



The United Parish in Brookline

American Baptist • United Church of Christ • United Methodist

Rooted in the past.
Reaching into
our future.

How to Pledge Electronically for Program and Fiscal Year 2021 (July 2020-June 2021)

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 Consecration Sunday, May 17.**

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. Simply click **Give** in the upper right of our homepage, or go to <http://unitedparishbrookline.org/giving-stewardship>, and click **Service Pledge Form**.

Financial Pledging

There are two ways to pledge electronically:

through our Realm online church directory or through our website.

Before you Begin: A Note about Funds

The **General Operating Fund/UP Operations and Ministries 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.

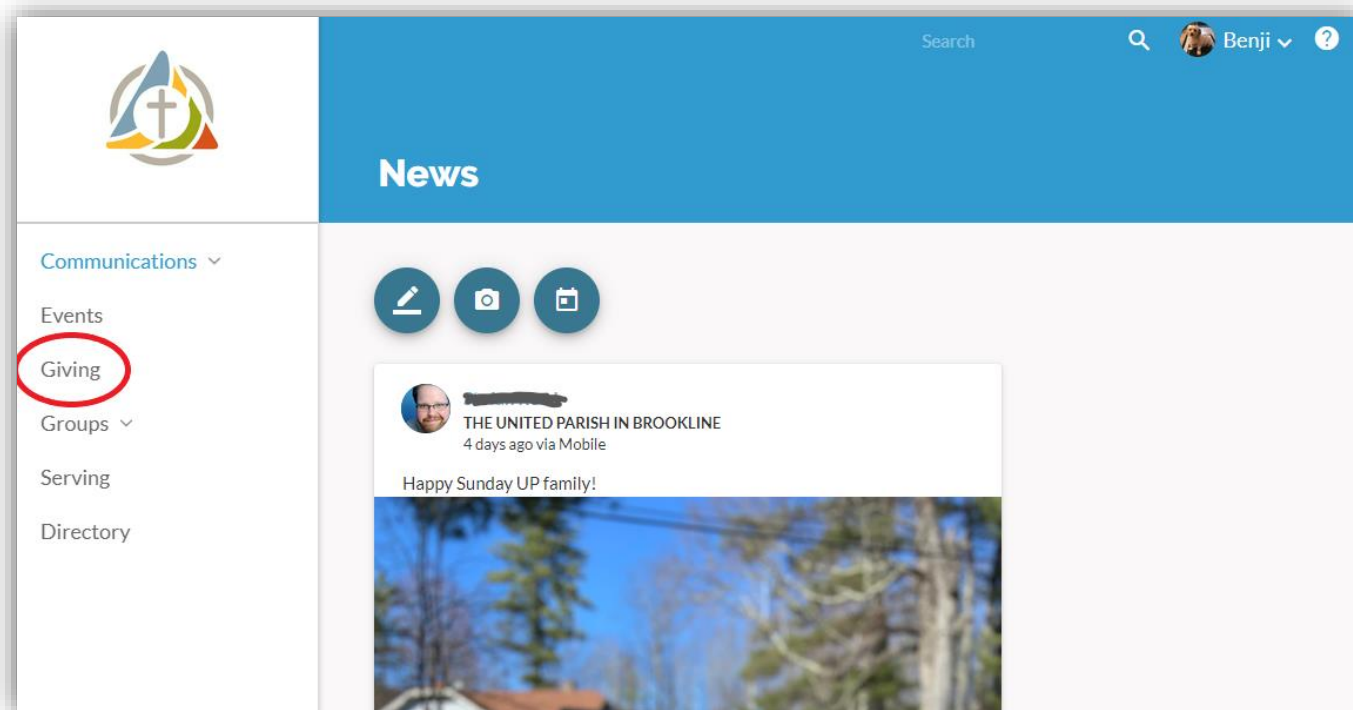
The **Missions Funds** support the local and global outreach of the United Parish and/or the denominations we are affiliated with. Your pledge to the **United Parish Mission Fund** directly adds to the amount available for distribution to worthy causes. Funds committed to **American Baptist, United Methodist**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

Option 1: through Realm, our online directory

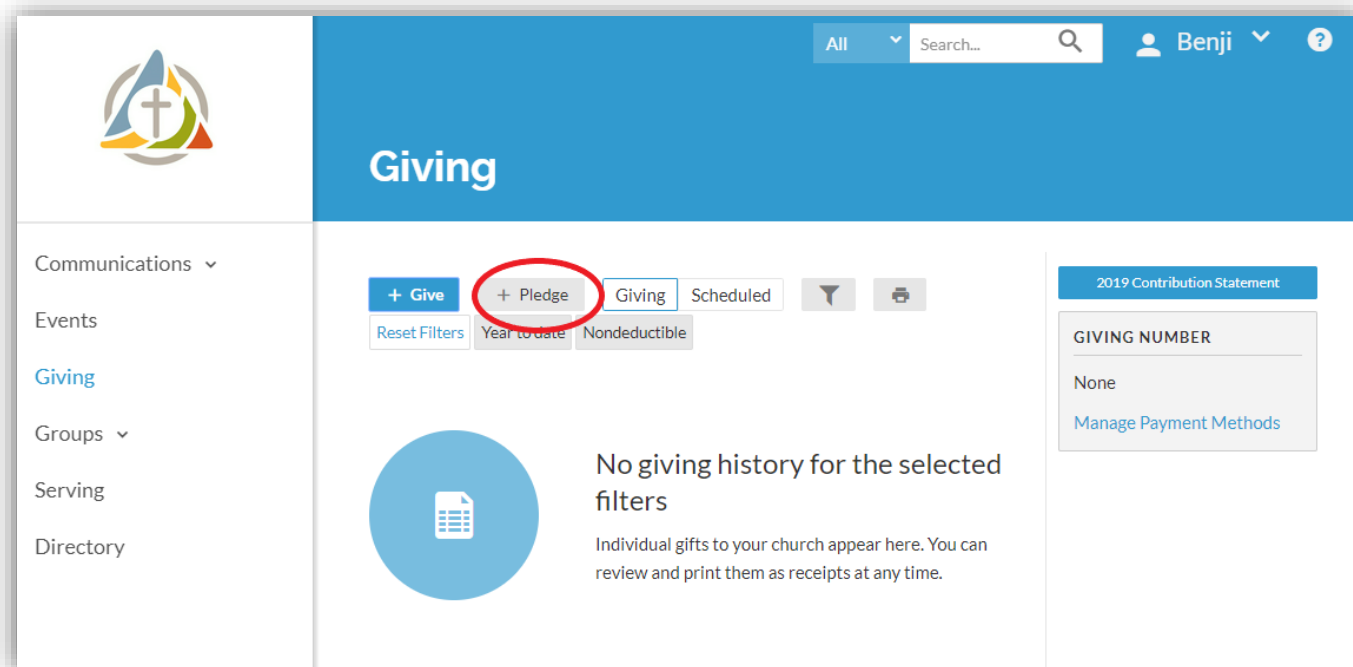
Our Realm online directory is how we are staying connected and making our financial pledges.

1. Sign into your Realm account at onrealm.org/TheUnitedParish.
(Need to activate your account? Contact office@upbrookline.org to sign up.)

2. Click **Giving** on the main menu.



3. Click **+ Pledge**.



4. Make your pledge.

- Type in the amount you wish to pledge.
- Choose from the fund options and select the dates July 1, 2020 – June 30, 2021. We suggest you start with “01 General Operating Fund”.
- Choose the frequency.
- Check to be sure the dates are from 07/01/2020 until 06/30/2021 and that they match the dates on the fund you chose from the drop-down menu.
- Check to be sure that the total pledge amount equals the yearly total you wish to give for that fund.
- Click **Save & Set Up Online Gift.**

The screenshot shows the 'Pledge Now' form for Benji Fitzpatrick's Giving. The form includes a sidebar with navigation options: Communications, Events, Giving, Groups, Serving, and Directory. The main form area has the following fields: 'I pledge' (100.00), 'to' (01 General Operating Fund - 07/0...), 'to be given' (Once a month), 'from' (07/01/2020), and 'until' (01 General Operating Fund - 07/01/2019 until 06/30/2020). A dropdown menu is open, showing a list of fund options with their respective dates. The option '01 General Operating Fund - 07/01/2020 until 06/30/2021' is highlighted with a red circle. Below the dropdown are two buttons: 'Save Pledge' and 'Save & Set Up'.

The screenshot shows the 'Pledge Now' form for Benji Fitzpatrick's Giving. The form includes a sidebar with navigation options: Communications, Events, Giving, Groups, Serving, and Directory. The main form area has the following fields: 'I pledge' (100.00), 'to' (01 General Operating Fund - 07/0...), 'to be given' (Once a month), 'from' (07/01/2020), 'until' (06/30/2021), and 'for a total pledge of' (\$1,200.00). Below the form are three buttons: 'Save Pledge', 'Save & Set Up Online Gift', and 'or Cancel'. The 'Save & Set Up Online Gift' button is highlighted with a red circle.

Now that you've made your pledge, it's time to set up your online payment plan to fulfill that pledge. If you plan to pay via check or directly through your bank, simply click **Save Pledge** and skip the following steps. Repeat the pledge process for any other funds you wish to contribute to.

5. Set up your payment to match your pledge.

- Enter or confirm the amount you want to give, just as you did with your pledge.
- Confirm the fund you wish to contribute to.
- Confirm the gift frequency.
- Confirm the dates for fiscal year 2021 (7/1/2020 – 6/30/2021).
- Click **Continue**.

The screenshot shows a web form titled "How much would you like to give?". The form includes the following fields and options:

- Amount:** \$ 100.00
- Fund:** 01 General Operating Fund (with a dropdown arrow and a "+ ANOTHER FUND" button)
- Frequency:** Two main tabs: "GIVE ONCE" and "GIVE MULTIPLE TIMES". Under "GIVE MULTIPLE TIMES", there are five sub-options: "EVERY WEEK", "EVERY 2 WEEKS", "EVERY MONTH" (which is selected), "TWICE A MONTH", and "EVERY 3 MONTHS".
- Start date:** 7/1/2020
- Stop giving after:** Date (dropdown) and **End date:** 6/30/2021
- Confirmation:** A blue bar with an information icon and the text "This will complete your pledge to 01 General Operating Fund".
- Total:** \$100.00
- Buttons:** "CANCEL" and "CONTINUE"

6. Provide payment information. Enter your payment method, or select one that you saved. We encourage you to use bank drafts rather than credit or debit cards to make your pledge payments, as that allows United Parish to avoid fees.

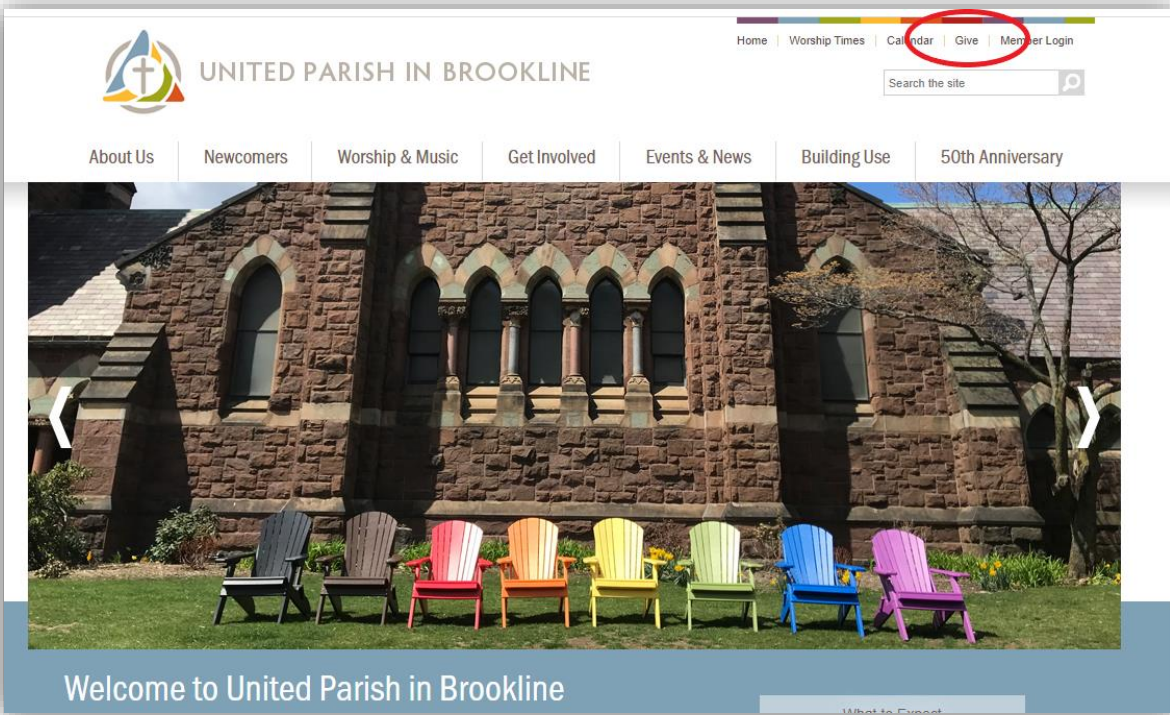
The screenshot shows a web form titled "How would you like to give, Benji?". The form includes the following fields and options:

- Payment Method:** Two tabs: "CREDIT OR DEBIT" and "BANK ACCOUNT" (which is selected).
- Routing Number:** Input field
- Account Number:** Input field with a small icon on the right
- Billing Name:** Benji Fitzpatrick
- Billing Address 1:** Input field with a redacted address
- Billing Address 2:** Input field
- Billing City:** Input field with a redacted city
- Billing State:** Input field with a redacted state
- Billing Postal Code:** Input field with a redacted postal code
- Buttons:** "BACK", "CANCEL", and "GIVE \$100.00"

7. Click **Give**. A confirmation message displays.
8. Click **Finish**.
9. Repeat these steps for any other fund you wish to contribute to.

Option 2: through our website, 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 <http://unitedparishbrookline.org/giving-stewardship>.



2. Click **Make a Pledge**.
Even if you are making no changes to your giving, you will need to fill out the new form for FY21.
3. Enter your pledge information.
 - Fill in the amount you plan to give to each fund.
 - Select the frequency.
 - Choose your payment method.
 - Click **Continue**.
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**.

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 or call the Church Office at 617-277-6860.

If you strongly prefer to mail in hard-copy, paper pledge forms, please contact us above and we will send one to you.

Thank you!

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.