

How to Update or Stop a Recurring Gift

First Baptist Church Kingston

Use this guide to: change an amount, fund, giving date, frequency, or payment method—or stop a recurring gift.

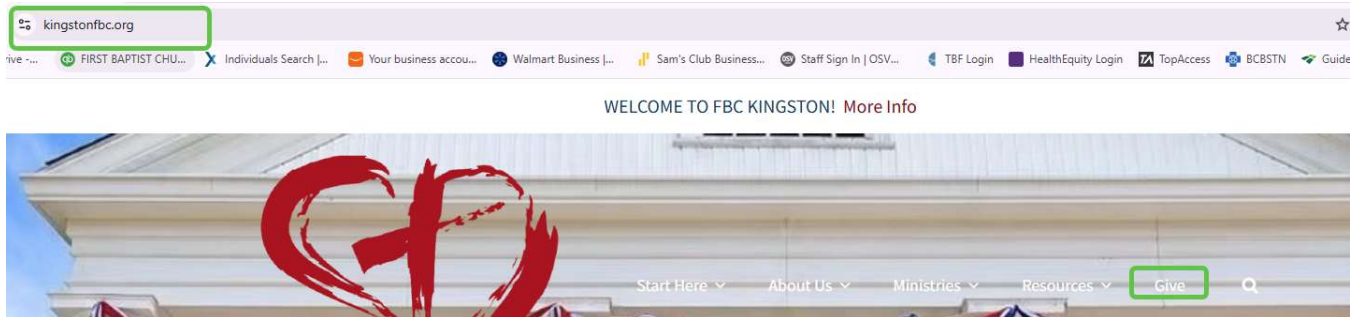
Before you begin

- Have the email address or mobile phone number connected to your giving account.
- Have your password available. If needed, select Forgot Password? on the sign-in screen.
- The screenshots in this guide show the church website. The church app follows the same general steps.

1

Open the giving page.

Go to kingstonfbc.org and select Give. You may also open the church app and select Give.

**2**

Select GIVE NOW.

On the Giving page, select the GIVE NOW button.

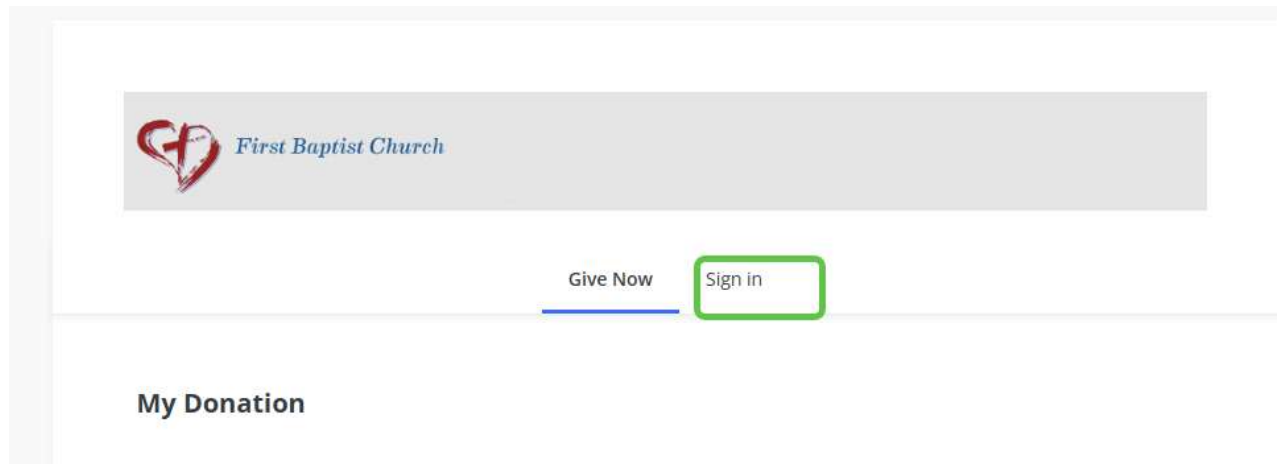
Sign in to Your Giving Account

You must sign in before you can see or change a scheduled gift.

3

Select Sign in.

Do not enter a new gift on the Give Now tab.



First Baptist Church

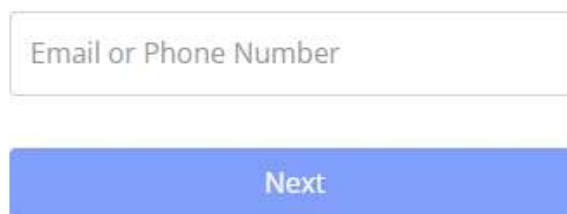
Give Now Sign in

My Donation

4

Enter your email address or mobile phone number.

Use the one connected to your giving account, and then select Next.



Email or Phone Number

Next

5

Enter your password and continue.

If you do not remember it, select Forgot Password? and follow the instructions sent to you.

Important: Do not share your password with anyone. Church staff should not ask you for it.

Find Your Recurring Gift

Recurring gifts are listed under Scheduled.

6 Open Scheduled.

On the website: select Scheduled at the top of the page.

In the church app: select the three-line menu (≡) in the upper-left corner, and then select Scheduled.

7 Choose the recurring gift you want to change.

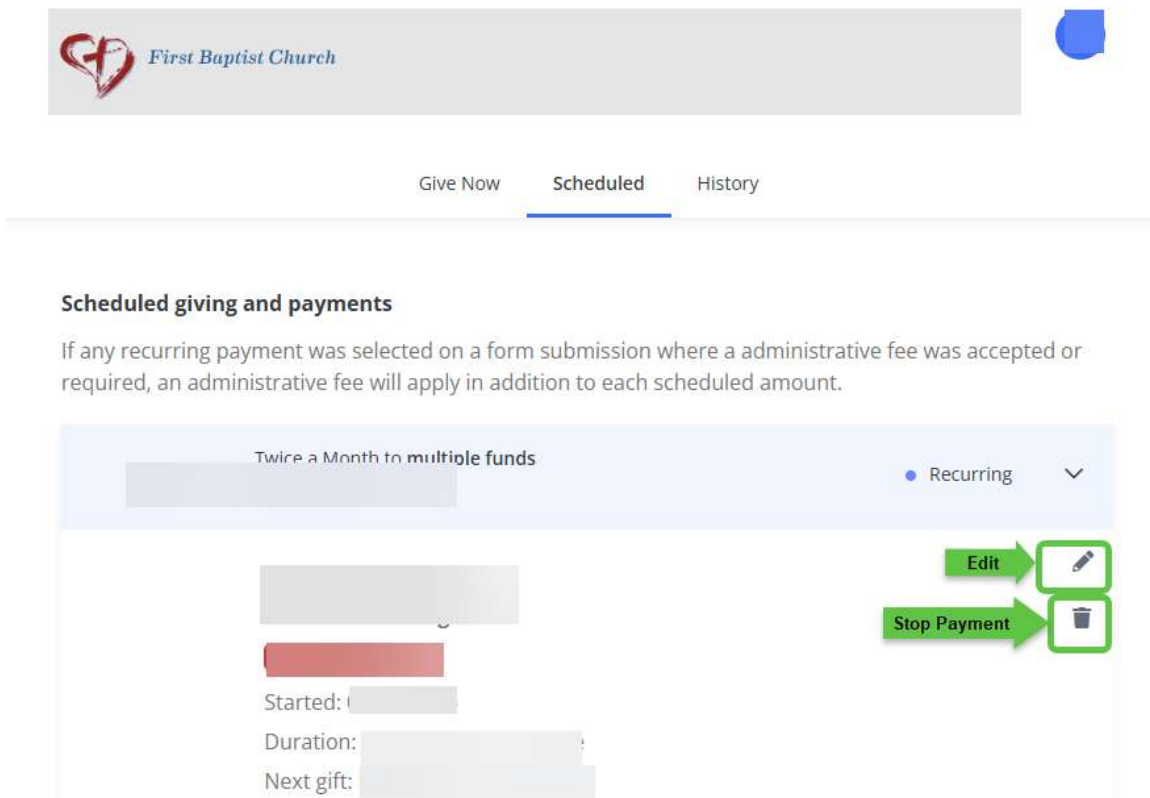
Use the two buttons beside the gift:

Pencil / Edit

Change the amount, fund, schedule, end date, or payment method.

Trash / Stop

Stop this recurring gift completely.



Edit a Recurring Gift

Select the pencil (Edit) button beside the recurring gift.

8

Make the changes you need.

A	Gift details — Change an amount or fund. Use the trash can beside a gift line to remove it, or select Add Donation to add another fund.
B	Recurrence — Change the frequency or the day or days the gift will be processed.
C	Giving method — Select a saved payment method or add a new one.
End Date	Check this box if you want the recurring gift to stop automatically on a future date.

Where to Make Each Change

The letters on the screenshot match the descriptions on the the previous page.

Edit Recurring

Recurring Gift 1

A

Fund

Recurring Gift 2

Amount

Fund

+ Add Donation

Recurrence

Frequency

Day of the Month

Second Day

B

End Date

I'd Like To Give By

C

Add New Method

Credit Card

Debit Card

Google Pay

Add an End Date or Stop the Gift

9

To stop on a future date, check End Date and choose the date.

The gift will continue until the date you enter.

Edit Recurring

+ Add Donation

Recurrence

Frequency Twice a Month	Day of the Month 22
Second Day 1	End Date 08/01/2026

☒ End Date

10

To stop the gift now, return to Scheduled and select the trash can.

Follow any message on the screen asking you to confirm. This stops the entire recurring schedule.

Please check carefully: If one recurring schedule gives to more than one fund, stopping it stops every gift included in that schedule.

11

Save or confirm your change.

Before leaving the page, select the Save, Update, or confirmation button shown on your screen. Then return to Scheduled and make sure the gift displays the information you intended.