# How to Set Up your Church for Online Donations

We've put together a guide to help you set up a way of receiving online donations / giving towards the ministry of your parish church which can be linked to your A Church Near Your Page(s).  Once you have set this up you will have your own parish online giving page which will also feature within your A Church Near You page(s).  You will then be able to share the web link to newsletters, emails and social media.  You will also be able to refer to it in the offertory part of your online services.

**We have included a Glossary section at the end of the guide for technical terms you will come across.**

Before you get started have these things to hand:
1.      About an hour of free time
2.      A cuppa
3.      Access to Parish Buying (see below)
4.      Your PCC Bank Account details
5.      Login Information for your A Church Near You page/s
6.      *If* you have a SumUp card reader – your account information
7.      If you would like a conversation about this or to discuss your options please contact the Flourishing Churches Team. flourishingchurches@stalbans.anglican.org or 07741628181

**Although 'A Church Near You' have highlighted a number of providers worth considering, this guide focusses on a giving method called Give a Little through a provider called SumUp, which is available on Parish Buying.**

**https://www.parishbuying.org.uk/**

Parish Buying service is 'set up by the Church, for the Church. Our contracts and discounts are available to all parishes, cathedrals and dioceses in the Church of England and the Church in Wales.'

The way online transactions work is that for each donation you receive the provider of the service takes a proportion of the money to cover their costs for collecting the money for you. This is usually around 3%. So if someone donated your church £10 the provider takes 30p. You would receive £9.70. There are various providers of this online service – there is a table here where you can compare them: https://www.parishresources.org.uk/wp-content/uploads/Receiving-Online-Donations-June-2020.pdf

As you will see they all take a different percentage of the amount donated as a fee, and they are all slightly different to set up.

Parish Buying have arranged a special rate with one particular provider of online donations – a company called SumUp. SumUp take of 1.95% per transaction which we believe is the best value rate in the market. Furthermore, SumUp are running a special offer, offering 0% transaction fee on all donations received during May.

If you sign up with SumUp on Parish Buying you will receive free access to the Premium membership until 31 December, making it straight forward for givers to make a Gift Aid declaration for their donation. This free Premium membership has been provided by the

Archbishops' Council and is available for this online giving platform only. At the end of the year the Premium membership will revert back to the standard service (without Gift Aid declarations, which is free) or churches may pay £10 per month, paid monthly (inc VAT), or £108 paid annually (inc VAT). If you prefer not to continue with the Premium membership you can change your membership to the basic version which has no charge.

The rest of this guide is to set up to receive online giving using SumUp as recommended by Parish Buying. If you would like watch a video which explains this whole process you can see it here: https://vimeo.com/419992652

1. You will need an account with **www.parishbuying.org.uk** if you don't already have one. This is **free** and simple to set up, although it does involve them phoning the contact given to verify that the details are correct. This is often done on the same day as you register and is very quick. The contact in your parish might be the treasurer, administrator, or incumbent but it is fine you to register too. After registration, you can log in to Parish Buying account straight away for online giving.

2. Once you are registered, go to the section of the Parish Buying website about online donations: https://www.parishbuying.org.uk/categories/giving-and-payments/online-giving

3. From this page you can set up an account with SumUp. You will find the link you need on the Parish Buying page, or click here: https://sumup.co.uk/parishbuyingonline/ You will find that part of the webpage looks like the following. Click the button that says 'Register a SumUp Account'.



Use your SumUp details to login

Like the contactless donations app, the online giving platform works in conjunction with a SumUp account, so you will need to have registered with SumUp to use it.

If you don't have a SumUp account please register for one by clicking on the button below. Read this guidance which talks you through the SumUp registration process.

REGISTER A SUMUP ACCOUNT

4. Please note that SumUp will imply that you need to purchase a card terminal/reader. *You do not.* Once you have entered your email and a password of your choice you can click the button that says 'I already have card reader.' You can click this even if you don't have one – it will not ask you which model you have, or serial number or anything like that. Of course, you may want to purchase a card reader, in which case, go ahead. This will be useful once we are able to meet again, because it will enable you to receive credit/debit card donations or payments at church services and events, or for your church hall.
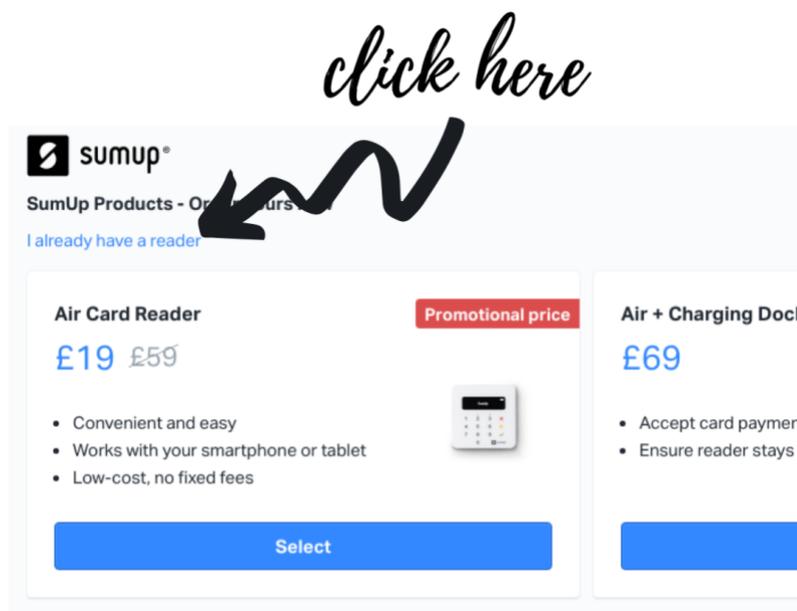
5.  You will need to fill out your details on SumUp. Indicate that you are a charity; let them know the name of your church as it appears on your bank account, and the other information asked for. As well as other information (all straight forward), you will need the account number and sort code that the donations are to be paid into. **Filling in this form is dealt with in detail (with advice for every question asked) in https://www.parishresources.org.uk/encouraging-giving-online/setting-up-online-giving/**

6.  At his point you should have a Parish Buying account that qualifies you for the discount with SumUp, and a SumUp account. You are nearly there!

7.  Now you need to login to 'Give a Little' – you do this with *your SumUp login in details.* Click the following link https://bit.ly/2WsKPDU(all of these links are found at the Parish Buying guide to online donations: https://bit.ly/2Z8E7VD)
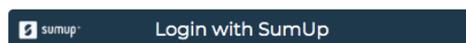


8.  You can then click the button that allows you to login with your SumUp details. Enter your email and password that you used to register with SumUp.

9.  You then need to 'build' your giving campaign, by selecting a few simple options, a webpage on 'Give a Little' that people can come to to give to your church. If you do get a little stuck there is a helpful step-by-step video here: **https://vimeo.com/419983601**

**10.**  At the end of the process you will have a webpage that, like all webpages, has an address. Copy this and head to your 'A Church Near You' page. You can also link to your donations page in other ways – see: https://vimeo.com/419983855

**11.**  On your homepage of your church on 'A Church Near You' you will see pages you can go to in the left column. If you are logged in as an editor you will be able to edit these – there will be a pencil icon there.
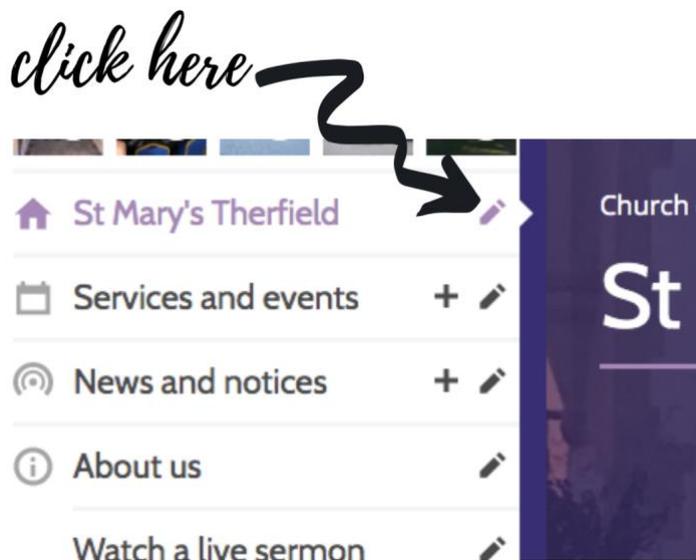


**12.**  When you have clicked on the edit button of the homepage scroll all the way toward the bottom and find section 9/9 of the home page 'Charity and Donations'. Tick the box 'Take online donations' and paste in your 'Give a Little' URL into the box, add any other extra bits in the options you want, and then click save. You now have a donate button on the homepage of your 'A Church Near You' page. **Of course, you can use that URL anywhere to point people to a place they can give online – email bulletins, your own church website, Facebook, etc.**

**Glossary**

**Giving Platform = way of receiving donations online**

**URL = web address**

**Banner Title = title of the giving section on your A Church Near You page**

**Banner Description Text = text underneath the title of the giving section of your A Church Near You page explaining why people can give**

**Charity Number = A number that the Charity Commission give your parish – ONLY if the income is over £100,000 per year.**

**Giving Campaign = A focus in your parish on giving to your church. It may start with an appeal, an act of worship and end with worship and a thank you. It focusses, in preaching and teaching and communication on giving – time, money and talents as an act of generosity to God and his Church. Advice here:** https://www.stalbans.anglican.org/wp-content/uploads/2-Resourcing-for-Mission-2019.pdf

**Card Reader = A device that takes credit/debit card payments/donations**

**Cuppa = cup of tea / char, brew**