts, then please return to the Stewardship page (step 1) and click 2024 Pledge (step 2) again to return to the pledge form, where you should now see “Welcome, [your name]” at the top right corner of the window. Now continue to step 4.

**OR**

If you do not already have a Realm login set up, please enter your name and email address into the boxes provided near the bottom of the page.

Name	<input type="text" value="Dawn Anon"/>
Email address	<input type="text" value="finance@salemwestpres.org"/>

(If you would like a Realm login to access your giving account later, you can contact Terri Crall at [finance@salemwestpres.org](mailto:finance@salemwestpres.org), but you do not need to do this now in order to complete your pledge.)

4. Type in how much you would like to pledge for each time you give. For instance, if you would like to give once a month, type in your monthly pledge amount. If you will give a lump sum one time in 2024 instead, type in the total you wish to give.

How much would you like to pledge?

Amount

**\$3.00**

5. You can choose how often you would like to give. "SET A SCHEDULE" (gray) is selected by default. Click "AS CAN" if you wish to fulfil your entire pledge in one lump sum payment.

AS CAN      SET A SCHEDULE

6. If you selected "AS CAN," skip this step. If you selected "SET A SCHEDULE," choose how often you'd like to give. Click "ANNUALLY" if you prefer to give two annual payments (one in 2024 and one in 2025), "ONCE A MONTH" if you prefer to give monthly for 24 months, or one of the other choices if you prefer a different schedule.

ONCE A WEEK    EVERY 2 WEEKS    ONCE A MONTH    TWICE A MONTH    EVERY 3 MONTHS    ANNUALLY

7. Check that the summary shows the total amount you intend to give for the entire two-year campaign. If the total is not what you intended, you may need to change the amount you entered in step 4, or the frequency in step 6.

SUMMARY      \$3.00  
once a month      **\$72.00**  
total pledge

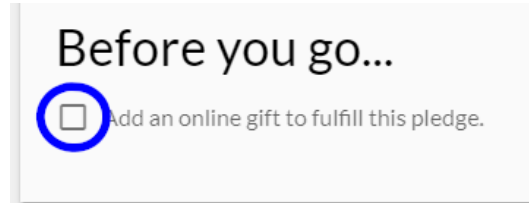
8. You do not need to change the start and end dates.
9. Click the green "Save Pledge" button at the lower right corner of the window.

Save Pledge

**Thank you for your pledge!**

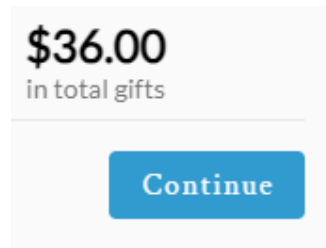
**Steps 10 through 13 are OPTIONAL. Complete these steps only if you wish to set up automatic online giving.**

**10.** If you would like to set up online giving for your pledge now, please check the “Add an online gift” box.



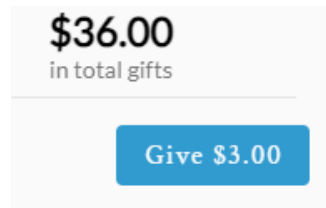
**11.** The online giving setup page should exactly match the settings you chose on the pledge page. Gifts set up here will begin on July 1, 2024 and end in June 2026. You do not need to change anything on this page, but if you prefer your gift to be deducted on a different day of the month, please choose a different gift date in July 2024 before continuing to step 12.

**12.** Click “Continue.”



(Note: online gifts must be at least \$3.00 each. If you do not intend to give at least \$3.00 at a time, online giving is not the right choice for you. Please give by cash or check instead.)

**13.** The next page will allow you to set up your gift to be paid either by credit card or directly from your bank account. Please fill out the information and finish by clicking “Give \$x.xx” Your gift will happen for the first time on the date chosen in step 11.



**14. You're finished! Thank you again for your time and generosity.**