

New Prospect Baptist Church

**Is Your
Account In
Order?**



***Everything we have and give, comes from God.
1 Chronicles 29:11-17***

NEW PROSPECT BAPTIST CHURCH

*Thank you for your Kindness and Generosity
Thank you for being a Blessing to New Prospect.
We are truly Grateful for your financial contributions.*

Ways To Give

ONLINE: www.NewProspectBaptist.org

CASHAPP: \$NEWP1580

TEXT: The word "Give" to 513-780-1111

KIOSK: Located in the Church Front Lobby

MAIL: Check or Money Order to:

1580 Summit Rd.

Cincinnati, OH 45237

THE PROCESS OF USING ENVELOPES TO SUBMIT CONTRIBUTIONS

ENVELOPE NUMBER: Your envelope number is "**Your Account**" to enter contributions in the church contribution system. To assure accuracy of the amount, the envelopes are **REQUIRED** to be written clearly and concise.

BENEFITS OF A COMPLETED ENVELOPES

You are providing accuracy for:

- Contribution Statements
- IRS Yearly Tax Record
- Timely Posting of Individual Contributions
- Updating the Church Database

CURRENT EXAMPLE OF ENVELOPES



1580 Summit Road, Cincinnati, Ohio 45237
(513) 721-2355

My Weekly Offering
Damon Lynch, III, Pastor

Date 10/29/2023 Envelope Number 0918 Amount \$ 200.00

Your Name John Campbell
(Please Print Clearly)

Tithes	\$ <u>200.00</u>	Offering	\$ _____
Mission	\$ _____	1580 Building Fund	\$ _____
Benevolence	\$ _____	Other	\$ _____

"Bring ye all the tithes into the storehouse..." Malachi 3:10

EXAMPLE OF NEW ENVELOPES

- Member
 Visitor
 Name Change
 Address Change
 Phone Change

(Please Print Everything Clearly, Including Envelope Number & Exact Amount)

Envelope # <u>462</u>	Check # <u>2128</u>	Tithes	\$ <u>100.00</u>
Date <u>November 5, 2023</u>		Offering	\$ _____
Name <u>JOHN DOE</u>		Mission	\$ _____
Address <u>2142 MT. VERON AVE</u>		Benevolence	\$ <u>25.00</u>
City <u>CINCINNATI</u> State <u>Ohio</u> Zip <u>45219</u>		Other (specify below)	\$ _____
Cell# <u>513-600023</u> Home# _____			
Email Address <u>JDOE@GMAIL.COM</u>		Total	\$ <u>125.00</u>

No Changes in Information

EXAMPLES AND CHALLENGES OF INCOMPLETE ENVELOPES

- Incomplete Envelopes are challenging and time consuming to enter the contributions in the individuals account, instead of a one-step process to enter the information; it's 3 steps for each individual.
- There are no assumptions or guessing of the information placed on the envelope. When information on the envelopes is unclear or unidentified, the person is entered as Unspecified and a note of the reason written is placed in the memo section.
- When a category/amount is not indicated on the envelope, the amount is entered under offering.

ONLINE GIVING

When you give through Secure Give or Cash App, the money is deposit directly to the church's bank account.

Cash App:

- If you have a unique user name. Be aware that we are unable to record your contribution without your FIRST and LAST name.
- In the Note Section of CashApp, make sure you put your FIRST and LAST name and your ENVELOPE NUMBER in the Note section. Without the first and last name, a dollar sign name does not always identify the person to receive proper credit.
- For example, the name "\$cutiepie" does not let us know who the money should be credited to. Thus, no credit can be applied to the account without the full name and envelope number. When the information is unclear or unidentified, the person is entered as Unspecified and a note is written in the memo section.
- It is always good to know your envelope number, so if you do not know your envelope number, please complete the Envelope Request and Contact Update Information Form (that can be found on the church website and is also located at the end of this document or at the church welcome desk) and turn it in to the church administrator in the church office or email it to ChurchAdmin@NewProspectBaptist.org.
- Once you know your envelope number, please place it in the message section when making your donation.

SecureGive:

- Can be accessed through the church's "Give" tab on the church website.
- It is always good to know your envelope number, so if you do not know your envelope number, please complete the Envelope Request and Contact Update Information Form (that can be found on the church website and is also located at the end of this document or at the church welcome desk) and turn it in to the church administrator in the church office or email it to ChurchAdmin@NewProspectBaptist.org.
- Once you know your envelope number, please place it in the message section when making your donation.

Trustees receive all envelopes, count all monies and deposit in the bank (cash, checks, money orders and coins). When completed, all envelopes are given to the Office Administrator to enter into the church contribution system.



1580 Summit Road, Cincinnati, Ohio 45237
(513) 721-2355

My Weekly Offering

Damon Lynch, III, Pastor

Date 8 / 13 / 23 Envelope Number _____ Amount \$ 100.00

Your Name J. C.
(Please Print Clearly)

Tithes	\$ <u>50.00</u>	Offering	\$ <u>50.00</u>
Mission	\$ _____	1580 Building Fund	\$ _____
Benevolence	\$ _____	Other	\$ _____

"Bring ye all the tithes into the storehouse..." Malachi 3:10



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My Weekly Offering

Damon Lynch, III, Pastor

Date 6 / 4 / 23 Envelope Number _____ Amount \$ 10.00

Your Name SHARON V. LAST NAME
(Please Print Clearly)

Tithes	\$ _____	Offering	\$ <u>10.00</u>
Mission	\$ _____	1580 Building Fund	\$ _____
Benevolence	\$ _____	Other	\$ _____

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My Weekly Offering

Damon Lynch, III, Pastor

Date ___ / ___ / ___ Envelope Number _____ Amount \$ 20.00

Your Name JUNE BUG
(Please Print Clearly)

Tithes	\$ _____	Offering	\$ _____
Mission	\$ _____	1580 Building Fund	\$ _____
Benevolence	\$ _____	Other	\$ _____

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1580 Summit Road, Cincinnati, Ohio 45237
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My Weekly Offering

Damon Lynch, III, Pastor

Date / / Envelope Number 6494 Amount \$ 100.00

Your Name DIANE CRAWBERRY
(Please Print Clearly)

Which Category?

Tithes	\$ <u>100.00</u>	Offering	\$ <u>100.00</u>
Mission	\$ <u> </u>	1580 Building Fund	\$ <u> </u>
Benevolence	\$ <u> </u>	Other	\$ <u> </u>

"Bring ye all the tithes into the storehouse...." Malachi 3:10



1580 Summit Road, Cincinnati, Ohio 45237
(513) 721-2355

My Weekly Offering

Damon Lynch, III, Pastor

Date / / Envelope Number Amount \$ 50.00

Your Name John Nutsy
(Please Print Clearly)

No NUMBER

Tithes	\$ <u>10.00</u>	Offering	\$ <u>50.00</u>
Mission	\$ <u> </u>	1580 Building Fund	\$ <u> </u>
Benevolence	\$ <u>50.00</u>	Other	\$ <u> </u>

"Bring ye all the tithes into the storehouse...." Malachi 3:10



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My Weekly Offering

Damon Lynch, III, Pastor

Date 10/8/23 Envelope Number Amount \$ 5.00

Your Name Ronald Pruitt
(Please Print Clearly)

NAME UNCLEAR

Tithes	\$ <u> </u>	Offering	\$ <u>5.00</u>
Mission	\$ <u> </u>	1580 Building Fund	\$ <u> </u>
Benevolence	\$ <u> </u>	Other	\$ <u> </u>

"Bring ye all the tithes into the storehouse...." Malachi 3:10



1580 Summit Road, Cincinnati, Ohio 45237
(513) 721-2355

My Weekly Offering

Damon Lynch, III, Pastor

Date 7/23/23 Envelope Number ? Amount \$ 2.25

Your Name ?? Jones Family (140 JONES NAMES)
(Please Print Clearly)

?	Tithes	\$ _____	Offering	\$ _____	?>
	Mission	\$ _____	1580 Building Fund	\$ _____	
	Benevolence	\$ _____	Other	\$ _____	

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My Weekly Offering

Damon Lynch, III, Pastor

Date 4/3/23 Envelope Number _____ Amount \$ 10.00

Your Name No NAME
(Please Print Clearly)

Tithes	\$ _____	Offering	\$ _____
Mission	\$ _____	1580 Building Fund	\$ _____
Benevolence	\$ _____	Other	\$ _____

"Bring ye all the tithes into the storehouse..." Malachi 3:10



1580 Summit Road, Cincinnati, Ohio 45237
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My Weekly Offering

Damon Lynch, III, Pastor

Date 6/5/23 Envelope Number 1 Amount \$ 40.00

Your Name Ms. Z.
(Please Print Clearly)

Tithes	\$ <u>40.00</u>	Offering	\$ _____
Mission	\$ _____	1580 Building Fund	\$ _____
Benevolence	\$ _____	Other	\$ _____

"Bring ye all the tithes into the storehouse..." Malachi 3:10

NAME CHANGES

To avoid having two names in the contribution system with two different envelope numbers of the same person, it imperative to inform us of the name change.

When there is a name change, please place an X mark on the Name Change indicated on the envelope. If your preference to use the Maiden Last Name **and** the Marriage Last Name. Please separate with a hyphen.(-)

Example: Betty Jones-Baker

(Please Print Everything Clearly, including Envelope Number & Exact Amount)

Envelope # <u>4698</u>	Check # _____	
Date <u>Nov. 5, 2023</u>		Tithes \$ _____
Name <u>BETTY JONES - BAKER</u>		Offering \$ _____
Address _____		Mission \$ _____
City _____ State _____ Zip _____		Benevolence \$ _____
Cell # _____ Home# _____		Other (specify below) \$ _____
Email Address _____		
<input type="checkbox"/> No Changes in Information		Total \$ _____

If your prefer the Marriage Last Name and not the Maiden Last Name listed in the Contributions System – Please write the Maiden Last Name in parentheses ()

Example: Betty Jones (Baker-Maiden)

(Please Print Everything Clearly, including Envelope Number & Exact Amount)

Envelope # <u>4698</u>	Check # _____	
Date <u>NOVEMBER 5, 2023</u>		Tithes \$ _____
Name <u>BETTY JONES (BAKER)</u>		Offering \$ _____
Address _____		Mission \$ _____
City _____ State _____ Zip _____		Benevolence \$ _____
Cell # _____ Home# _____		Other (specify below) \$ _____
Email Address _____		
<input type="checkbox"/> No Changes in Information		Total \$ _____

New Prospect Envelope Request and Contact Update Information Form

Please Print Information Clearly. Deadline to submit this form is Sunday, December 10, 2023.

Name

First

Last

Address

Street Address

Address Line 2

City, State and Zip

Cell Phone

Home Phone

Email Address

Do you make contributions on SecureGive?

Yes No

Please indicate your preference below for receiving your envelope number

Email US Postal Mail In-Person Pick Up

To update the Church database, please provide name and year of death of deceased Church Family Members

Name

Year of Death
