

Making a Recurring Pledge Payment with a Credit Card

St. John of Damascus Church
300 West Street
Dedham, MA 02026

Please note: You MUST have a PayPal account to use this feature. If you don't have one, you can set one up during this process.

Use this option to set up and authorize recurring pledge payments, up to 12 months, using a credit card. Instead of entering a payment each month, you can set up to have your pledge paid automatically with your credit card each month by setting up payments anywhere from two (2) to twelve (12) months in advance. After entering a payment amount and the number of months you want to charge your credit card for your pledge payment, you will be taken to a secure site to enter your payment information. Below are the step by step instructions.

IMPORTANT: You will be setting this up for the current Stewardship Pledge Year only. So if the current year is 2014, all the payments will be processed against your 2014 Stewardship Pledge. So it's important that you only select the number of months for your payment to repeat to only go till year end. So for example, if it is April, 2014, you would only want to select no more than nine (9) months to pay, since that will take your payments through December, 2014. We do this because each year, we ask everyone to submit a new pledge to the church, so your payments may or may not change from year to year.

ENTERING THE PLEDGE PAYMENT INFORMATION

1. Start by going to the St. John's [Making Recurring Pledge Payments page](#). You will see the form on the right.
2. Enter the monthly amount you want to pay in the **Monthly Payment Amount** field. Use only numbers with or without a decimal point. This will be the amount automatically charged each month to your credit card, up to the number of months specified in the next step. Minimum amount is \$5.00.
3. Now select the **Number of months for this payment to repeat** (from 2 to 12 months) you want to automatically charge the Monthly Payment Amount your credit card (please see the **important note** at the top of this page).
4. Press the Submit Recurring Payment button. You will now be taken to a secure payment web page using PayPal.
5. Press the **SUBMIT RECURRING PAYMENT** button. You will now be taken to a secure payment web page.

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Use this to set up recurring stewardship pledge payments with a credit card

Monthly Payment Amount \$

Number of months for this payment to repeat

 **Submit Recurring Payment**
of your pledge for months specified

PROCESSING YOUR RECURRING PLEDGE PAYMENT

St. John of Damascus Church
300 West Street, Dedham, MA 02026 (781) 326-3046

Log in to complete your checkout

Check to make sure the amount and number of months are correct

PayPal securely processes payments for St. John of Damascus Church. To complete your checkout using PayPal, please log in. [Learn more](#)

Description	Terms	Amount
2014 Stewardship Pledge	\$48.00 USD for each month, for 9 installments	\$48.00 USD

Check out using PayPal

Pay fast with PayPal. It's secure and you won't have to reveal your financial information. [Learn more](#)

Email:

Password:

[Forgot your email address or password?](#)

No PayPal account? Pay using your [credit or debit card](#)

[Log In](#)

At the top of the page, verify the information is correct. You will see the amount that will be charged each month and the number of installments (months) that your credit card will be charged.

If all is correct, it's time to enter your payment information.

You have to have a PayPal account to process a recurring pledge payment. If you have a PayPal account, enter your email address and password for your account, then click **LOG IN**.

If you **do not have a PayPal account**, click the link that says **Pay using your credit or debit account**. You will then be taken to a screen to enter all your credit card information and create a PayPal account.

The rest of the instructions below will assume you have a PayPal account created.

REVIEW YOUR PAYMENT AND COMPLETE

By this time, you have logged into your PayPal account (or created a new account). You will see a screen similar to the one on the right. To complete the process, do the following:

1. Review all the information entered to ensure it is all correct. Note, on the top in the Terms box, it will show you what day of the month your credit card will be charged, starting today. Each month your credit card will be charged on that day of the month up to the total installments you authorized.
2. Select your method of payment (if you have several payment methods you can click the **Change payment method** link)
3. Click the **AGREE AND PAY** button.
4. You will now see a confirmation screen you can print out for a receipt. You will also get two emails. One email will show that you have set up an automatic payment profile with all the details, including the amount and number of installments. The second email will show that you made your initial payment. Each month, you will receive an email when your automatic payment has been made.
5. That's it! Your automatic stewardship payment process is complete.

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Review Your Payment

Once again, verify this information. Note that your first payment is the current date (March 1, 2014 in this example)

Description	Terms	Amount
2014 Stewardship Pledge	\$48.00 USD for each month, for 9 installments Effective Date: Mar 1, 2014	\$48.00 USD

[View PayPal policies](#) and your payment method rights.

Seller Information

Seller Name
St. John of Damascus Church

Payment Method

Credit/Debit Card: \$48.00 USD from Visa XXXX-XXXX-XXXX-XXXX

Future payments will be made with your [default payment method](#) unless you select a preferred payment method. To make a change, go to [My money](#) in your Profile, then update the "My preapproved payments" section.

[Change payment method](#)

[Cancel and Return to St. John of Damascus Church](#) [Agree and Pay](#)

ONE FINAL NOTE

You can manage your recurring pledge payment by logging into PayPal and selecting your Recurring Payment transaction. You can cancel the recurring payment any time you want via your PayPal account.