



ADVENTIST GIVING

ONLINE INSTRUCTIONS

For the new-to-Adventist Giving, **you will not enter any Adventist Giving donations into Jewel until April 2 or 3**, so sit back and relax. I will have detailed instructions to you before you need them!

If you did not have church last weekend and no one mailed you offerings or dropped them off at the church, then the 3/21/20 offering into Jewel will be skipped. Write on a tithe envelope or an index card "No Church on 3/21/20 due to Covid 19" and put it in your shoe box with your tithe envelopes, where your tithe envelopes for last week would have gone, so there is a record of why there is no Jewel offering for that day.

If you HAVE received offerings in the mail or delivered to your church during this last week, you can count them, enter them as the 3/21/20 Sabbath Offering, and deposit them as you usually do. **Use the regular count sheets as you prepare the deposit, but write a note on the count sheet, saying that because of Covid 19, there was no church and that you counted these offerings alone.** It might also be good to note on each envelope just how that offering arrived. Via mail or dropbox at the church etc.

NOTE: Please do not meet up with someone just to count the offerings. Let's all take the need to restrict contact with others very seriously. We want you to stay safe!

If you receive just a few offerings by mail and they are checks, it is ok to wait and only make one deposit a week and enter it in Jewel as instructed above. Place the envelopes in a dedicated bank bag or in your file box "To Do" folder as soon as they arrive, so they will not be lost.

If, however, you receive cash donations or quite a few donations in the mail, it might be good to make a couple of deposits per week, so the offerings are not just sitting around where they might be lost. You would enter that deposit in Jewel just like a Sabbath offering, only change the date of the extra deposit in Jewel to the actual deposit date.