

PARISH/MINISTRY REGISTRATION FORM

ELECTRONIC OFFERING PROGRAM

This form helps the Program Administrator maintain communication with each Parish/Ministry. By having the officers sign this form, it ensures that they are aware of how the Electronic Offering Program (EOP) works. Please refer to the EOP Manual for further information.

If you do not have a copy, you may request one by telephoning the Diocese of Algoma at (705) 256-5061 or emailing assttreasurer@dioceseofalgoma.com.

Name of Parish/Ministry: _____

Mailing Address: _____

City: _____ Postal Code: _____

Parish/Ministry Contact Person

This person is whom the Program Administrator will send reports and contact if there are any problems.

Contact Name: _____ Parish/Ministry Position: _____

Day-time phone #: (____) _____ Other phone #: (____) _____

Fax #: (____) _____ Contact's e-mail address: _____

Supplemental Contact Name: _____ Supplemental e-mail address: _____

Reports

The monthly Donor Report will be sent to the Contact Person's e-mail address. If clergy or church wardens would like to receive notification of the deposit, please write their e-mail address in Supplemental e-mail address.

Direct Deposit

Please attach a voided cheque of the account that the direct deposit is to go into.

Monthly Program Fees

For Pre-authorized Fees, the account for the direct deposit will be used unless a different account is provided. Fees are not charged to church ministries.

EOP Promotional materials

Please send us _____ tokens (oak cross) _____ sign for tokens

Please complete and return to: Electronic Offering Program
Diocese of Algoma
Box 1168
Sault Ste. Marie, ON P6A 5N7

Incumbent's Churchwarden

People's Churchwarden

Incumbent/Chair of the Board

Treasurer

Date