



## How to Pledge Electronically for Program and Fiscal Year 2022 (July 2021-June 2022)

Like most non-profits and businesses, The United Parish has moved most of our financial and programmatic activity and communication to secure electronic means. When you make both your service and financial pledges electronically, it saves paper, staff and volunteer time. It helps us and God's good, green Earth.

The total process can take under 10 minutes.

We invite you to pray, reflect and discuss your decision before following these steps.

Please make both your service and financial pledges **by Thursday, May 20, 2021**. We will celebrate together in virtual worship on Consecration Sunday, May 23, 2021.

We are doing things a little differently this year. Please note, the procedure has changed since last year and the year before. **Please read the instructions carefully.** If you need assistance, please contact [stewardship@upbrookline.org](mailto:stewardship@upbrookline.org) or call the Church Office at 617-277-6860.

### **Before you Begin: A Note about Funds**

The **UP Operations and Ministries Fund/General Operating Fund** supports our overall ministry – it keeps the lights on, the staff paid, the building available for outside users, etc. It includes our Exalting, Deepening, Stretching, and Gathering Ministries, and all the associated personnel, program and building expenses.

The Missions Funds support the local and global outreach of the United Parish and/or the denominations we are affiliated with. Your pledge to the **United Parish Mission Fund** directly adds to the amount available for distribution by our Missions Giving Ministry Team to worthy causes. Funds pledged to **American Baptist, United Methodist** and **UCC** Missions will be sent to those denominations to support their mission work.

### **Step 1. Make your financial pledge.**

Via [this Google form](#) or go to [unitedparishbrookline.org/give](http://unitedparishbrookline.org/give) and click “Make a Pledge.”

The responses to this form will go to our Stewardship and Budget Team. This information helps them plan for the year ahead. Please note, this form does not set up your donation(s). You will need to do that in Step 2. If you prefer to mail in a hard-copy, paper pledge form, please contact us and we will send one to you. The printable PDF is also available for download at [unitedparishbrookline.org/give](http://unitedparishbrookline.org/give).

### **Step 2. Make a plan to give.**

When you are ready to implement your donations for FY22, you can give one of several ways:

- Set up recurring or one-time payments through our secure online giving portal on our website [here](#), or go to [unitedparishbrookline.org/give](http://unitedparishbrookline.org/give) and click “Make a Donation.”
- Set up recurring or one-time payments through your Realm online directory profile [here](#), or go to [onrealm.org/TheUnitedParish](http://onrealm.org/TheUnitedParish) and click “Giving.”

*For more detailed instructions on online giving, please see the sections below on pages 2-8.*

- Mail a check(s) to United Parish.
- Set up a gift of stock or Qualified Charitable Donation (QCD).

### **Step 3. Make your service pledge.**

Via [this Google form](#) or go to [unitedparishbrookline.org/give](http://unitedparishbrookline.org/give) and click “Service Pledge Form.”

We realize that MANY of us give a tremendous amount of our time and talent to this community. In order to coordinate our overall ministry, our Discernment and Engagement Ministry Team and staff need to know how you pledge to give of your time and talent in the year ahead as well as the areas which you want to explore further. Contact [discernment@upbrookline.org](mailto:discernment@upbrookline.org) with any questions.

However you decide to pledge your service and finances this year, we say a BIG THANK YOU for your part in sustaining our beloved, vibrant community and enabling God's work to thrive among us.

## ONLINE GIVING INSTRUCTIONS

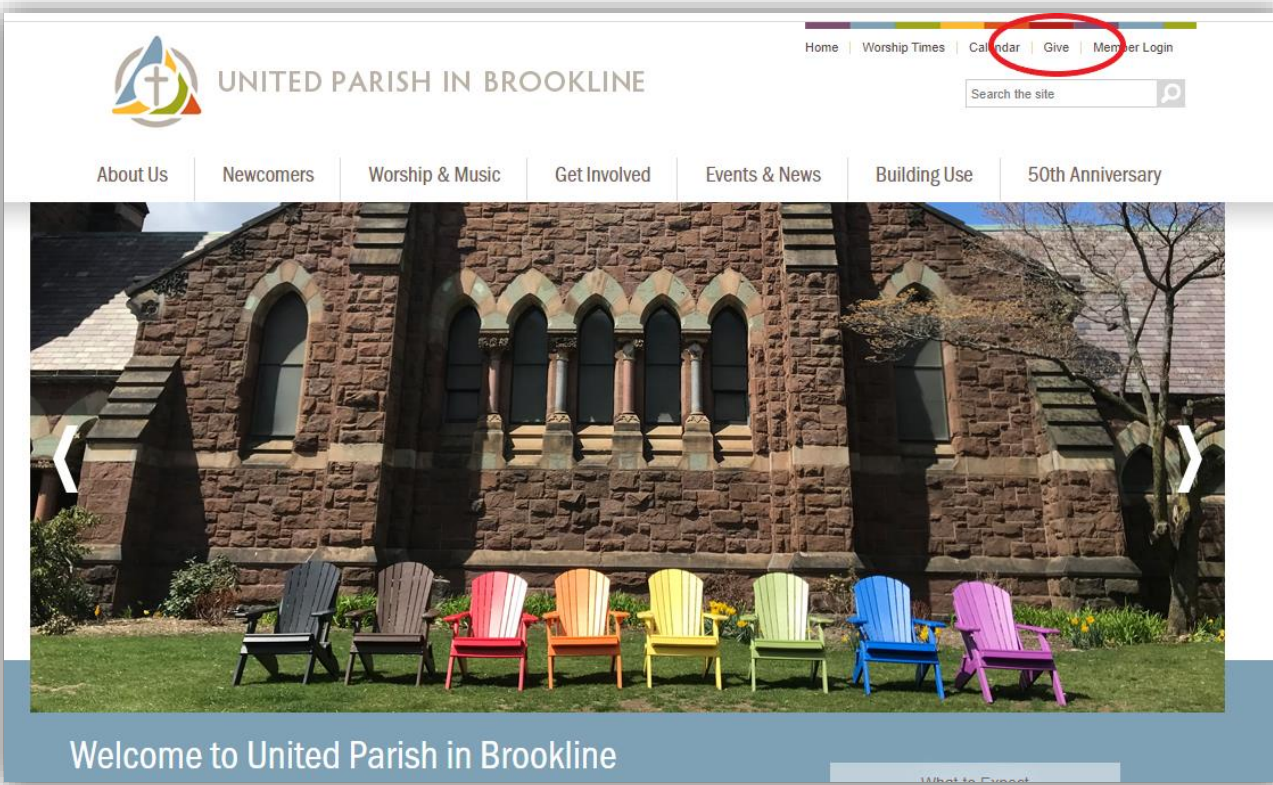
After you have made your pledge, you will need to set up your online giving to fulfill your pledge. You can do this now, or you can wait until the new fiscal year (July 1.) We encourage you to make a note on your personal to-do list for June, so that you are ready to go. *The deadline for pledging is May 20. Recurring gifts are encouraged to begin in July but may be added or amended at any point during the church year.*

There are **two ways to give electronically**: through the online giving portal on **our website** or through your **Realm** online church directory profile. You do not need to re-enter your pledge on either of these websites; our treasurers will do that for you. All you need to do is set up your recurring or one-time donations to fulfill your pledge.

### Option 1: through our website, [upbrookline.org](http://upbrookline.org)

1. Go to the Giving page on the United Parish website.

You can click on **Give** at the upper right of our homepage or go to [unitedparishbrookline.org/give](http://unitedparishbrookline.org/give).



2. To make a one-time or recurring donation, click **Make a Donation**. Even if you are making no changes to your giving, you will need to fill out the new form for FY22.

## Giving and Stewardship



To make your financial pledge for fiscal year 2022 (July 1, 2021-June 30, 2022), click:

[Make a Pledge](#)

To make your service pledge for fiscal year 2022 (July 1, 2021-June 30, 2022), click:

[Service Pledge Form](#)

To make a one-time or recurring donation, click:

[Make a Donation](#)

3. Enter your donation information for FY22.

- Fill in the amount you plan to give to each fund, per transaction, not your annual amount. For example, if you pledged an *annual* amount of \$1,200, you will need to enter \$100 as your gift amount and select “Monthly” as the frequency.
- Select Donation Frequency.
- Enter Start Date of July 1, 2021.
- Click **Continue**.

### Online Donation

[View Mobile Site](#) [Return to our Home Page](#)

#### Donations

If you've already created a profile, please "Log In" on the right, otherwise continue. If you are selecting credit card as your donation method please also select the **Help Offset The Processing Fee** option on the payment type page.

NEW UP Operations and Ministries FY22:	<input type="text" value="0.00"/>
NEW United Parish Mission Fund FY22:	<input type="text" value="0.00"/>
NEW American Baptist Mission Fund FY22:	<input type="text" value="0.00"/>
NEW United Methodist Mission Fund FY22:	<input type="text" value="0.00"/>
NEW United Church of Christ Mission Fund FY22:	<input type="text" value="0.00"/>
01 - UP Operations and Ministries FY21:	<input type="text" value="0.00"/>
02 - United Parish Mission Fund FY21:	<input type="text" value="0.00"/>
03 - American Baptist Mission Fund FY21:	<input type="text" value="0.00"/>
04 - United Methodist Mission Fund FY21:	<input type="text" value="0.00"/>
05 - United Church of Christ Mission Fund FY21:	<input type="text" value="0.00"/>
<b>Total:</b>	\$0.00

Donation Frequency:

#### Consider Recurring Donations

Recurring donations provide a steady stream of support. It is a great way to manage charitable giving without the worry of missing a payment- you set the frequency, select the payment method and your gift continues to give over time.

Donation Start Date:  mm/dd/yy

#### Log In [help](#)

Email Address:

Password:

[Forgot your Email Address or Password?](#)

#### Create Your Online Profile

4. Set up your profile and pay.

- Enter your contact information.
- Enter your payment details.
- Save your profile and create a password to log on in the future.
- Click **Process**.

### Online Donation

[Return to ou](#)

#### Donation Information

First Name: **(required)**

Last Name: **(required)**

Address 1: **(required)**

Address 2:

City: **(required)**

State / Zip: **(required)**  /





Phone Number:

Email Address:

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Account Type

Credit/Debit Card    Checking    Savings

Card Number:

Expiration Date:  /

Name Of Cardholder:

**Optional:** - Give additional 2.75% to help offset the processing fee

Use Same Address As Above

Billing Address 1:

Billing Address 2:

Billing City:

Billing State / Zip:  /


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**Would you like to save your profile before continuing?**

Saving your profile will:

- Take only a moment—all you have to do is select a password
- Enable you to change or stop a recurring donation at any time
- Allow you to view and print your online donation history

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I'm not a robot 

reCAPTCHA  
Privacy - Terms

**Note:** Please review the information you entered carefully. Once you click the Process button your donation will be submitted.

#### Donation Summary

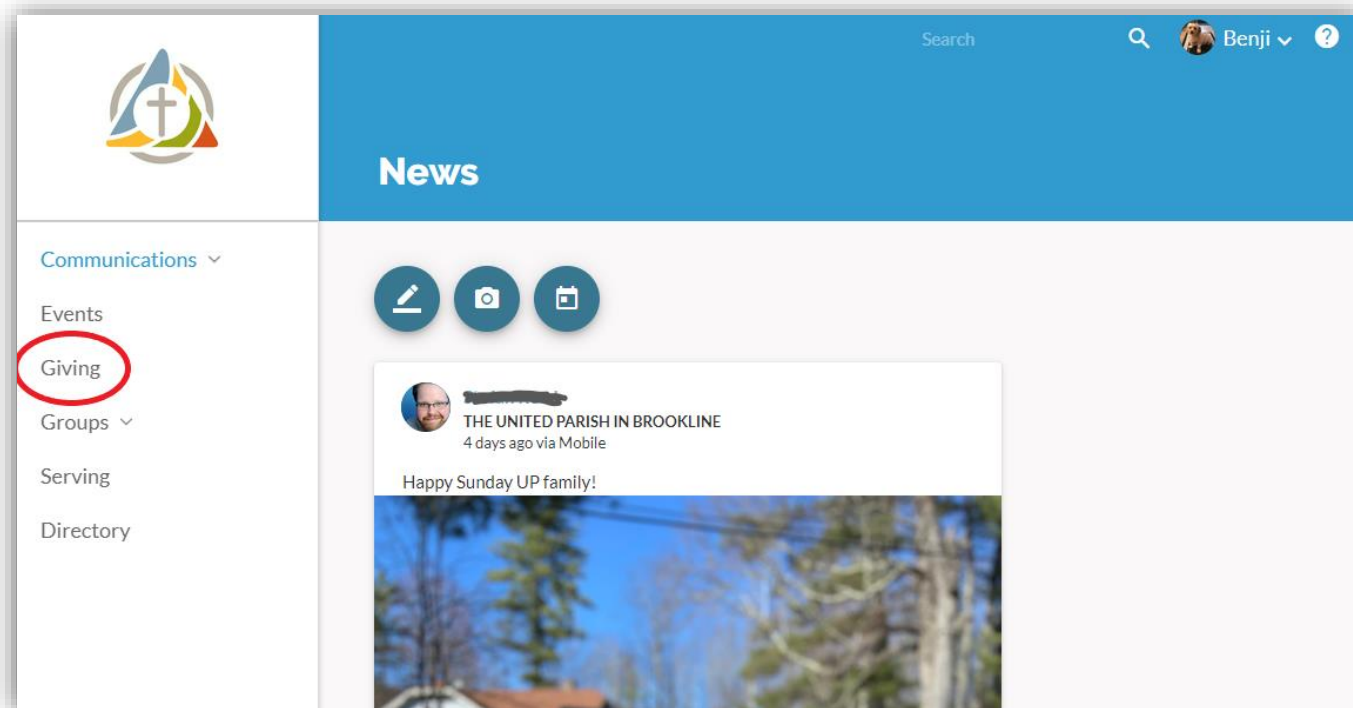
NEW UP Operations and Ministries FY22  
NEW United Parish Mission Fund FY22  
NEW United Church of Christ Mission Fund FY22

**Total Monthly Donation:**  
Donation Frequency:  
Donation Start Date:

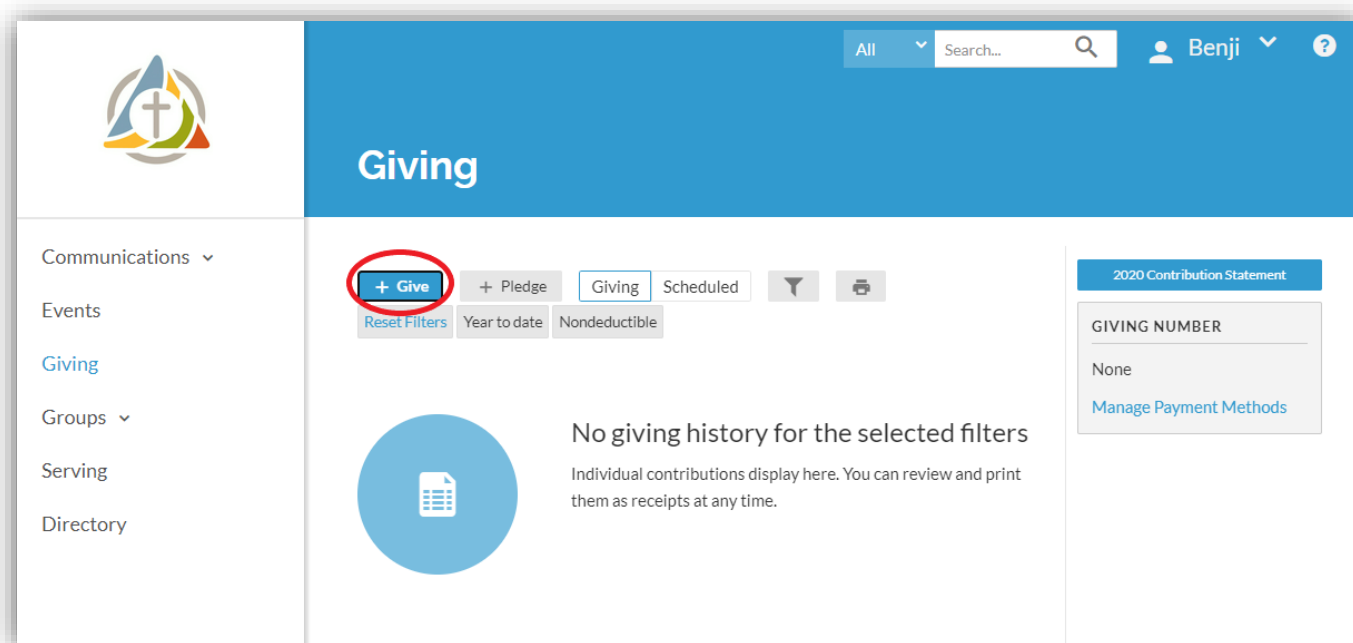


## Option 2: through Realm, our online directory

1. Sign into your Realm account at [onrealm.org/TheUnitedParish](https://onrealm.org/TheUnitedParish).  
(Need to activate your account? Contact [office@upbrookline.org](mailto:office@upbrookline.org) to sign up.)
2. Click **Giving** on the main menu. (If you don't see that option right away, try looking under a blue "Community" tab on the left-hand menu.)



3. Click **+ Give**.



#### 4. Make your gift.

- Enter the amount you wish to give per transaction, not your annual amount. For example, if you pledged an *annual* amount of \$1,200, you will need to enter \$100 as your gift amount and select “Every Month” as the frequency.
- Choose from the fund options in the drop-down menu. We suggest you start with “01 General Operating Fund”. You can add other funds by clicking “+Another Fund.”

The screenshot shows a web interface for making a gift. At the top, there's a header with a logo and the word "Giving". Below it, a modal window is open with the title "How much would you like to give?". The form contains the following elements:

- Amount:** \$ 0.00
- Fund:** A dropdown menu is open, showing a list of options: "01 General Operating Fund", "02 UP Mission Fund", "03 Baptist Missions", "04 Methodist Missions-", "05 UCC Missions", and "Missions Giving Christmas Market".
- Gift date:** Today
- Total:** \$0.00
- Buttons:** "GIVE ONCE" and "+ Another Fund"

- Choose the frequency.
- Set the Start Date as July 1, 2021.
- Click “+End” to set the End Date as June 30, 2022.
- Click **Continue**.

The screenshot shows the same web interface as above, but with the following changes:

- Amount:** \$ 100.00
- Fund:** 01 General Operating Fund
- Buttons:** "GIVE ONCE" and "GIVE MULTIPLE TIMES" (selected)
- Frequency:** A row of buttons for frequency: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH" (selected), "TWICE A MONTH", and "EVERY 3 MONTHS".
- Start date:** 7/1/2021
- Stop giving after:** Date
- End date:** 6/30/2022
- Total:** \$100.00
- Buttons:** "Cancel" and "Continue"

5. Provide payment information. We encourage you to use your bank account rather than credit or debit cards to make your donations, as that allows United Parish to avoid fees.

How would you like to give, Benji?

CREDIT OR DEBIT      BANK ACCOUNT

Routing Number      Account Number

Billing Name  
Benji

Billing Address 1  
210 Harvard Street      Billing Address 2

Billing City      Billing State      Billing Postal Code  
Brookline      Massachusetts      02446

Back      Cancel      Give \$100.00

- Click **Give**. A confirmation message displays.
- Click **Finish**.

### **Need Assistance?**

If you have any questions or concerns with this process, a member of our staff or Stewardship Team will gladly talk you through it. Just contact us— please email [stewardship@upbrookline.org](mailto:stewardship@upbrookline.org) or call the Church Office at 617-277-6860.

No matter how you make your donation (through [upbrookline.org](http://upbrookline.org), Realm, or by check or stock) our Assistant Treasurer will enter that information into the Realm database where you can access it and review the status of your giving continuously through the year. You can view your giving history at any time by logging onto Realm.

**Thank you!**