

How to Set Up Recurring Online Gifts

1. Log in to Church Community Builder (CCB).
2. You can click on the photo icon at the top right of the screen to bring up your profile and verify contact information (this is not required as you will be able to verify name, address, and email during the set up process).
3. Choose “My Giving” from the menu on the left side of the screen.
4. Select the “Repeating Gift” option.
5. Choose a designation for your recurring gift from the drop down menu (for example, General Fund).
6. Enter the dollar amount you want to set for your recurring gift.
7. Select a frequency to give from the drop down menu (for example, Monthly).
8. Enter a calendar date to begin the recurring gift.
9. Select an option to continue the gift until you stop it, or to continue until you have given a certain number of gifts.
10. Select the account type from which you want to have the recurring gift taken. There is a drop down arrow so you can select either Checking Account, or Debit/Credit Card.
11. Verify your name and address are the same as the ones connected to the account type chosen.
12. Verify your email address is correct – you will receive an email each time a recurring gift is made (one from BluePay, our intermediary, and one from Williamson’s Chapel/CCB).
13. Enter your checking account or Debit/Credit card information.
14. Click on the box to authorize the recurring payment.
15. Finalize the set up.

If you have questions about the recurring gift set up, please contact the church office Monday – Thursday, and someone in Finance will be happy to help you.