# 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

NEW PROSPECT       My Weekly Offering Damon Lynch, III, Pastor         Date       All 2023       Envelope Number       Amount \$200.00         Your Name       John Champbell       (Please Print Clearly)         Tithes       \$ 200.00       Offering       \$		- ter	1580 Summit Road, (513)	Cincinnati, Ohio 452 721-2355	37	k.
Your Name       JOAN       Champbell         (Please Print Clearly)       Tithes       \$ 200.00       Offering       \$		NEW PROSPECT	My Week Damon Lyn	ly Offering ch, III, Pastor		1.t
(Please Print Clearly)         Tithes       \$ 200.00         Mission       \$	2	Date 10	19,2023 Envelope	Number 0418	Amount S2	00.00
Tithes $$ 200.00$ Offering $$$		Your Name_	JOHN CAN (Please )		14	
EXAMPLE OF NEW ENVELOPES         Member       Visitor       Name Change       Address Change       Phone Change         Image: Member       Visitor       Name Change       Address Change       Phone Change         Image: Member       Visitor       Check # $3/2$ %       Tithes       \$ 100.00         Image: Only Doc       State       Offering       \$ 142 %       Tithes       \$ 100.00         Name: Only Doc       Mission       \$ 202.00       Yes       Mission       \$ 200.00	1	Mission	<u>s 200.00</u> s	Offering 1580 Building Fund	\$ \$	4.1
Member Visitor Name Change Address Change Phone Change			"Bring ye all the tithes into t	he storehouse" Malachi 3	:10	
$\frac{1}{2}$ (Please Print Everything Clearly, Including Envelope Number & Exact Amount) Envelope # $\frac{462}{128}$ Date $1000000000000000000000000000000000000$			EXAMPLE OF NEW	V ENVELOPES		÷.,
(Please Print Everything Clearly, Including Envelope Number & Exact Amount) Envelope # 462 Check # 8128 Tithes \$ 100,00 Date NOUCH DER 5, 2023 Offering \$ Name ODHN DOE Mission \$ Address 8142 MT: VERDIN AVE	Member	Uisitor	Name Change	Address	Change	Phone Change
Envelope # 462 Check # 8128 Date NOUCH DER 5, 2023 Tithes \$ 100,00 Name JOHN DOE Offering \$ Address 8142 MT: VERON AVE Mission \$		(y	FC		2.	
Address 2142 MT. VERON AVE Mission \$		11 7	Check #	MI GOV	Tithes	s 100.00
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Cell#513-600023         Home#         Otherwards/ below \$           Email Address         DOE @gmail.000         Total         \$_/25.00	Cell#5	13-6000 2 3 Idress DOE Q	Home#			1.4.7

#### **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 <u>ChurchAdmin@NewProspectBaptist.org</u>.
- 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 <u>ChurchAdmin@NewProspectBaptist.org</u>.
- 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.

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- and	1560 Summit Road, Cincinnati, Ohio 45237 (513) 721-2355
E.	(513) 721-2355
NEW PROSPECT	My Weekly Offering
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	"Bring ye all the tithes into the storehouse" Malachi 3:10	

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1590 Summit Road, Cincinnati, Ohio 45237 (513) 721-2355
NEW PROSPECT My Weekly Offering Damon Lynch, III, Pastor
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Your Name MS. Zo
(Please Print Clearly) Ticker \$40.00 (Mering \$
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# 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.(-)

	Exam	ple: Betty Jone	es-Baker	
Envelope # 4698		arly, including Envelope   Check #	Number & Exact Amount)	s
Date NO11. 5, 2,02.3			Offering	\$
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Address			Benevolen	ce \$
City Cell #	State Home#	Zip	Otherway	selou) \$
Email Address			Total	\$
No Changes in Informatio	חת			

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)
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invelope # <u>4698</u> Date <u>NOVEM</u>	Check#	Tithes	See State
lame <u>1887-19</u> Address City	State Zip		on \$ rolence \$ apoly belant \$
Cell # Email Address	Home#	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 prefer	ence below for receiving your envelo	ope number
📃 Email 📃 US Postal Mai	il 🔲 In-Person Pick Up	
To update the Church datal Family Members	base, please provide name and year	of death of deceased Church
Name		Year of Death