

Welcome!

Thank you for joining Faithlife Giving

Whether your ministry has been receiving gifts online for years or is just getting started, Faithlife Giving makes tithing simple and engaging. Your givers can contribute anytime, anywhere, from any device—and get more involved in your church in the process.

This document will help you get fully setup with Faithlife Giving, from linking your bank account to helping your members give.



At a glance:

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Timeline

Within three days and in under an hour of work, you can be ready to use Faithlife Giving.

Action Step	Timeline
1. Complete your registration and configure your account features Provide basic information so we can link Faithlife Giving to your church's financial institution.	When: Today Time estimate: 5 minutes
2. Share access with your finance team Invite staff to view the Giving Dashboard and get acquainted with Faithlife Giving.	When: Today or tomorrow Time estimate: 2 minutes
3. Set up multiple funds Create funds for people to donate to, such as benevolence, building campaign, and missions funds.	When: Today or tomorrow Time estimate: 5 minutes
4. Invite your church to give Adapt pre-written announcements and add a prominent giving form to your website.	When: After you've set up funds. Time estimate: 30–45 minutes.
5. Move from giving to mission Use Faithlife Giving's built-in communication suite (Faithlife Groups) to engage your congregation and move your mission forward.	When: After you've begun receiving gifts Time estimate: 1 hr/week

Turn the page to start the simple journey toward being fully setup with Faithlife Giving.

Thanks for being with us,
The Faithlife Giving Team

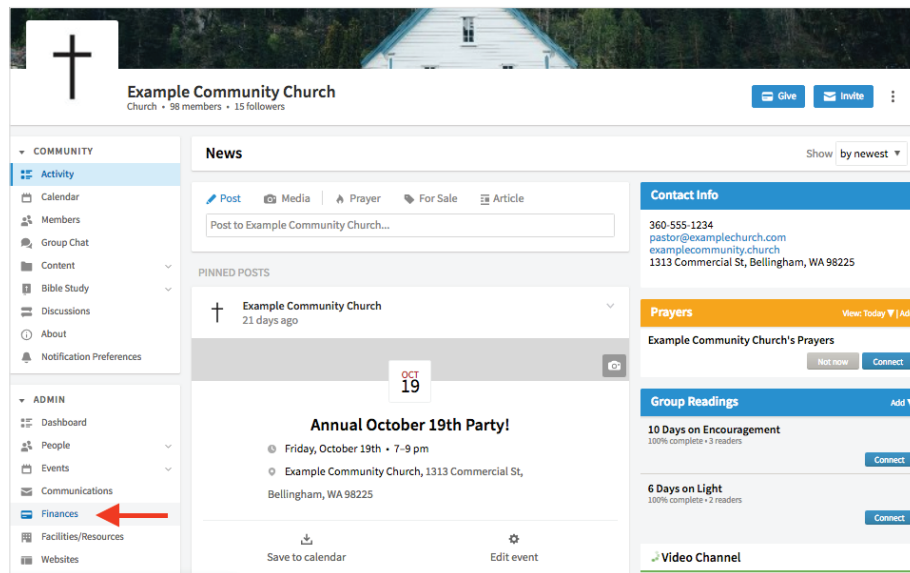
P.S. If you have any questions along the way, get support by [joining our online community](#), emailing us at success@faithlife.com, or calling us at 800-875-6467.

1. Complete your registration

Now that you're signed up for Faithlife Giving, it's time to get set up by completing your registration.

Two easy steps:

1. In your church's Faithlife group, select **Finances** under the ADMIN heading in the left column.



2. Click **Get started** and fill in the form.

As soon as you hit **Confirm**, you'll be able to start accepting donations!

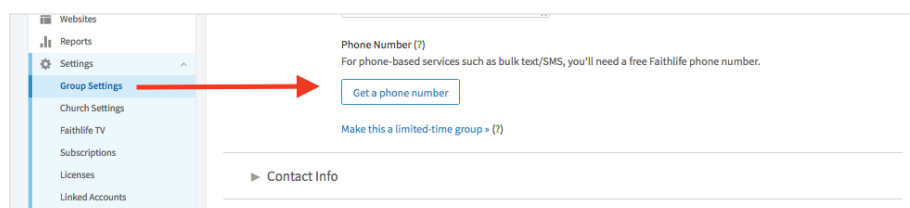
Set up your account features

Once you submit your registration, you can add text-to-give and donor-covered fees to your account.

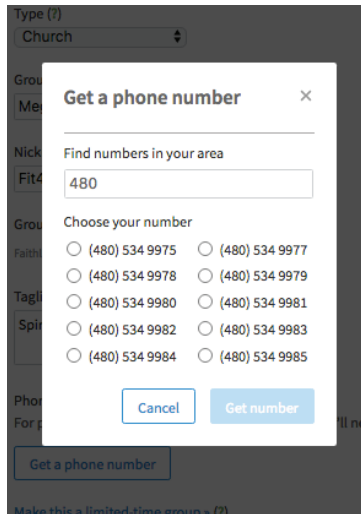
Add Text-to-Give

Here's how to claim your dedicated phone number for text giving:

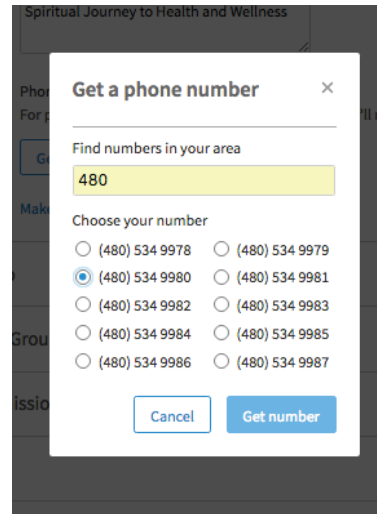
1. In your church group, select **Settings > Group Settings** under the ADMIN heading in the left column, and select the **Get a phone number** button under your Group Info section.



2. Search for an available number in your area by typing the area code.



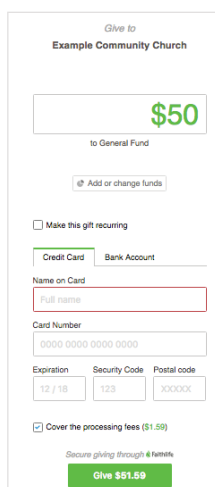
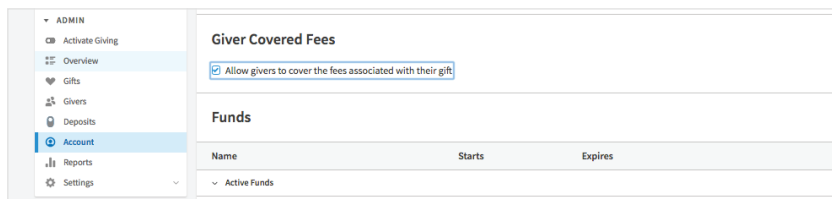
3. Choose a phone number, then select **Get number**



Add Giver Covered Fees

Here's how to allow your donors to cover the fees associated with their gift:

In your Finance Team, select **Account** under the ADMIN heading in the left column. Then click the checkbox to turn on Giver Covered Fees.



Now, when givers select to cover the processing fees in your giving form, the system will automatically add the fees to the total gift amount.

Next step

Now move on to the next section to learn how to invite your church finance team to use Faithlife Giving.

2. Give Your Finance Team Access

Now that you've completed your registration (and if you haven't, check the last step for instructions), you can share access with others.

About the Giving Dashboard

Your Giving Dashboard is where you can access and manage important financial information, such as:

Overview – Explore overall giving and trends

Gifts – View details of each gift, starting with the most recent

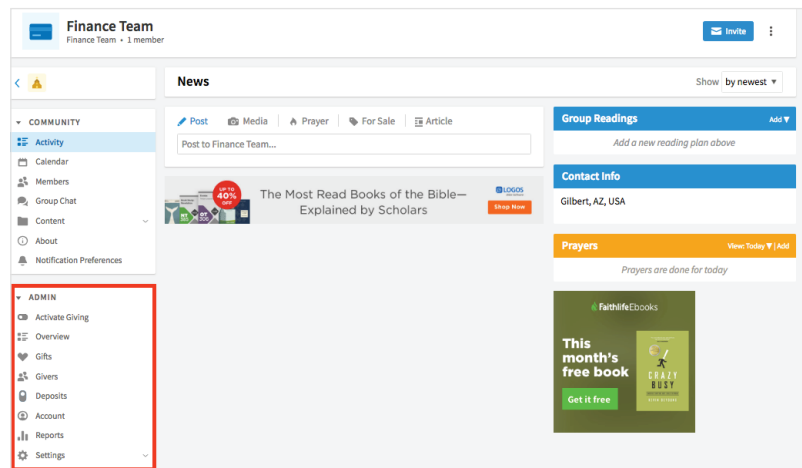
Givers – See who's giving, and click any name for details

Deposits – Review each day's deposits

Account – Create new funds or remove existing ones

Reports – Organize, view, and analyze your church data

Settings – Add details about your group and select features and permissions



Invite others

When you're ready to give financial permissions to others in your church, simply add them to the Finance Team group by clicking **Invite friends** at the top of the page.

All group members will have permission to view and edit financial data. However, admins and moderators are the only ones that have the ability to invite or remove group members.

If you need any help, give us a call at 800-875-6467.

Next step

As you wait for your Finance Team to join Faithlife Giving, move on to the next section to learn how to create distinct funds your givers can donate to, such as a missions fund or benevolence fund.

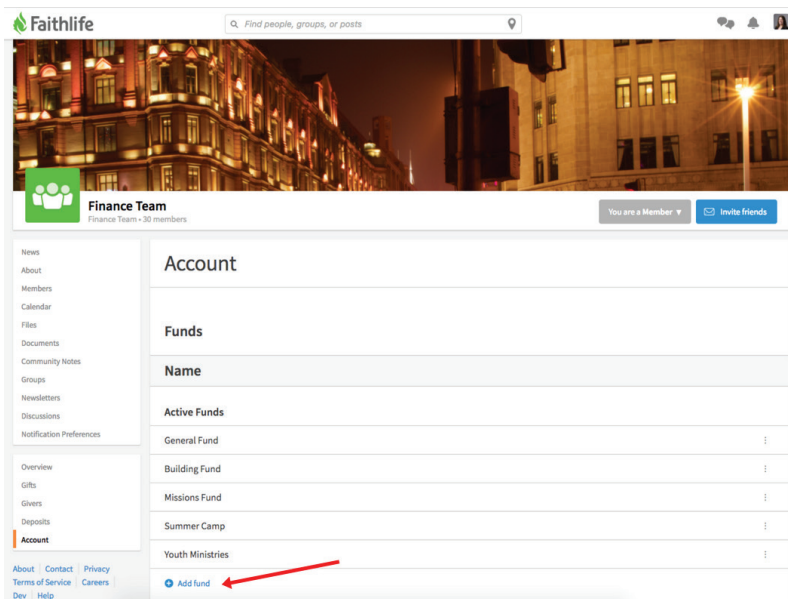
3. Create Funds for Your Givers

After completing your registration and forming your Finance Team, the next step is to create funds.

This allows givers to choose which fund to give to, such as a general fund, building campaign, or benevolence fund.

How to set up funds

1. From your church's Finance Team group in Faithlife, click **Account** in the bottom left column
2. Choose **Add Fund**
3. Enter your fund's unique name
4. Click **Save**
5. Repeat steps 2–4 for as many funds as you'd like to create



That's all it takes! Now when someone wants to give to a specific fund, they can select it easily from a list. Your account comes preloaded with a general fund, and you can create an unlimited number of custom funds to manage your church's ministry needs.

You are now fully primed to start receiving gifts!

Now move on to the last step to learn how to invite your congregation to give.

Want extra help?

If you haven't already visited the Faithlife Giving group, we encourage you to [check it out](#). It's a great place to ask questions, give feedback, and connect with other Faithlife Giving users.

4. Receive Your First Gift

Congratulations, you are fully primed to start receiving gifts!
Now that you've set up your funds, all that's left is showing your church where and how to give.

Where to give

All giving happens at your custom URL: <https://faithlife.com/{yourchurchtoken}/give>.
Wherever you see "{yourchurchtoken}," that corresponds to the token that appears in your Giving Dashboard. So if your church token is "test-church," your URL would be <http://faithlife.com/test-church/give>

Invite your church to give

The sky's the limit for how to direct people to your custom giving URL, but here are a few tips we suggest:

1. Announce it during a service (every week for multiple weeks)
2. Announce it via email, social media, or whatever channels you use
3. Display a prominent giving form on your church website

For the first two, [check out our church giving toolkit](#). It's designed to help you transition your church to Faithlife Giving by providing verbiage for you. You can use it in:

- Live or recorded announcements
- Bulletins and inserts
- Email/website copy
- Presentation slides
- And more

For the giving form, go to your Giving Dashboard. Under **Sharing Options** you'll find instructions for how to create and embed your link to get a giving button on your website.

Next step

Now it's time to encourage your church to get on mission. The next and final training section will tell you how you can use Faithlife Giving's built-in communication tools to do that.

5. Move from Giving to Mission

Now that your church is used to Faithlife Giving, it's time to do what Faithlife Giving was ultimately designed to do: **connect giving to mission.**

Increase church engagement

Faithlife Giving comes with Faithlife Groups built-in, a suite of church communication tools including:

- Newsletters
- Digital bulletins
- Events and calendars
- And more

Because Faithlife Giving is fully integrated with Faithlife Groups, your church's online community, givers are literally a click away from getting more involved in the mission of your church after they give.

How to use Faithlife Groups to increase giving and engagement

Here are just a few ways you can start engaging your church on the Faithlife platform:

- **Share what donations are accomplishing.** Post an update with photos using drag-and-drop newsletters, or make a quick shout-out in the church newsfeed. Let your church know how their tithes are being used.
- **Reveal the numbers.** Download charts from the Giving Dashboard and put them in a church presentation or bulletin. Faithlife Giving makes it easy for you to explain the financial state of your church.
- **Get together.** Create events and invite your givers to meet with the missionaries and ministries they support. Putting faces to funds is a great way to inspire increased and continued giving.

Want more ideas? [Post to the Faithlife Giving group](#) asking what's worked for other churches, or share success stories from your own ministry to bless others.



A final word

Thank you for joining Faithlife Giving. We pray this tool is a blessing to you and your church and helps you steward God's gifts, be on mission, and grow in community.