



Faithlife Giving Launch Checklist

We've created this checklist to help you launch Faithlife Giving at the pace that works best for you. Most of the tasks are linked to a video, article or supporting document to help you along the way! If you need help, contact the Faithlife Success team or create a post in the [Faithlife Giving](#) group.

- [Schedule an online appointment](#) with a team member
- Call us 800-875-6467
- Email us: success@faithlife.com

Getting Started:

Let's get you and your staff comfortable and confident.

- [Submit the first gift](#) online
- Set-up Text Giving
- Submit the second gift through text
- Introduce Faithlife Giving in staff meeting
 - » Share the [Faithlife Giving Overview](#) document (optional)
 - » Watch the [Getting Started with Faithlife Giving \(for Admins\)](#) training video
- Determine your launch date
- [Add Members to your Finance Team](#)
- Add all [staff and key volunteers to your Faithlife Church Group](#)
- Add Faithlife Giving to Your Website
 - » Active Giving on your Faithlife Site
 - » Add a Giving Button to a Non-Faithlife Site (optional)
 - » Add link to [How to Give to Your Church](#) (optional)
 - » Add copy for [common FAQs and ways to give](#) on your site's website page (optional)
- Print materials from the [Communications Kit](#)
- Watch the following Faithlife Giving training videos
 - » [Add Funds](#)
 - » [View Deposit Status](#)
 - » [Deactivate and Reactivate Funds](#)
- Watch the following Faithlife Giving training videos
 - » [Configure Group Settings and Permissions](#)
 - » [Add Members to Faithlife Group](#)
 - » [Create Events](#)

Prepare for Your Announcement

Get ready to communicate Faithlife Giving to your congregation.

- Develop your goals and strategy
- Determine when and where to announce Faithlife Giving
- Setup [newsletter sequence](#) to include Faithlife Giving instructions
- Include [Faithlife Giving in your Proclaim presentation](#)
- Make sure staff is fully trained and ready to help
- Make a post or article on the topic of generosity in your Faithlife Church Group
- Watch the following Faithlife Giving training videos:
 - » [View Gifts](#)
 - » [Export your Gifts as a CSV File](#)
- Develop a series on generosity (optional)
- Develop a reading plan on generosity (optional)

Make the Announcement

Let the congregation know you have a new online and mobile giving system they're going to love.

- Display or handout printed materials in the Communication Kit
- Print and include Faithlife Giving bulletin inserts
- Announcement from Pastor
- Announcement from Small Groups
- Send email to congregation about Faithlife Giving
- Post a Pinned post in your Faithlife Church Group with new ways to give
- Post Social Media message/graphic on Facebook, Twitter, etc.
- Watch the following Faithlife Giving training videos:
 - » [View Givers](#)
- Provide “How-to-Give” stations before and after service (optional)

Post Announcement

Acknowledge and appreciate your givers and how their gifts make an impact.

- Send handwritten notes to first-time givers
- Send handwritten notes to significant others
- Post pictures or videos in your Faithlife Church Group of your mission or funds
- Post testimonials on Faithlife Church Group
- Post prayer requests and ask others to do the same
- Schedule seasonal emails to entire congregation or groups in [Faithlife Newsletters](#)
- Promote your [Reading Plan](#) on generosity in your Faithlife Church Group (optional)
- Plan for the next [fund or mission](#)