

A request to Parish Members of St. Mary's Anglican Church

Given the ongoing concerns surrounding Covid -19, St. Mary's Anglican Church has initiated certain protocols in line with Provincial Health guidelines for Sunday Service and access to the Office. In an effort to keep safe those Parishioners who have ongoing Ministries such as Counting, Administration, Envelope Secretary and Finances, St. Mary's is asking you to consider accepting additional protocols. It is out of a concern for Counters, those in Administration, and Finances that we feel there is a need to cut back on their handling of cash, envelopes and cheques.

In this regard, St. Mary's is asking you to please consider transitioning from Envelope Offering to Electronic Collection Plate Offering.

St. Mary's currently has 35 Parishioners who use weekly envelopes to make their offerings to Church enclosing cheques and or cash. The following, along with increasing safety for everyone, are some of the additional benefits to the Parishioner and St. Mary's.

How will this benefit the Parishioner? We will no longer have to remind ourselves our offerings are due, it will simplify how the offering is made by no longer having to write and pay for cheques/placing cash in the envelope or even mailing the offering to the Church. And the offering is more readily tracked by the Offerer in knowing exactly how much their weekly, monthly, annual donations are.

How will this benefit St. Mary's? St. Mary's will be able to utilize the annual electronic plate offering numbers to more adequately prepare the annual budget. The resulting administration of tracking the individual envelope offering by the Counters, the Envelope Secretary, along with bookkeeping procedures will greatly be reduced. There will be a savings to St. Mary's for the cost of printing envelopes. The Diocese of B.C. will be doing all of the Administrative work of tracking these donations.

How does this benefit those providing Ministry as Counters, Envelope Secretary, Administration and Treasurer? There will no longer be any need for the handling of bills, coins, cheques, envelopes etc. The need to keep detailed paperwork of deposits will be reduced. The need for the Envelope Secretary to track these weekly donations will also be reduced.

YOUR CONCERNS:

Can I make additional donations from time to time as desired? Yes, by placing a cheque/cash in an envelope with donors name and address and giving it to the Administrator.

Can I stop/increase the deductions from my bank account if I so desire? Yes, by advising the Envelope Secretary. How will my bank donation be tracked? The Diocese of B.C. deposits all the funds received from the various bank accounts on behalf of St. Mary's and sends a detailed, audited statement, every 3 months showing the name of the donor, the date and amount to the Envelope Secretary so that all your individual donations will be tracked for your annual CRA tax receipt.

Birthday Box offerings and Open Offerings will still be available at the end of each Sunday Service and will be added to the bi weekly deposits of receipts St. Mary's receives and deposited by the Treasurer.

St. Mary's appreciates and thanks you for your consideration of this request during this difficult time. By doing so we can all be kind, be calm and be safe.

Attached are instructions on how to make the transition to Electronic Collection Plate Offering. Your Parish Council will be happy to answer any of your questions or concerns.

St. Mary's Parish Council
October 20, 2020

ST. MARY'S, NANOOSE BAY

**Request for Payment of Regular Offerings
by Pre-Authorized Remittance**

Name _____

Address _____

Envelope Number

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Bank or Financial Institution _____

Branch Address _____

City _____

Bank number

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 Transit number

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Account number

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Mid Month Remittance \$

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End of month Remittance \$

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Commencement Date _____

IMPORTANT Please attach a voided blank cheque from the account you wish
to use, to confirm the bank and account identification numbers

I hereby authorize the Anglican Diocese of B.C., on behalf of St. Mary's, Nanoose Bay, to debit my account as indicated above on a continuing basis until altered or cancelled by me in writing. A voided cheque for my account is attached.

Signature

Date