

DIGITAL GIVING CHECKLIST:



Get your launch team ready

- Introduce the team
- Set up a dedicated email address for questions
- Include point person's name in bulletin



Review Online Videos:

- <https://get.tithe.ly/resources>



Create a church account online at <https://get.tithe.ly/partner/cboq>

- Ensure the Address, Phone and Memo fields are required (needed for income tax receipt purposes)
- Request Tithe.ly apply the CBOQ negotiated rate
- Request customized deposit schedule from Tithe.ly
- Update the **Tithe.ly Giving Form** with your church logo (optional)
- Customize the **Tithe.ly Thank You Email** (optional)



Recommended Church Giving Policy in place (approved by BOARD) and added to website

Please Note: Spending is confined to Official Church Board Approved funds, programs, and projects. Each contribution will be used as designated by the donor with the understanding that when that particular fund, program, or project has been fully funded or cannot be completed for reasons determined by the Official Church Board, contributions so designated will be used where most needed.



Get Your Website/Kiosk Ready:

- Add the **Give Widget** in a prominent position on the website
- Add the **Church Giving Policy** to your website (if not already done)
- Optional – Setup **Giving Kiosk(s)** in the church lobby. Have trained people ready to help people get started with digital giving



Prepare Your Launch Sunday Toolbox:

- Download/Customize **Digital Giving Bulletin** with your church name/website
- Download/Customize **Launch Sunday PowerPoint Slides** (to be used with Digital Giving Bulletin)
- Download/Customize **Offering PowerPoint Slide** (to be used in future offertory)
- Create **bulletin and live announcements** (to be used in future offertory)
- Create **Email Notice** (to be sent out after Launch Sunday and to any new people wanting information on digital giving to your church)
- Create **Recurring Bulletin Giving Options Note** (to be inserted in a permanent spot in your bulletin)

Resources and help are available at
baptist.ca/tithely or at get.tithe.ly

Questions? Contact Carol Gouveia

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