

Transitioning Recurring Giving to Church Center

The following tutorial will walk you through the process of cancelling your old recurring gift/s in CCB and set up your new recurring gift/s in Church Center, Planning Center's mobile app and website for church members.

Step 1: Cancelling recurring gifts in CCB

1. Log into CCB at <https://ecityemc.ccbchurch.com>
 2. Click on the "Giving" tab on the left side of the screen
 - a. Note: If you do not see "Giving" it's because you need to expand the menu to show both icons and labels. To do that, click the 3 lines at the top left-hand corner of the page (to the left of Evangelical Methodist Church).
 3. On the Giving page, click "SCHEDULES/HISTORY" and you should see your list of recurring gifts
 4. Click "Cancel" next to the recurring gift you wish to cancel, then click the "Confirm" button on the confirmation pop-up
 5. **We will no longer be accepting payments through CCB on March 28.**
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Step 2: Creating a recurring gift in Church Center

Before you begin this step it is important that the email address or mobile phone number you link to Church Center is what we already have on file at the church. This way your Church Center account will be linked properly in Planning Center.

You can set up recurring giving in 1 of 2 ways:

In the Church Center app (recommended):

If you have already downloaded and signed into the Church Center app, skip to step 8 below.

1. Download the Church Center app from your smartphone's app store
2. Open the app and search for "Elizabeth City Evangelical Methodist Church" (in the church name box) at "27909" (in the "address, city, or postal code" box)
3. Select our church from the search results, then click the "This is my church" button

4. Follow the instructions for logging in. If this is your first time you will need to receive a 1-time code (either by text message or email) to get started. **It is important that you use either a phone number or email address that we already have on file for you at the church.** If you're unsure, please contact the office to confirm.
5. Put your mobile phone number or email address in and click "Next"
6. On the next screen, put the 6-digit number that was sent to you and click "Next" again
7. If you completed this process properly, you will be asked to log into your account
8. **Once you are logged into Church Center**, click the "Give" button at the bottom of the screen
9. Input the amount and click the "Next" button
10. Select which designation the money needs to go to.
 - a. Note: Normal tithes and offerings, along with all undesignated gifts, go to the General fund. If you wish to give to a specific ministry, please select it from the dropdown.
 - b. If your designation is not listed, please select "Other" and then notify the church office how this gift is to be designated
11. To set up a recurring gift, select "Regularly" from the "Frequency" dropdown.
12. In the next line down, determine the frequency of the gift (weekly, every other week, monthly, twice-monthly), the day, and the start date. Click the "Next" button.
13. Now you need to add a payment method. You have 2 options:
 - a. Add a bank account (recommended)
 - i. Clicking this link will allow you to sign into your online bank account and link it to Church Center.
 - ii. Church Center uses Plaid for its verification process. Please see this blog post for details on how this works:
<https://www.planningcenter.com/blog/2021/01/improved-bank-verification-for-donors>
 - iii. This is the preferred giving method since bank transfer donations have the lowest processing fees for the church
 - b. Add a debit/credit card
 - i. Input the card number, expiration date, security code, and zip code (if prompted)

14. You will be taken to an Internet browser page to confirm your gift. Click the “Start Giving” button.
15. A confirmation page will inform you that a receipt was mailed to your email address on file and you can then click the “Back to Church Center” button to return to Church Center

On the Church Center website:

1. Go to the EMC Giving page at <https://ecityemc.org/giving.php>
2. Scroll down and click the “Give Now!” button. This will take you to EMC’s online giving portal in Church Center (<https://ecityemc.churchcenter.com/giving>).
3. The first thing you need to input is the giving amount at the top of the form. Then select which designation the money needs to go to.
 - a. Note: Normal tithes and offerings, along with all undesignated gifts, go to the General fund. If you wish to give to a specific ministry, please select it from the dropdown.
 - b. If your designation is not listed, please select “Other” and then notify the church office how this gift is to be designated.
4. To set up a recurring gift, select “Regularly” from the “Frequency” dropdown
5. In the next line down, determine the frequency of the gift (weekly, every other week, monthly, twice-monthly), the day, and the start date
6. Input your email address and first and last name, then click “Continue”
7. Now you need to add a payment method. You have 2 options:
 - a. Add a bank account
 - i. Clicking this link will allow you to sign into your online bank account and link it to Church Center
 - ii. Church Center uses Plaid for its verification process. Please see this blog post for details on how this works:
<https://www.planningcenter.com/blog/2021/01/improved-bank-verification-for-donors>
 - iii. This is the preferred giving method since bank transfer donations have the lowest processing fees for the church
 - b. Add a debit/credit card

- i. Input the card number, expiration date, security code, and zip code (if prompted)
8. Once you have selected your payment method, click the “Start Giving” button at the bottom of the page
9. A confirmation page will inform you that a receipt was mailed to your email address on file and you can then click the “View My Giving” button to go to your Church Center giving page
 - a. You will need to receive a 1-time code (either by text message or email) to get started. **It is important that you use either a phone number or email address that we already have on file for you at the church.** If you're unsure, please contact the office to confirm.
 - b. Put your mobile phone number or email address in and click “Next”
 - c. On the next screen, put the 6-digit number that was sent to you and click “Next” again
 - d. If you completed this process properly, you will be asked to log into your account