

KNOX PRESBYTERIAN CHURCH – WATERLOO

Growing in Compassion and Service in Response to God's Grace

Enrolling in PACK (Pre-Authorized Contributions to Knox)

Instructions:

1. Decide on the total amount of your monthly offering.
2. Obtain an information brochure and Authorization Card from the church office and fill it in using the example reproduced below as a guide.
The terms "Our church" and "Presbyterian Sharing ..." correspond to the categories "Knox's Ministry" and "Mission & Ministry Beyond our Walls" on your current envelopes. If you wish to contribute each month to some other aspect of the work of Knox, please record the amount beside the term "Other" and attach a separate note of explanation/instructions to the Envelope Secretary. This will enable the church to honour your intentions.
3. Take an unused cheque from your chequing account and write the word VOID on the line labeled "Pay To The Order Of".
4. Place the completed Authorization Card and the cheque marked VOID in the envelope addressed to the Knox Church Administrator, and return the envelope
to the church office. If you wish, you can simply place the envelope in the offering plate on any Sunday morning.

Note:

If your instructions are received by the 6th day of any month, the first PACK withdrawal from your chequing account should occur on the 20th day (or next business day) of the *same* month; otherwise, the first PACK withdrawal will occur on the 20th day (or next business day) of the *following* month.

Example of Completed Authorization Card

PAR AUTHORIZATION CARD

I hereby authorize the treasurer of
KNOX PRESBYTERIAN CHURCH, WATERLOO
(name of congregation)

to cause a cheque to be drawn on my account
each month as my/our contribution, and to
allocate it as noted below.

My/our total monthly contribution of
\$300.00 to

KNOX PRESBYTERIAN CHURCH
(name of congregation)

will be distributed as follows:

1. Our church \$200.00
2. Presbyterian Sharing ... \$50.00
3. Other \$50.00 (specify, eg. Building fund, PWS&D, etc.)

Name _____ (Your Name) _____

Envelope Number # _____

Name of Bank/Trust Company/Credit Union _____

Account Number # _____

Type of Account _____

Please enclose a void cheque

Date _____

Signature of Contributor _____

For Office Use Only

Church Code _____

Some Frequently Asked Questions (FAQs) About Pack

1. *Once I've enrolled in PACK, will I continue to use the same Knox envelope number that I've previously used?*

No. To assist the Envelope Secretary in maintaining accurate records for tax purposes, you will be assigned a new envelope number. PACK participants will have envelope numbers between 600 and 699.

2. *If I want to change my PACK authorization, e.g. increase or decrease the amount, modify the allocation to Presbyterian Sharing, etc. what should I do?*

Just call the church office (886-4150) and request a PACK change form.

3. *What if I want to make a special contribution to Knox, say at Christmas, Easter, or some other occasion?*

PACK is intended for regular, monthly contributions to support the mission and ministry of Knox congregation. If a special offering envelope has been distributed, put your cheque or cash in it. Otherwise, you can always put your contribution in a plain envelope. Remember to mark the amount and your new PACK envelope number on the front.

4. *Why is PACK being handled by the United Church of Canada?*

Until The Presbyterian Church in Canada has implemented pre-authorized chequing arrangements, the Stewardship office of the national church is encouraging congregations that wish to offer pre-authorized chequing arrangements to use the United Church of Canada programme.

5. *Does it cost extra for Knox to offer PACK?*

Knox will pay the United Church of Canada a service charge of \$0.50 per withdrawal from your account – a total of \$6.00 per year. This cost is partly offset by the savings realized because you will not longer need/receive a box of envelopes.

6. *Does it cost me extra to participate in PACK?*

Probably not, but that will depend on your particular banking arrangements and how you have chosen to make contributions to Knox before enrolling in PACK. The cost (to you) of a PACK withdrawal should be the same as the cost of making a monthly mortgage payment, telephone bill or any other regular payment by a pre-authorized chequing arrangement.

7. *Whom should I contact if I detect a problem with PACK?*

PACK was extensively tested before introducing it to the congregation, so we believe any bugs in our system have already been identified. However, if you think something's gone wrong, call Wendy Anderson in the Knox Church Office (886-4150).

8. *What should I do when the offering plate is passed on Sundays?*

Our offering is our response to God in thankfulness, gratitude and joy. In the physical act of placing a token on the plate we are symbolizing the giving of ourselves in love and service to Jesus Christ. This is a joyful and integral part of our worship service and we would like to encourage everyone to be involved. One way you can participate in the offering on Sunday mornings is by using the enclosed card. The cards will be recycled and returned to you periodically. Extras are kept in the narthex.

9. *Whom should I talk to if I have questions about PACK that weren't addressed in this PACKage?*

Call Wendy Anderson at the church office (886-4150).

Whether or not you choose to use PACK, thank you for your faithful, regular support of the mission and work of Knox.

