The Lutheran Church of the Holy Spirit

How to Set Up Your Recurring Gifts in Church Center

Church Center is the new database and giving system that the Lutheran Church of the Holy Spirit is using to better communicate with you and offer easy-to-use tools to manage your giving!

Church Center utilizes Stripe, the worldwide leader in processing payments and a secure platform, to keep you and your financial data safe.

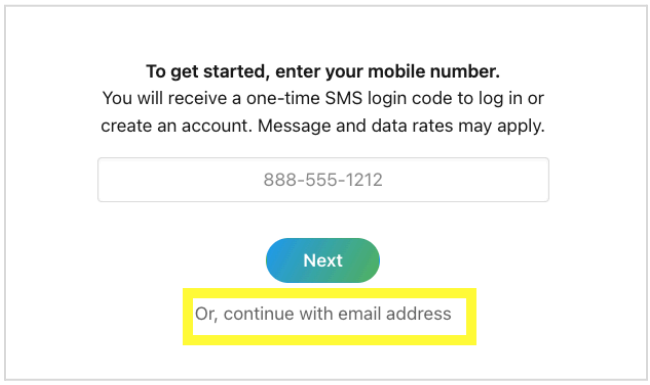
If you have any issues or questions, please feel free to reach out to Terri Hinderliter at finsec@holyspirit-emmaus.org.

To set up a recurring gift, please follow the steps below:

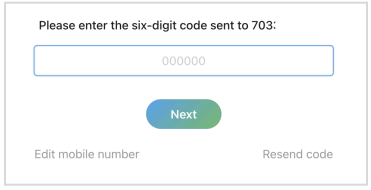
1. **Browse to lchsemmaus.churchcenter.com/login**
2. No password is needed. Planning Center uses 2-factor authentication to confirm your identity.

   A verification code can be sent either to your mobile phone or email address.

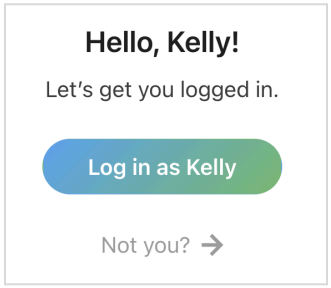
   If you do not have a mobile phone, click on the "or, continue with email address" link underneath the next button. The verification code will be sent to the email address you enter.



3. Check your text messages or email address for the verification code, copy the code, and then enter it into the form.



4. Verify your name is on the screen.

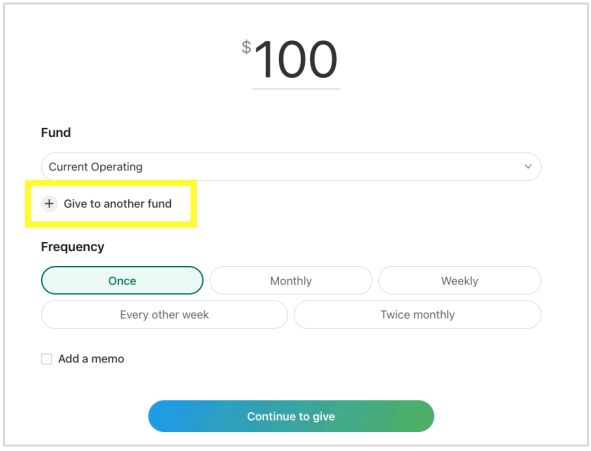


If the correct name does not show up here, then click the "Not You?" arrow to change your personal details.

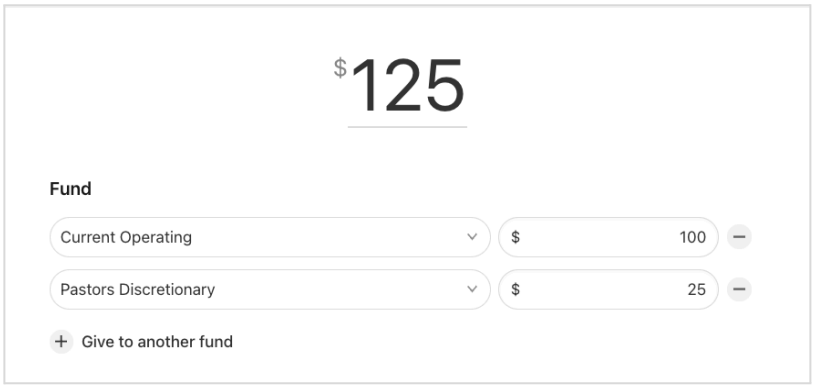
5. Once logged in, **click on the "Give" button** in the menu at the top of the page.



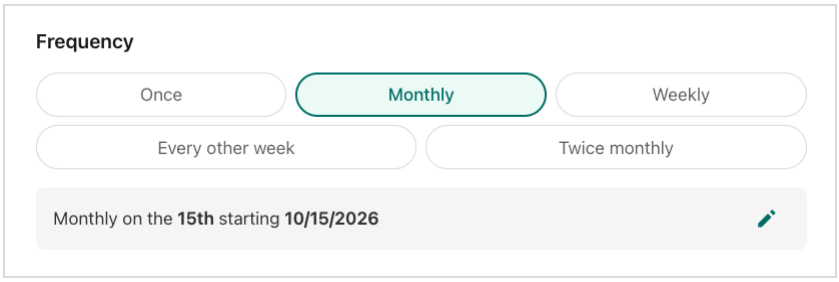
6. **Enter the amount of your gift and choose the fund** you would like your gift allocated to.



If you would like to give to multiple funds, then click the "Add donation" button to set up an additional gift.



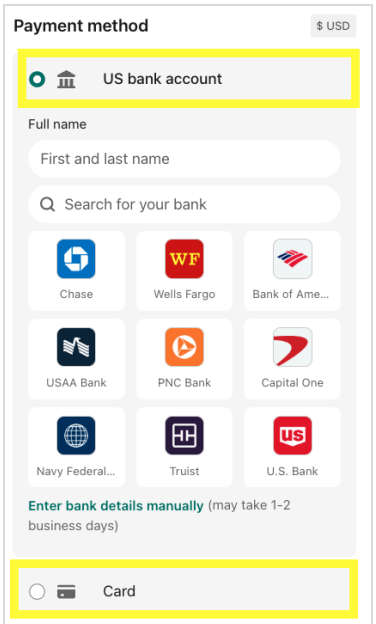
7. **Choose how often** you would like your gift to be given. You can choose from weekly, every other week, monthly, and twice a month.



You can also choose the exact day of the month or week you wish the gift to be processed.

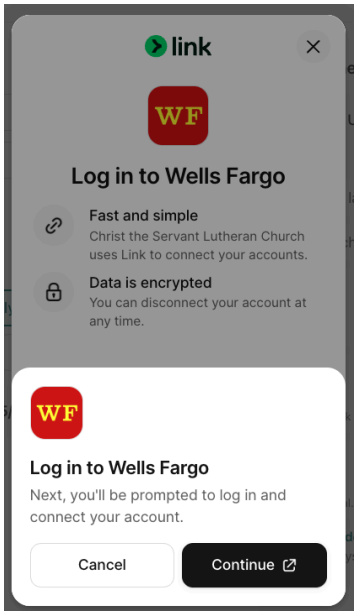
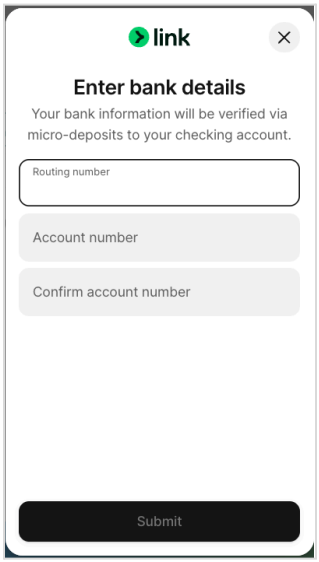
To change the day/week your gift occurs, click on the pencil icon.

8. **Next, you will need to set up a payment method.**
You can choose to pay via your bank account or via a debit or credit card. This information will be securely saved in your account for future use as well.

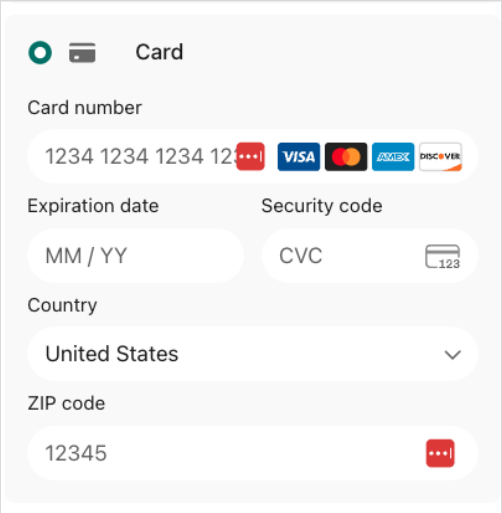


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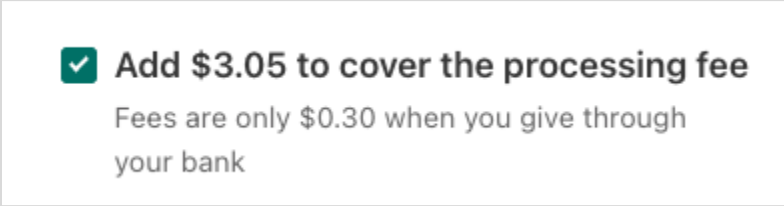
If you choose to set up through your bank, you can either search for your bank in the list OR you can enter your bank account details manually.

	Option 1 **Sign in to Online Bank Account**	**Option 2:** **Manually Enter Bank Account Details**
Step 1	Search for your bank name/icon in the search bar.	Click on the "Enter Bank Details Manually" option under the bank icons.
Step 2	Sign in to your bank account to sync your account details. ***You will need the username and password associated with your online bank account to do this action.	Manually enter your routing and account numbers in the fields provided
Example Image		

If you choose to set up a debit or credit card, you will be prompted to enter the credit card number, expiration date, CVC code, and zip code.

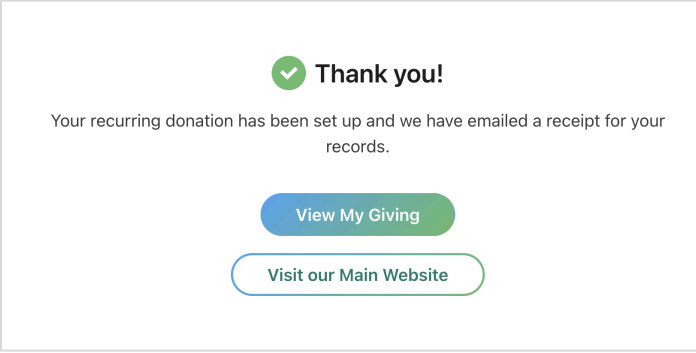


9. Choose whether you wish to **cover the processing fee** for your gift or not. By checking the box, you agree to cover the processing fee.

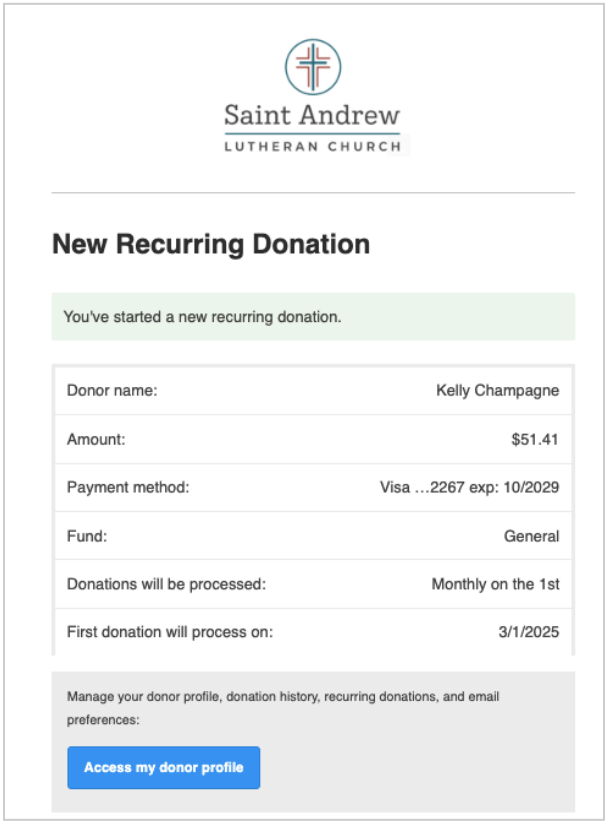


10. Click the “Start Giving” button.

11. You will see a “thank you” screen once the set up is complete!



You will also receive a confirmation email to the email address you provided that will look something like this:



Saint Andrew
LUTHERAN CHURCH

New Recurring Donation

You've started a new recurring donation.

Donor name:	Kelly Champagne
Amount:	$51.41
Payment method:	Visa ...2267 exp: 10/2029
Fund:	General
Donations will be processed:	Monthly on the 1st
First donation will process on:	3/1/2025

Manage your donor profile, donation history, recurring donations, and email preferences:

Access my donor profile

12. You will now need to "turn off" your recurring gifts in the former online giving system, Vanco so you are not double charged.

    To turn off your previous recurring gifts, go to secure.myvanco.com or reach out to Terri Hinderliter at finsec@holyspirit-emmaus.org.