



## Frequently Asked Questions about Making Online Recurring Pledges/Gifts to St. John's

### How do I set up recurring payments?

Recurring payments may be set up in a couple of ways.

- Access the St. John's website at [stjohsroyaloak.org](http://stjohsroyaloak.org) and click on the **GIVE** button to set up recurring payments using your credit card, debit card, or banking information.

Please note: The church pays processing fees for credit and debit card transactions, which is why there is the option of checking a box if you would like to cover a portion of those fees. This is voluntary. Do NOT check this box if you are setting up withdrawals from your checking account. You will receive monthly receipts.

- Use the bill pay function on your financial institution's website to set up recurring payments. You will need to enter the church's mailing address, which is : 26998 Woodward Ave, Royal Oak, MI 48067. Any changes to this method of payment are managed by you through your financial institution. (For example, if you want to increase your pledge in 2025, you will need to contact your bank and increase your weekly/monthly amount).

### Why are recurring payments helpful for you and St. John's?

Once you set up a recurring payment plan, your pledge payments will be made on a regular basis, whether you are at home or on vacation. Recurring payments also provide stability for the St. John's budget, which is especially helpful during these extraordinary times.

### How do I make changes to a recurring payment created on the St. John's website?

You must contact the St. John's bookkeeper, Alice T., to make any changes to an existing recurring payment.

Examples include:

1. ending a payment at the end of the current calendar year because you want to change the amount given at the beginning of the new pledge year.
2. changing the method of withdrawal from a credit or debit card because you want to use a different card or provide a new expiration date.
3. You may also want future payments to be withdrawn from your checking account instead of from a credit/debit card. In short, any changes must be made by calling Alice at 248.546.1255. Alice is in the office on Tuesday and Wednesday from 10:00am - 2:00pm. You may also email [bookkeeper@stjohnro.org](mailto:bookkeeper@stjohnro.org).

### What if I prefer to write a check?

Please know that you should use whatever method is most meaningful and convenient for you. Make checks payable to St. John's Episcopal Church and drop in the offering plate or mail to the church office.