

DECEMBER 2023

# The Monthly Newsletter



**Orchard Park**  
PRESBYTERIAN CHURCH  
close to home

## SEASON OF ADVENT



Join us this  
**Advent and  
Christmas**  
at Orchard Park Presbyterian Church

### Vesper Services

December 6, 13, & 20, 6-7p.m.  
North Chapel and Lounge  
Worship followed by Advent  
Wreathes, Christmas and Cookies

### Cantata

December 17 10:00 a.m.

### Children's Christmas Program

December 24 10:00 a.m.

### Christmas Eve Services

Lessons and Carols 7 p.m.  
Communion & Candlelight 11 p.m.

## Dates to Know

- December 4
  - 6:00 p.m. PW Miriam Circle Christmas Dinner (Lounge)
- December 6
  - 6:00 p.m. Advent Vesper Series (North Chapel & Lounge)
- December 10
  - 11:00 a.m. Annual Meeting
  - 11:15 a.m. Blood Pressure Screening
- December 13
  - 6:00 p.m. Advent Vesper Series (North Chapel, & Lounge)
- December 17
  - 10:00 a.m. Cantata (Sanctuary)
  - 11:15 a.m. Cantata Cookie Reception (Lounge)
- December 18
  - 6:00 p.m. Session & Deacons joint meeting (Lounge)
  - 7:00 p.m. PW Book Review Circle (Library)
- December 20
  - 6:00 p.m. Advent Vesper Series (North Chapel & Lounge)
- December 24
  - 10:00 a.m. Children's Pageant (Sanctuary)
  - 7:00 p.m. Christmas Eve Service (Sanctuary)
  - 11:00 p.m. Christmas Eve Candlelight Service (Sanctuary)

SEASON OF ADVENT



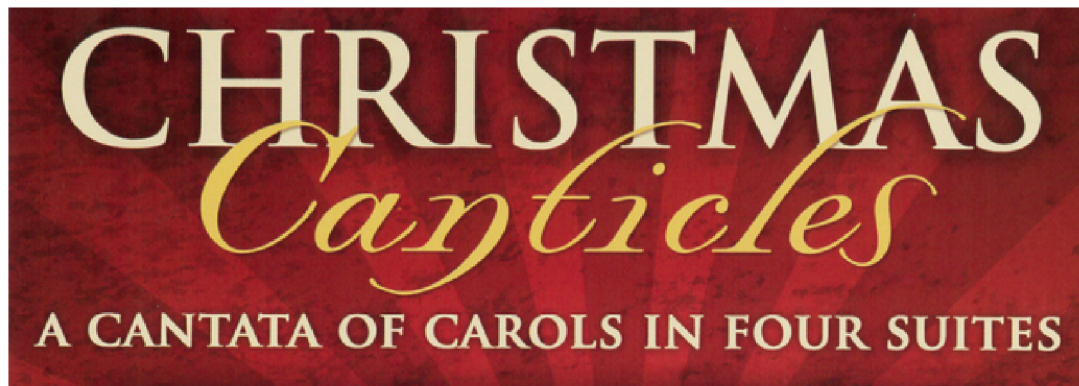
## *A Weary World Rejoices!*

*Advent Vespers Service featuring seasonal music, reflection  
and prayer, followed by Crafts and Cookies*

## *Wednesdays In Advent*

*December 6, 13 and 20 from 6:00 -7:00 p.m.*

*North Chapel and Lounge*



presented by

THE ORCHARD PARK PRESBYTERIAN CHURCH SANCTUARY CHOIR

with guests from The Indianapolis Symphony Orchestra and Indianapolis Chamber Orchestra

~ **SUNDAY, DECEMBER 17<sup>TH</sup> at 10:00 a.m.** ~

Orchard Park Presbyterian Church - 1605 E. 106<sup>th</sup> St. Carmel, IN - [www.orchardpark.org](http://www.orchardpark.org)



BY BENJAMIN HARLAN



## MISSIONS

### Share the Light Christmas Market

Are you searching for that perfect gift? Share the Light Christmas Market will start November 26 and continue through December 17 on mainstreet.

- Alternative gifting options to Camp Pyoca, Youth Caravan, Carmel UMC Food Pantry, Presbyterian Disaster Assistance, and Haiti College Scholarships for students and teachers.



### Christmas Joy Offering

A poster for the Christmas Joy Offering. The background is a textured, light blue and purple wash. In the center, there is a large, stylized illustration of a blue, patterned garment, possibly a shawl or a piece of fabric, draped over a yellow, bowl-like shape. The text "What child is this?" is written in a large, bold, black font. In the top left corner, there is a purple starburst logo followed by the text "CHRISTMAS JOY SPECIAL OFFERINGS" and "LEADERSHIP: PAST, PRESENT, AND FUTURE". In the bottom left corner, the text "THE PERFECT GIFT." is written. At the bottom, there is a QR code, a text box with contact information, and logos for Matthew 25 and the Presbyterian Church (USA).



Text **CHRISTMASJOY** to 91999 to learn more or to give  
or visit [pcusa.org/christmasjoy](http://pcusa.org/christmasjoy).



## EVENTS

### December 24, Children's Christmas Program

Please join us in worship on Christmas Eve morning at 10 a.m. for our annual pageant. Children have such an amazing gift of helping the story of Jesus' birth become real and alive. The Children's Ministry team gives thanks for your support of our baptismal promises to our children- that we will love and nurture them as they grow in faith. We also hope that their energy and love of Christ will bring joy this holiday season!



## FINANCIAL UPDATE

### Financial Reminder for 2023 Year

The Stewardship Committee is asking your help in bringing the 2024 campaign to a successful conclusion. The Session will meet on December 11 to consider the proposed budget for 2024. We seek to provide the Session with an accurate projection of pledged revenue that will be available. As of today, we are about \$100,000 (approximately 10%) short of our goal. Your pledge of whatever amount can bring us closer. We thank all of you who have already made your pledge or are in the process of doing so for your generous support of the ministries of Orchard Park. For those still wishing to make a pledge, we ask that you contact Mary Leffler in the church office at your earliest convenience and she will help you with that process. If you choose not to pledge, we thank you for the many other ways in which you also support the ministries of Orchard Park. For those that requested giving envelopes. They are ready for pickup in the Narthex until the end of the year. We wish everyone a Merry Christmas.

### Stewardship Resources

We have created some resource guides to assist individuals who wish to make their 2024 pledge online, as well as a SEPARATE document that guides REALM users through how to set up a giving schedule online. Both steps are required: 1) The online pledge tells the church your promise for annual donations. 2) The giving schedule actually authorizes the transfer of funds from your banking institution or credit/debit card to fulfill that pledge. You may choose your giving frequency, date of withdrawal and specify which account you want the funds to draw from. This is an activity that must be done each year to coincide with our current pledge campaign, even if you don't change any other information. Always use a start and end date within calendar year 2024 for this year's campaign. Questions or want us to set up your giving schedule, contact Mary Leffler at [mleffler@orchardpark.org](mailto:mleffler@orchardpark.org) or by cell phone at 317-431-8535.



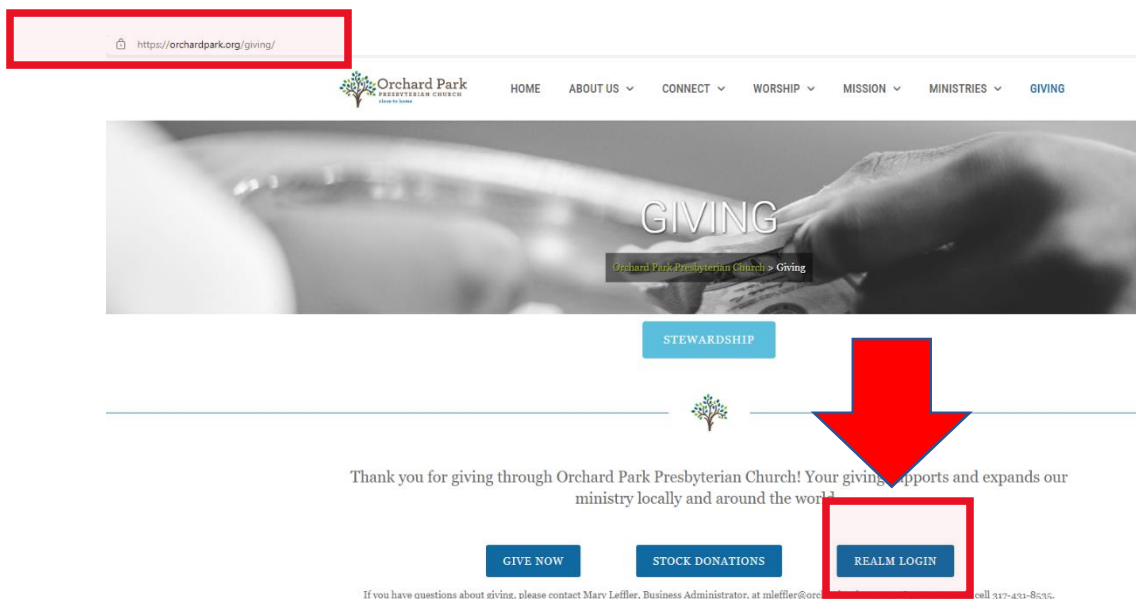


## How to make a Pledge Via Realm Part 1

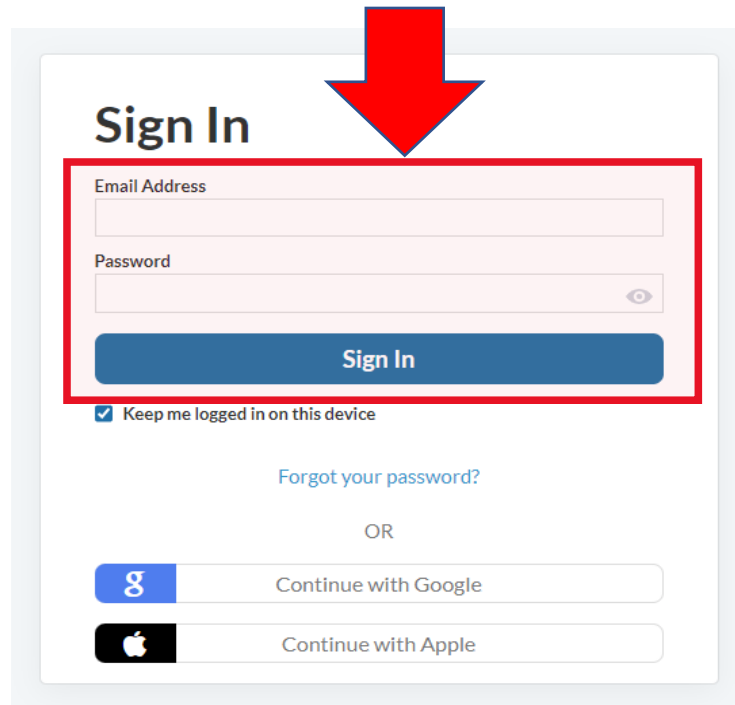
\*Instructions are circled\*

### Think of this as a promise.

**Step 1)** First thing you are going to want to do is go to realm. To get to realm go to the oppc website (<https://orchardpark.org>) then giving (<https://orchardpark.org/giving>) and then click the realm log in button.



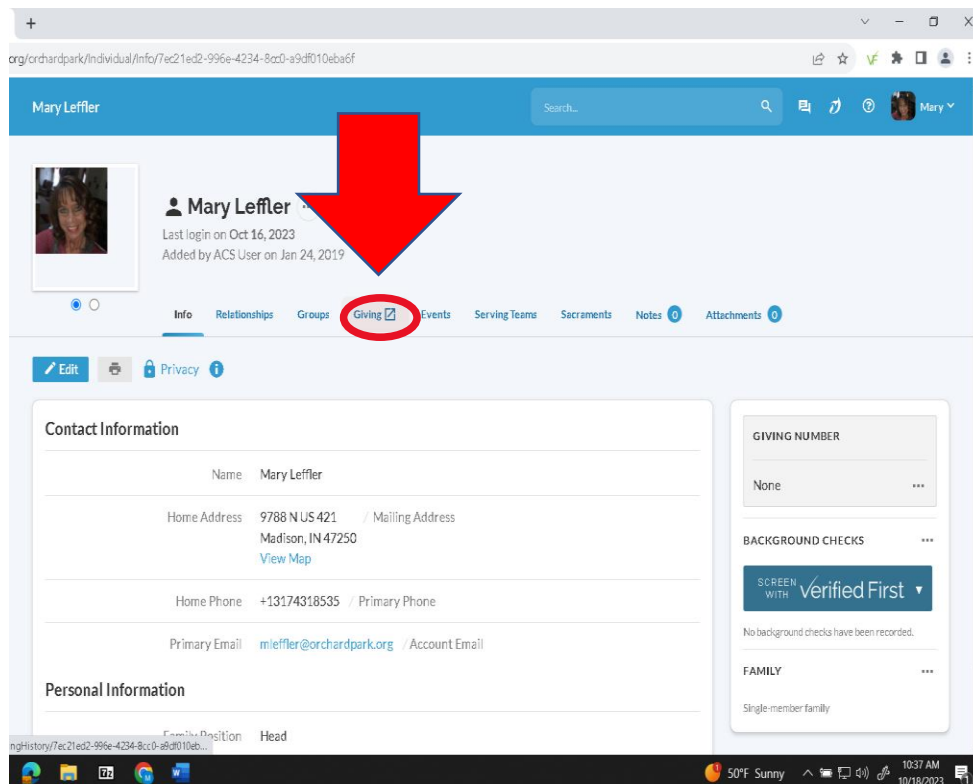
**Step 2)** Sign into your Realm Account. If you do not have a realm account, contact Mary Leffler or Brittany Glass. Enter your email address and password and then click Sign In.



The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (Title)
- Email Address** (Text input field)
- Password** (Text input field with an eye icon for visibility toggle)
- Sign In** (Blue button)
- Keep me logged in on this device**
- [Forgot your password?](#)
- OR
- Continue with Google**
- Continue with Apple**

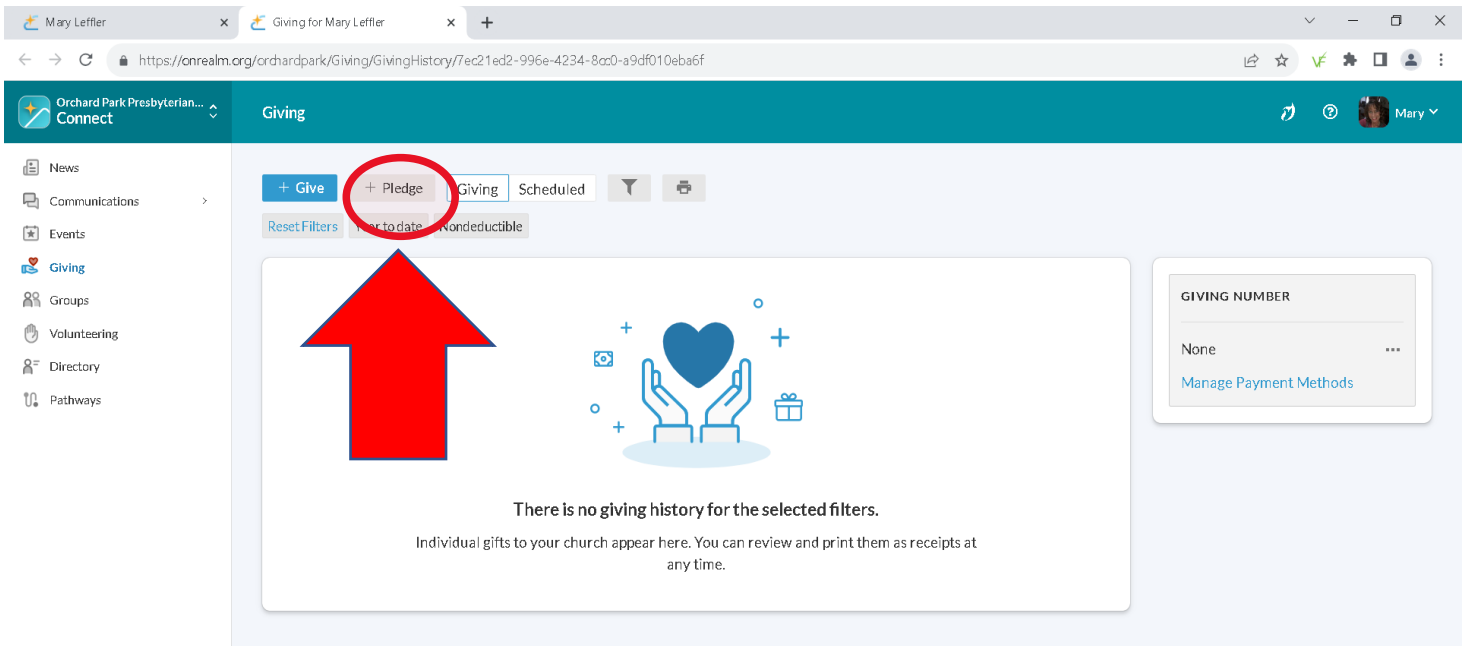
**Step 3)** Once you have signed into Realm and are in your profile, select the giving Function on the horizontal menu.



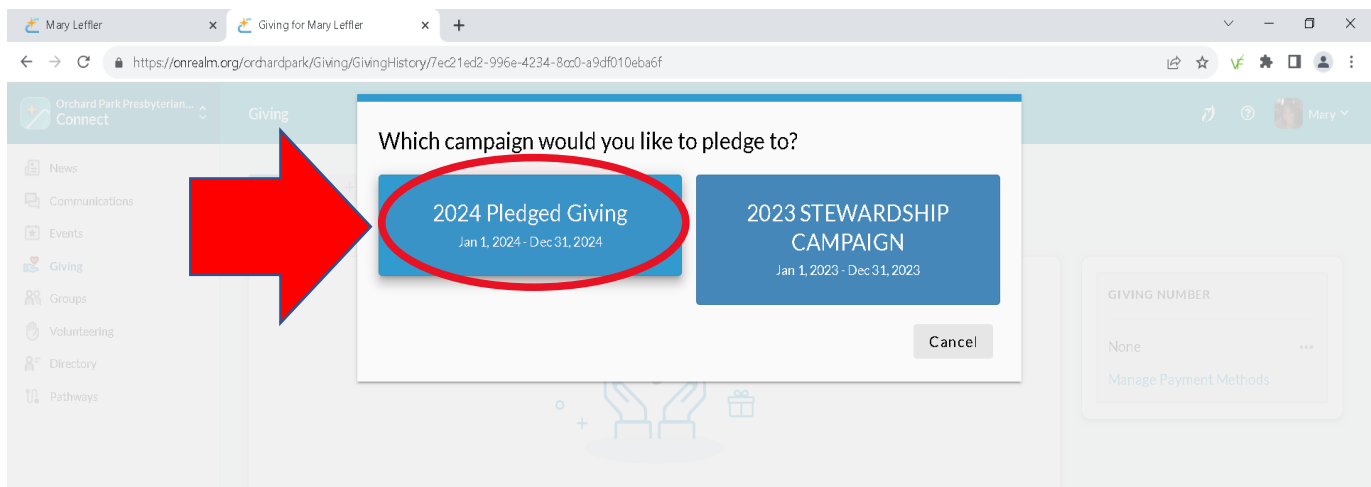
The screenshot shows a user profile for Mary Leffler. The 'Giving' menu item is circled in red. The profile information includes:

- Name:** Mary Leffler
- Last login:** on Oct 16, 2023
- Added by:** ACS User on Jan 24, 2019
- Horizontal Menu:** Info, Relationships, Groups, **Giving** (circled), Events, Serving Teams, Sacraments, Notes (0), Attachments (0)
- Contact Information:**
  - Name: Mary Leffler
  - Home Address: 9788 N US 421 / Mailing Address, Madison, IN 47250 (View Map)
  - Home Phone: +13174318535 / Primary Phone
  - Primary Email: mleffler@orchardpark.org / Account Email
- Personal Information:**
  - Family Position: Head
- Right Sidebar:**
  - GIVING NUMBER:** None
  - BACKGROUND CHECKS:** SCREEN WITH **Verified First** (dropdown)
  - No background checks have been recorded.
  - FAMILY:** Single-member family

**Step 4)** Once you have selected the giving tab on the left, you will then come to this screen. You will notice that you might not have a history and that is ok. If you do see a history that is ok as well. Next, you want to make sure you select the PLEDGE function.



**Step 5)** Once you have selected the PLEDGE function, you will then come to this screen. You might see two campaigns or just one campaign, however, you want to select the 2024 Pledged Giving Campaign.



**Step 6)** Once you have selected the campaign. You will come to the screen where you can put in your information either AS CAN or SET AS SCHEDULE. You can add any amount you would like, set a schedule, select the date of withdrawal, and then when you are ready select SAVE PLEDGE.

- AS CAN – You can add the amount you would like to pledge. Follow the Instructions and then select SAVE PLEDGE.

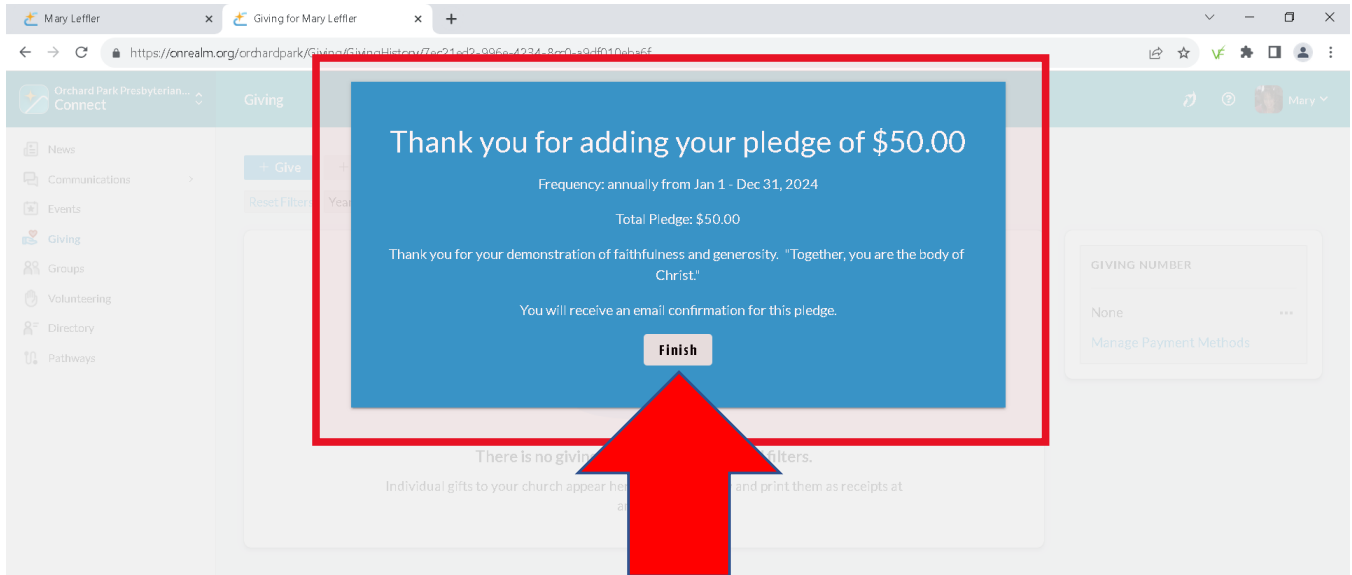
The screenshot shows the '2024 Pledged Giving' interface. At the top, there is a banner with a logo and text: "2024 Pledged Giving" and "Together, you are the Body of Christ." Below this, the question "How much would you like to pledge?" is followed by an input field containing "\$0.00". A red circle highlights the "\$0.00" and a red arrow points to it. Below the input field are two tabs: "AS CAN" (selected) and "SET A SCHEDULE". The "AS CAN" tab contains fields for "Start Date" (1/1/2024), "End Date" (12/31/2024), "Name", and "Email address", all enclosed in a red box. At the bottom right, the "total pledge" is shown as "\$0.00" and a "Save Pledge" button is circled in red. A large red arrow points from the top right towards the "Save Pledge" button.

- SET AS SCHEDULE – You can add the amount, frequency, and date. Follow the instructions and then select SAVE PLEDGE. This schedule reflects your own preference for managing your gift; however, it does not create an automatic recurring payment from your bank account or other payment method. This is set up in a different menu.

The screenshot shows the '2024 Pledged Giving' interface. At the top, there is a banner with a logo and text: "2024 Pledged Giving" and "Together, you are the Body of Christ." Below this, the question "How much would you like to pledge?" is followed by an input field containing "\$0.00". A red circle highlights the "\$0.00" and a red arrow points to it. Below the input field are two tabs: "AS CAN" and "SET A SCHEDULE" (selected). The "SET A SCHEDULE" tab contains a grid of frequency options: "ONCE A WEEK", "EVERY 2 WEEKS", "ONCE A MONTH", "TWICE A MONTH", "EVERY 3 MONTHS", and "ANNUALLY". Below this grid are fields for "Start Date" (1/1/2024) and "End Date" (12/31/2024), all enclosed in a red box. At the bottom right, the "total pledge" is shown as "\$0.00" and a "Save Pledge" button is circled in red. A large red arrow points from the top right towards the "Save Pledge" button.



**Step 7) SUCCESS!** Once you have followed the steps outlined above you should see this screen. Make sure you select **FINISH**. If you have any issues, please contact Mary Leffler at [mleffer@orchardpark.org](mailto:mleffer@orchardpark.org) or 317.814.2472.





## How to make a Reoccurring Gift Via Realm

### Part 2

\*Instructions are circled\*

**This is the how to accomplish the promise.**

You have now successfully set up your pledge following the part 1 instructions. If you have not done so, please do that before continuing, or if you have questions, contact Mary Leffler. After you have completed **How to make a Pledge (Part 1)** Follow these steps to make your reoccurring monetary gift.

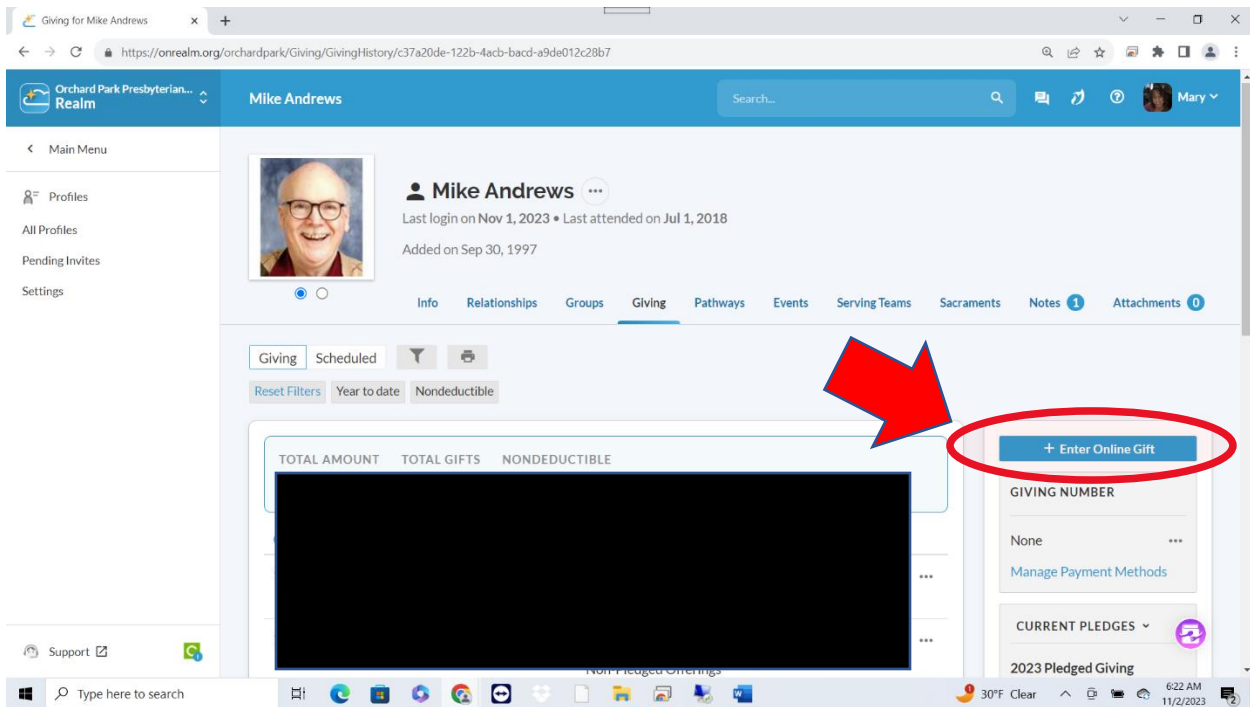
**\*\*\*If you are using a mobile device such as an ipad, tablet, phone please go to the end of the documents, and see step 9\*\*\***

**\*\*Steps 1 – 3 are for a laptop or desktop computer, using realm log in, not realm connect\*\***

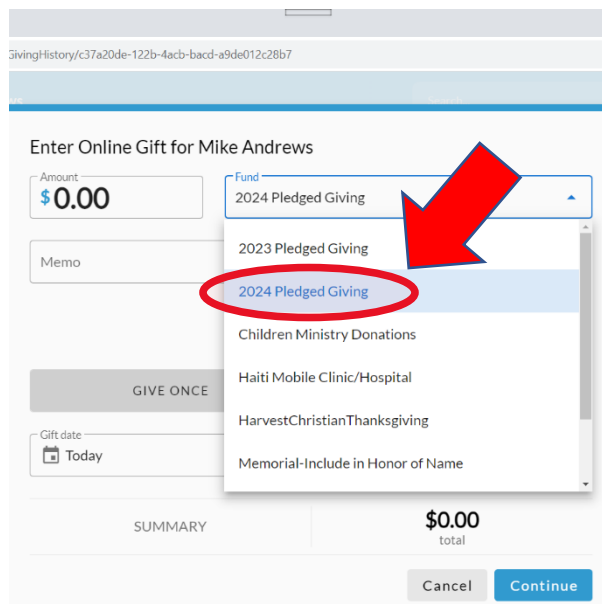
**Step 1)** When you are signed into your account, you will see your profile with a horizontal menu bar, you want to select Giving.

The screenshot shows a web browser window displaying the profile of Mike Andrews on the Orchard Park Presbyterian Church Realm. The profile page includes a navigation menu on the left with options like 'Main Menu', 'Profiles', 'All Profiles', 'Pending Invites', and 'Settings'. The main content area shows the user's profile picture, name 'Mike Andrews', and a horizontal menu bar with options: 'Info', 'Relationships', 'Groups', 'Giving', 'Pathways', 'Events', 'Serving Teams', 'Sacraments', 'Notes', and 'Attachments'. The 'Groups' option is circled in red, and a red arrow points to it from the right. Below the menu bar, there are sections for 'Contact Information', 'GIVING NUMBER', 'BACKGROUND CHECKS', and 'FAMILY'. The 'Contact Information' section lists Name, Home Address, Home Phone, and Primary Email. The 'GIVING NUMBER' section shows 'None'. The 'BACKGROUND CHECKS' section indicates 'No background checks have been recorded'. The 'FAMILY' section lists 'Susan Andrews' as the Head.

**Step 2)** Once you have selected giving on your home page. You will see this screen. You might see previous gifts or nothing, that is ok. From This screen, you want to select (+ Enter Online Gift), on the right-hand side.

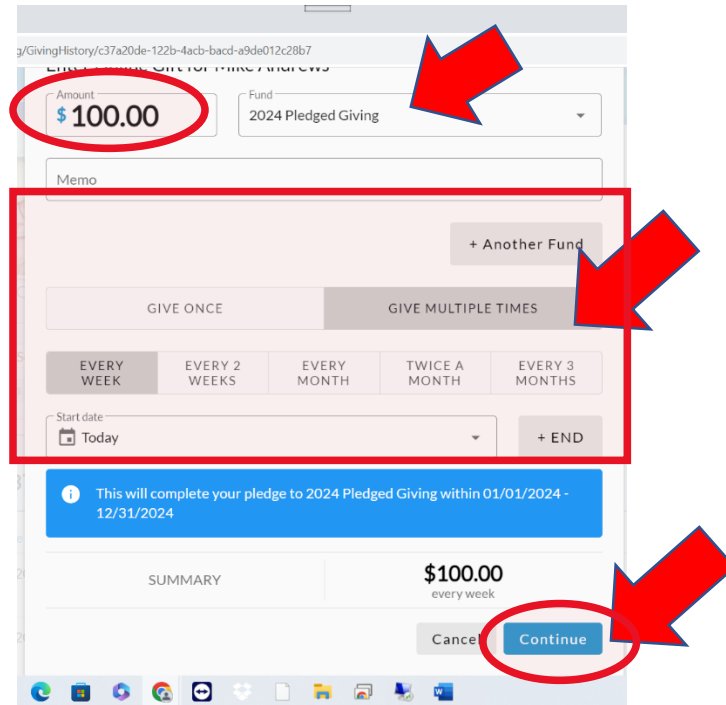


**Step 3)** Once you have selected (+ Enter Online Gift). You will see this screen. You want to select 2024 Pledged Giving.



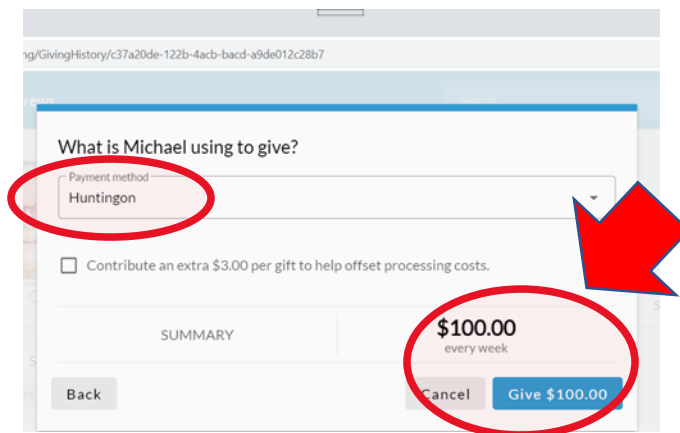


**Step 4)** Once you have completed step 3, you will see this screen. This is where you will enter the amount you want to take out of your accounts. Select give multiple times, choose the frequency, starting date, ending date, and then select continue.



**Step 5)** Once you have set up how much you would like to give and the frequency of that gift, we then need to select the account you want to use.

- As you can see, a bank account is already set up on this account. If you already have an account set up, go ahead, select it, and go to the next step. If you need to create an account, go to step 6.



**Step 6)** If you need to set up an account follow these steps.

- If you would like to set up a bank account, follow these instructions. You are going to select enter a different payment method, select bank account, add your routing, and account number, your name, and address, check the boxes. Then select save.

What is Michael using to give?

Payment method  
Enter a different payment method

CREDIT OR DEBIT    BANK ACCOUNT

Routing Number    Account Number

Billing Name  
Mike Andrews

Billing Address 1  
17058 Loch Cir    Billing Address 2

Billing City  
Noblesville    Billing State  
Indiana    Billing Postal Code  
46060-4318

I understand and agree to the [documentation requirements](#) for managing payment methods.

Contribute an extra \$3.00 per gift to help offset processing costs.

- If you would like to set up a credit card, follow these instructions. Enter your account number, name on card, card info, address, and check the boxes. Then Select save.

What is Michael using to give?

Payment method  
Enter a different payment method

CREDIT OR DEBIT    BANK ACCOUNT

Account Number

Name On Card  
Mike Andrews

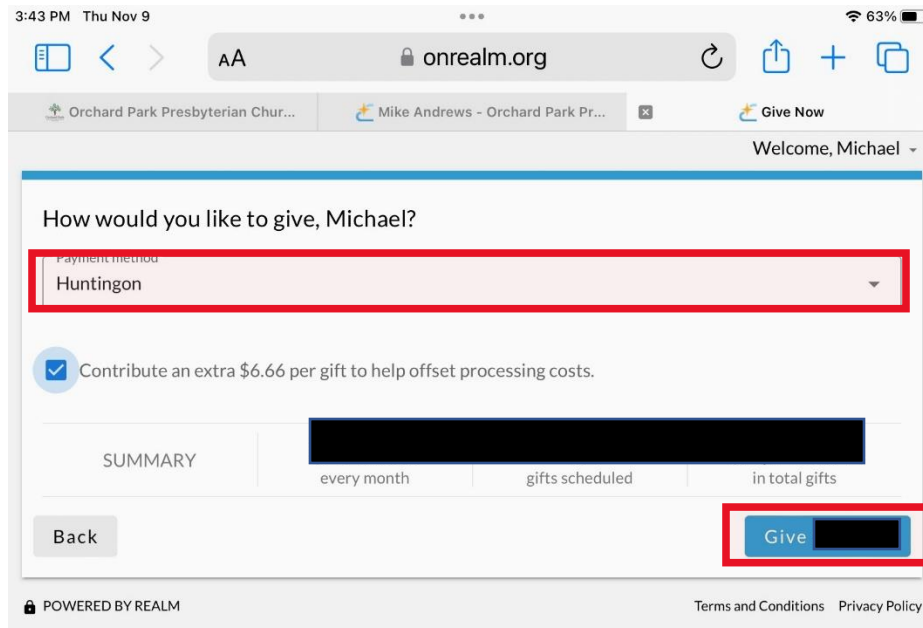
Expiration Month  
11    Expiration Year  
2023    CVV

Billing Address 1  
17058 Loch Cir    Billing Address 2

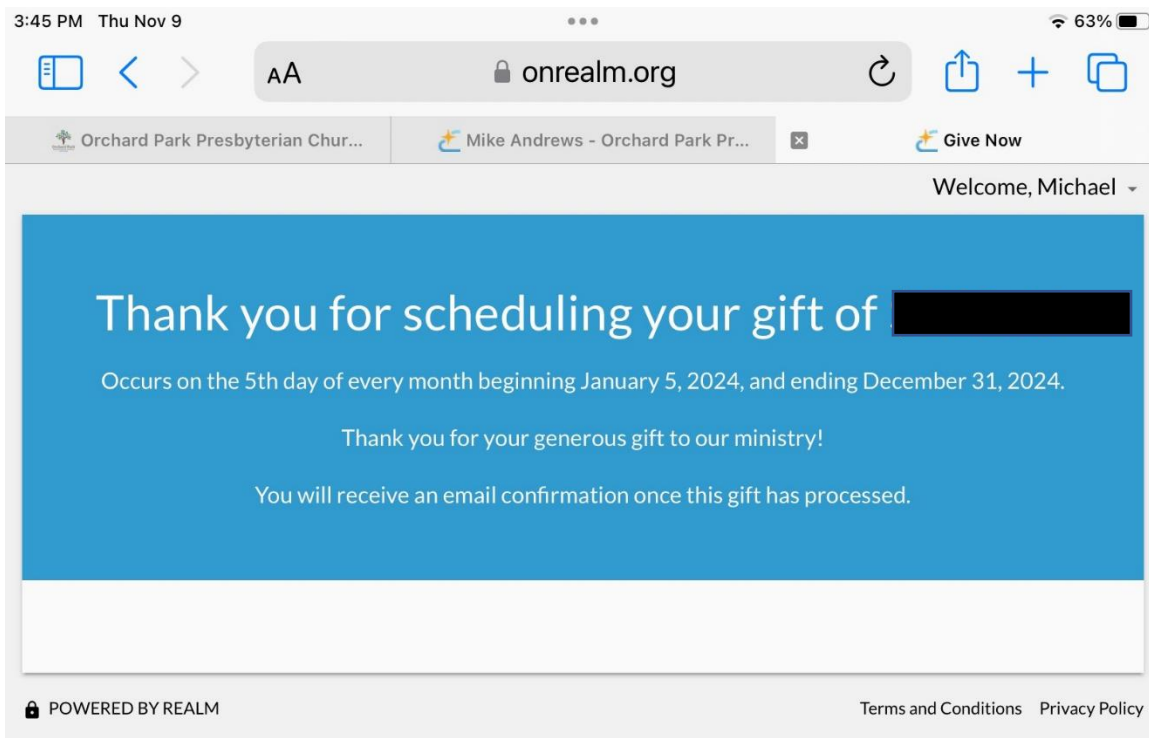
Billing City  
Noblesville    Billing State  
Indiana    Billing Postal Code  
46060-4318

I understand and agree to the [documentation requirements](#) for managing payment methods.

**Step 7)** Once you have set up your account, you want to select that account. And then when you are ready, select the give button.



**Step 8)** You have finished part 2. You have now completed your promise and will be making a monetary gift to OPPC. If you have any questions. Please reach out to Mary Leffler.

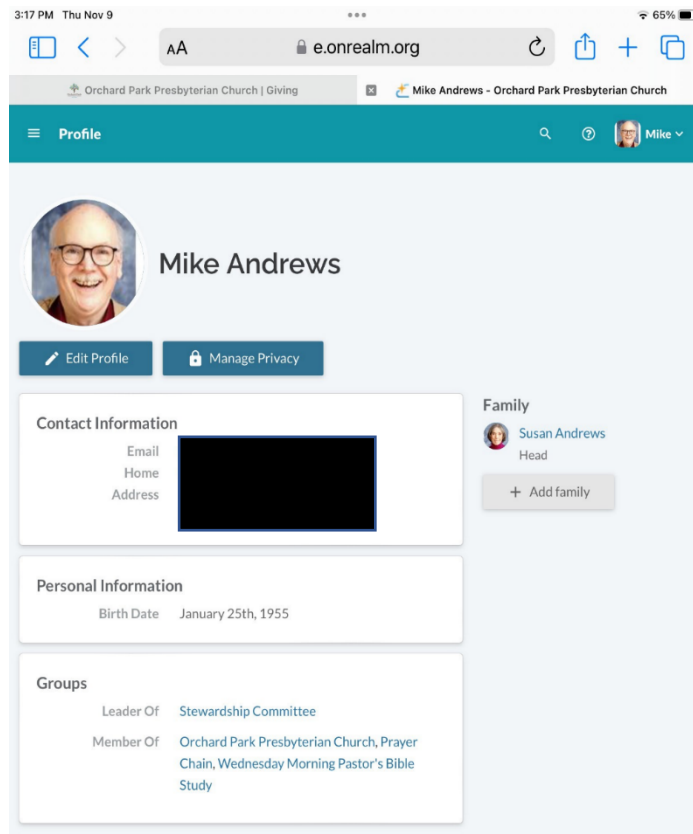




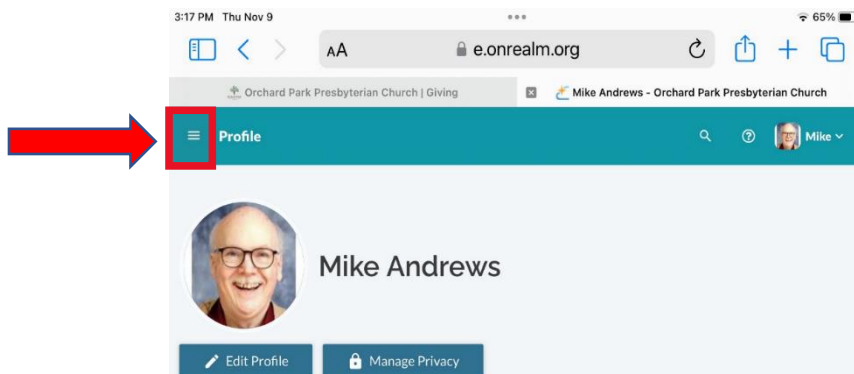
**These following steps are made if you are using a mobile device such as an iPad, tablet, or phone.**

**\*This is done using realm connect. If you are not using a mobile device, please see steps 1-8\***

**Step 9)** This is the home page using a mobile device, when you log into realm connect.



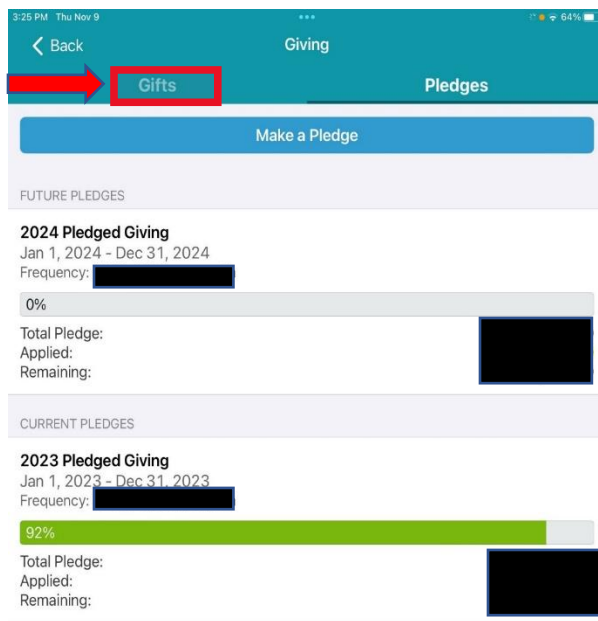
**Step 10)** From here you want to select the small stack of lines and select giving.



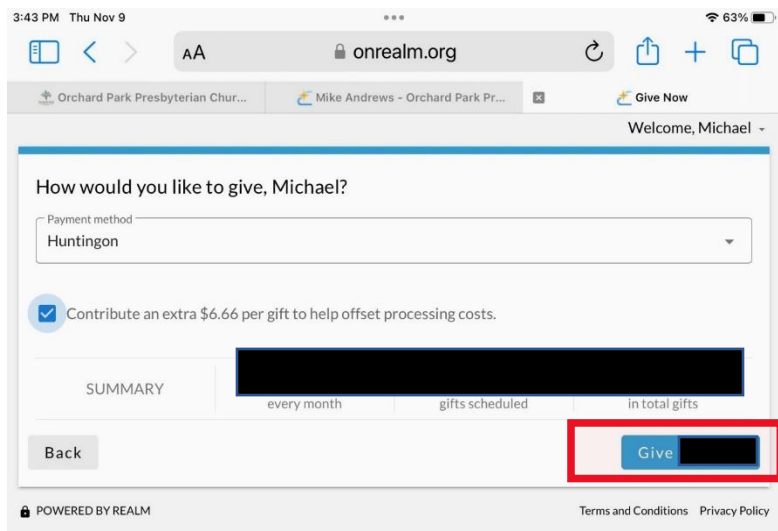
**Step 11)** Once you have selected giving you will see a page that shows you all your recent *pledges* and where you are on your *giving* goal.

\*Remember, pledge is a promise, giving is the how to make it happen.\*

You want to make sure you select gifts. Then go to step 12.



**Step 12)** Once you select gifts, you will be brought to the section of how you would like to give your gift. What bank account or credit card are you taking this out of? If you do not have an account set up, please see step 6. If you have an account set up, you should see the frequency of your 2024 pledge that you made from part 1. Go ahead and select your account and then select give at the bottom. If you do not see your frequency or the amount you want to pledge, then follow steps 3-5.



**Step 13)** You have finished part 2. You have now completed your promise and will be making a monetary gift to OPPC. If you have any questions. Please reach out to Mary Leffler.

3:45 PM Thu Nov 9 AA onrealm.org 63%

Orchard Park Presbyterian Chur... Mike Andrews - Orchard Park Pr... Give Now

Welcome, Michael ▾

**Thank you for scheduling your gift of** [REDACTED]

Occurs on the 5th day of every month beginning January 5, 2024, and ending December 31, 2024.

Thank you for your generous gift to our ministry!

You will receive an email confirmation once this gift has processed.

POWERED BY REALM [Terms and Conditions](#) [Privacy Policy](#)

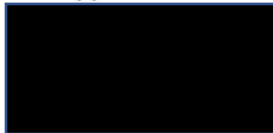
Your gift is scheduled with Orchard Park Presbyterian Church Inbox ☆

**D** Orchard Park Presbyterian Church 3:45 PM to me ▾



### Your gift is scheduled with Orchard Park Presbyterian Church

The following gift has been scheduled:



**Frequency:** Monthly  
**First Gift:** 01/05/2024  
**Last Gift:** 12/05/2024

If you didn't authorize these changes, please contact our office.

Thank you for your continued support.

Sincerely,  
Your friends at Orchard Park Presbyterian Church

View your [giving history](#) to maintain your gifts. If you need to cancel a recurrence, click the **Scheduled** tab followed by **\*\*\***. Then, select **Cancel**.

If you need more assistance or need to set up an account, contact our office at (317) 844-1107