

## Greetings,

We have three options for making *electronic* contributions to **PARISH OF ST. MARK – OCEAN PARK**.

1. The preferred method is **Pre-Authorized Donation** (PAD). Please contact Brenda Horner, Donation Secretary for applications and management, or download from the Parish website (previous page). If you don't have Brenda's contact information, please call or email the church office at 604-535-8841 or [office@stmarkbc.org](mailto:office@stmarkbc.org)
2. The second method is the **Electronic Donation Station** (EDS), which is located in the church narthex. It processes Credit Card or Visa Debit Card transactions and is ideal for one time or extra donations, ticket sales, etc. For more information, see 1. above.
3. Another method is "**e-Transfer Auto Deposit**". It is easy if you use online banking.
  - a. Connect to your On-Line Banking Account
  - b. Select "Interact e-Transfer/ Send Money"
  - c. The top of the Form will be your Name, select from which account you want to use, then enter the Amount
  - d. NEXT is the Recipient (First you will have to set it up) click on "Add New"
    - i. Recipient is "**PARISH OF ST. MARK – OCEAN PARK**"
    - ii. Email address for the Auto Deposit directly into the Church Bank Account is [stmark.op.treasurer@gmail.com](mailto:stmark.op.treasurer@gmail.com)
    - iii. **Important** – In the **Message** Box tell us which fund your Donation is for i.e., Operations/Maintenance, Community Outreach Fund, Altar Flowers, Memorial Garden or any other ministry that you wish to support. Your 'envelope' number is helpful (note: you cannot use the # sign)
    - iv. Go to the bottom and click NEXT
    - v. **You** will immediately receive an email from your bank advising you the Transfer has been made.
    - vi. **Cecilia, the Treasurer** will immediately receive the following email:

Hi PARISH OF ST. MARK "**Your Name**" has sent you **\$Amount** (CAD) **and the money has been automatically deposited into your bank account at Coast Capital Savings Federal Credit Union.**

Message: **Envelope number - Operations, Refugee Family Fund etc. (your instructions)**
  - e. This will then be entered into **Power Church** (our accounting software) to record your Contributions for a **Tax Receipt**, which is mailed in February each year.

If you have any questions or need help with eTransfers, please email Cecilia at [stmark.op.treasurer@gmail.com](mailto:stmark.op.treasurer@gmail.com) or call the church office at 604-535-8841. Thank you for considering these electronic options. Your generosity and commitment to our church is appreciated. May God bless you and those you love.