

To: Zion Members

Date: March 23, 2020

Online Giving:

Several members have asked how they might continue to make their offering online since services are suspended. This document outlines the steps you can take to send offerings to Zion online.

Step 1: Establish online banking with your current bank. Since bank branches have suspended face-to-face banking, this is useful for daily needs as well.

Step 2: Enable online bill paying. This feature is available in most bank online account access.

Step 3: Create a 'vendor' or 'payee' for Zion Lutheran Church.

Step 4: Create a payment to Zion for the amount of your offering.

Step 5: Schedule the payment on the date you wish.

Step 6: Include a 'comment' or 'memo' with the payment to include your envelope number.

Step 7: Send the payment. The bank will generate a check to Zion that is delivered via mail.

Note: Several members already use this method to send in offerings. Paying bills online for any bills can be handled in the same way. If you are mailing payments or going in person to pay bills, consider this method in the time of 'social distancing.'

Chuck Powder, Council President