

25/26 Church Budget Steps

Helpful Tool

1. How to calculate budget amounts: See attached sheet “Calculating Goals Manually”.

Paying Budgets for 25/26 Church Year

1. As of **March 2025** we will be moving all of our giving online per the direction of the general church.
2. Paying budgets for the 25/26 church year will all be moved to Funding The Mission website (<https://ftm.nazarene.org/>). All budgets: WEF, Nazarene Benefits, PLNU, and District, will be accessed, updated, and paid through your church’s Funding The Mission account page.

Operating Within Funding the Mission

1. Church and Church Year:

Once logged in to your account, you will first want to make sure you see your church name and church year dates in parenthesis at the top of the page

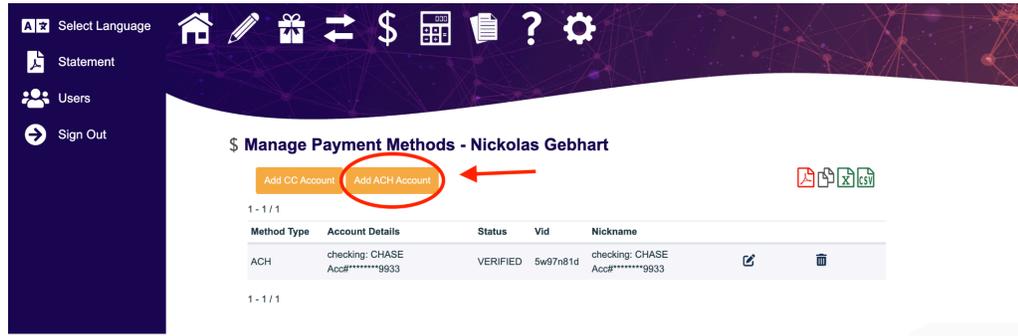


2. Adding Payment Method (or to manage your payment options)

- a. When on your home screen, click on the “\$”.



b. Next, click on the “Add ACH Account” button.



c. Lastly, you will need to enter your church’s account information (i.e. account type, business/bank name, account number, routing number, address) and then click the “Save Payment” button.

Adding Payment Method (ACH)

Account Information

Ownership Type Business

Account Type Checking

Routing Number

Account Number

Business Name

Address Line 1

Address Line 2

City

State

Zip-Code

Cancel Save Payment Method

The screenshot shows a form for adding a payment method. It consists of several input fields: Ownership Type (Business), Account Type (Checking), Routing Number, Account Number, Business Name, Address Line 1, Address Line 2, City, State, and Zip-Code. At the bottom, there are two buttons: 'Cancel' and 'Save Payment Method'. The 'Save Payment Method' button is circled in red, and a red arrow points to it.

3. How to Update Total Giving Received:

a. To update the giving your church has received to date, start on your homepage, then scroll to the box that says “Total Church Income” and then click the “View” button.



- b. Once on the “Reporting Income” page you will need to: **1)** select your “Reporting Method” **2)** enter your updated “Amount” and **3)** click the “Submit Income” button. Once you have done that, click on the home icon in the upper left corner to navigate to the home page and view your updated allocation goals.

Reporting Income
 (\$ 50,000.00 reported on 12/31/2024)

1 Central California - The Church At Riverstone A Fellowship of the (2024-2025) [Change](#)

Reporting Method Total Year To Date Income
 Add to Year To Date Total

Amount \$ 0.00

Description Central California - The Church At Riverstone A Fellowship of the (2024-2025)

As of Date 01/24/2025

Comments

[Submit Income](#)

3

Did you make a **mistake**? Follow these steps:

1. Click on Total YTD (Year-to-Date) Income.
 1. Enter your churches Total YTD (Year-to-Date) Income (for the current fiscal year) in the amount field.
 2. Enter the 'As of Date' field.
 3. Place any comment in the box for your records.
 4. Click 'Submit Income'.

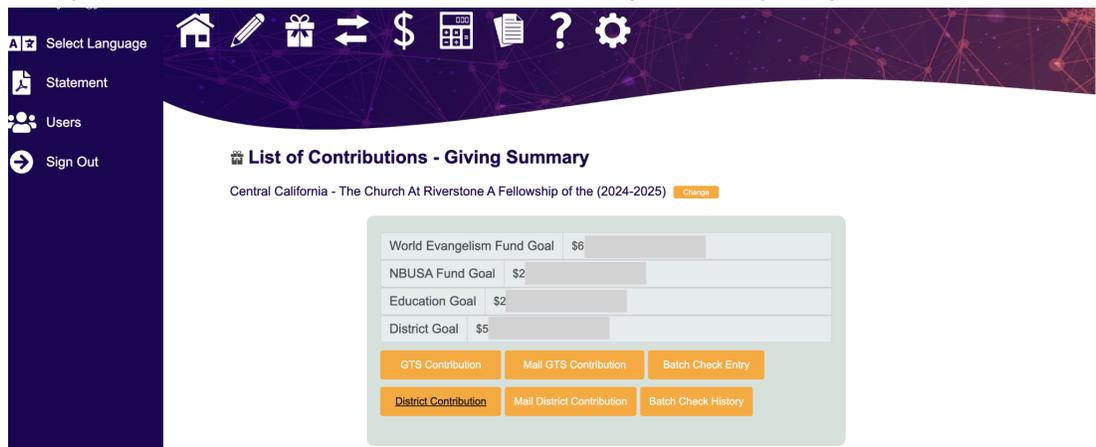
The old/incorrect income update number will remain on the site for your reference. This procedure will reset your income to the correct number..

4. How to Process Giving Towards Budgets:

- a. Once back on the Home page, you will either need to click on the present across the top of the page.



- b. Now you are on the “List of Contributions - Giving Summary” page



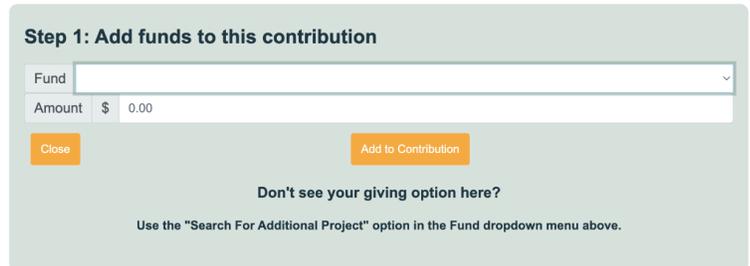
i. WEF and Nazarene Benefits:

1. To give for WEF and Nazarene Benefits you will first need to click on the “GTS Contribution” button.



2. Now you are on the “Make Contribution - Specify Gifts” page and it is time to add a contribution.

Make a Contribution - Specify Gifts



3. Once here, you will click in the “Fund” box and different options will appear for funds that you can contribute to. First, you will want to select “World Evangelism Fund” in the drop down and enter the amount you desire to give. Once you enter the amount, select “Add to Contribution.” Then go back to the “Fund” box and select “Nazarene Benefits USA” in the drop down and enter the amount you desire to give. Once you enter the amount, select “Add to Contribution.”

Make a Contribution - Specify Gifts



- Once you have entered the contributions you wish, scroll down to the “Gift Summary - Adding funds” box and it should reflect the amounts you entered for “World Evangelism Fund” and “Nazarene Benefits USA.”

Gift Summary - Adding funds

Fund	This Contribution	Goal	Amount Given	Amount Needed
World Evangelism Fund	\$0.00	\$6,338.14	\$6,338.14	\$0.00
NBUSA Fund	\$0.00	\$2,304.78	\$2,304.78	\$0.00
Mission Projects	\$0.00		\$0.00	
NCM Mission Projects	\$0.00			
Other	\$0.00		\$0.00	
TOTAL	\$0.00			

- Once you have entered both your “World Evangelism Fund” and Nazarene Benefits USA” amounts, a yellow button will appear in the lower left corner of the gray box that says “Proceed to Send Gift”

Gift Summary - Adding funds

Fund	This Contribution	Goal	Amount Given	Amount Needed
World Evangelism Fund	\$100.00	\$6,338.14	\$6,338.14	\$0.00
NBUSA Fund	\$0.00	\$2,304.78	\$2,304.78	\$0.00
Mission Projects	\$0.00		\$0.00	
NCM Mission Projects	\$0.00			
Other	\$0.00		\$0.00	
TOTAL	\$100.00			

Proceed to Send Gift

- After clicking “Proceed to Send Gift,” an additional box will appear for “Step 2: Sending Gift - select payment method and date.” Here you will select the payment method you desire to use and then select “Give Now.”

Step 2: Sending Gift- select payment method and date

Do not use your browser's 'back' button while your transaction is being processed.
This may result in a duplicate transaction.

Total Contribution	\$100.00
Choose an payment method to use	checking: CHASE Acc#*****9933
Choose the date	01/24/2025

Go Back
Give Now

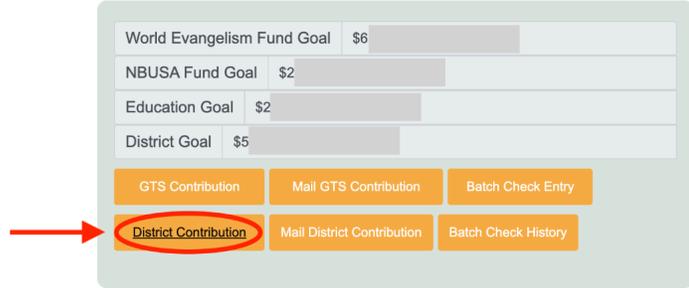
7. Once you have submitted the payment, an email will follow that verifies that you have submitted this transaction. It will take a few days to appear on your “Funding the Mission” home page, but it will appear!

ii. PLNU and District:

1. To give for PLNU and District, you will go back to the “List of Contributions - Giving Summary” page. This time, you will select the “District Contribution” button.

 **List of Contributions - Giving Summary**

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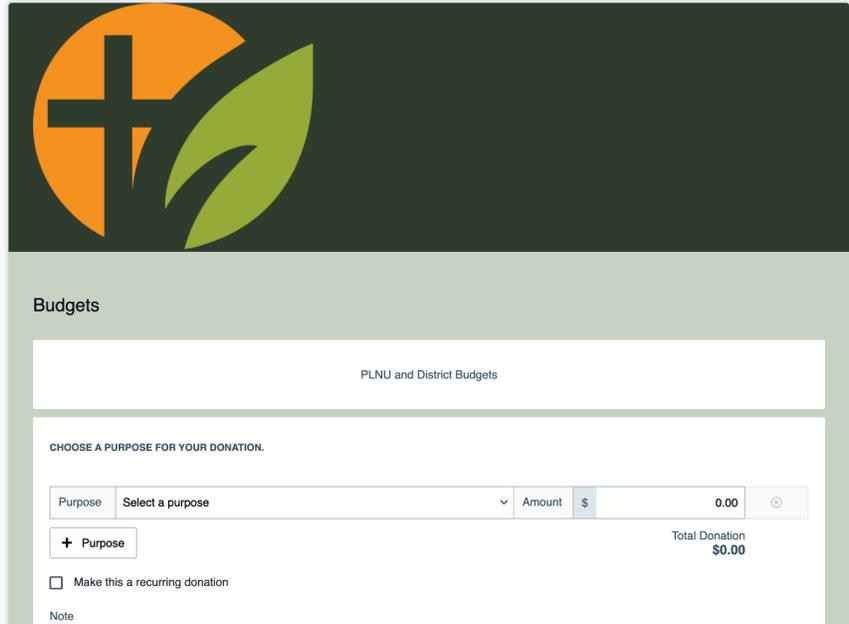


World Evangelism Fund Goal	\$6
NBUSA Fund Goal	\$2
Education Goal	\$2
District Goal	\$5

GTS Contribution Mail GTS Contribution Batch Check Entry

District Contribution Mail District Contribution Batch Check History

2. Once you have done this, you will be sent to a page labeled “Budgets,” which is the districts payment page for both PLNU and District Budgets.



Budgets

PLNU and District Budgets

CHOOSE A PURPOSE FOR YOUR DONATION.

Purpose	Select a purpose	Amount	\$	0.00	Total Donation
					\$0.00

Make this a recurring donation

Note

- Once here, you will scroll down to the “Purpose” area and select “District Budget” and enter the amount that your “Funding the Mission” home page says that you owe for “District.”

The screenshot shows the 'Budgets' section of a website. At the top, it says 'PLNU and District Budgets'. Below that, it says 'CHOOSE A PURPOSE FOR YOUR DONATION.' There is a table with one row: 'Purpose' is 'District Budget', 'Amount' is '\$ 0.00', and there is a refresh icon. A dropdown menu is open over the 'Purpose' column, showing 'Select a purpose' (checked), 'District Budget', and 'PLNU Budget'. Below the table, there is a '+ Purpose' button, a checkbox for 'Make this a recurring donation', and a 'Note' text area. At the bottom right, it says 'Total Donation \$0.00'. Below the form, it says 'LET'S GET TO KNOW YOU.'

- After entering the first purpose, you will need to select the “+ Purpose” box so that you can then add the “PLNU Budget” and enter the amount that your “Funding the Mission” home page says that you owe for “Education.”

The screenshot shows the 'Budgets' section with two rows in the table. The first row has 'Purpose' 'District Budget' and 'Amount' '\$ 0.00'. The second row has 'Purpose' 'PLNU Budget' and 'Amount' '\$ 0.00'. A dropdown menu is open over the second row's 'Purpose' column, showing 'Select a purpose' (checked) and 'PLNU Budget'. Below the table, there is a '+ Purpose' button, a checkbox for 'Make this a recurring donation', and a 'Note' text area. At the bottom right, it says 'Total Donation \$0.00'.

- Once you have entered both of these amounts, feel free to enter a “Note” to designate which month those budget amounts belong to.

The screenshot shows the 'Budgets' section with two rows in the table, both with 'Purpose' 'Select a purpose' and 'Amount' '\$ 0.00'. Below the table, there is a '+ Purpose' button, a checkbox for 'Make this a recurring donation', and a 'Note' text area. A red arrow points to the 'Note' text area. At the bottom right, it says 'Total Donation \$0.00'.

6. After that, you will scroll down and enter your personal information to give. Be sure to select the box “This donation is on behalf of a company,” and then enter the “Company Name” and the “Company Email.”

The screenshot shows a donation form with the following elements:

- Make this a recurring donation
- Note:
- LET'S GET TO KNOW YOU.
- First Name * Last Name *
- Company Email * (indicated by a red arrow)
- This donation is on behalf of a company (indicated by a red arrow)
- Company Name * (indicated by a red arrow)
- * Required Fields

7. Scrolling down to the bottom of the giving page, you will select “Bank Account (ACH)” and then you will be directed to “Login to Bank Account.” Once you have finalized all this information, you will select the box “I’m not a robot” and click “Donate.”
- iii. Now that all your budgets have been paid, the PLNU and District contributions are updated manually on Funding the Mission. Please allow two weeks for these contributions to be reflected online.

5. How to set up an account:

- a. There are two different options for setting up a “Funding the Mission” account.
 - i. With me:
Provide me with a personal email, first name, last name, cell phone, and the church you are assigned to and your role.
 - ii. Email:
 1. You can send an email to stewardship@nazarene.org or bookkeeper@ccdistrct.com with the following information: personal email, first name, last name, cell phone, district, and the church you are assigned to and your roll
- b. Once you have provided this information, it will take approximately 2 to 3 days for the account to be set up with “Funding the Mission.” Once it is set up, you will receive an email. The email will include instructions on how to update the password associated with the account.
- c. After you have your account set up, you will be ready to start giving online! Please feel free to reach out to me if you have any further questions: bookkeeper@ccdistrct.com.