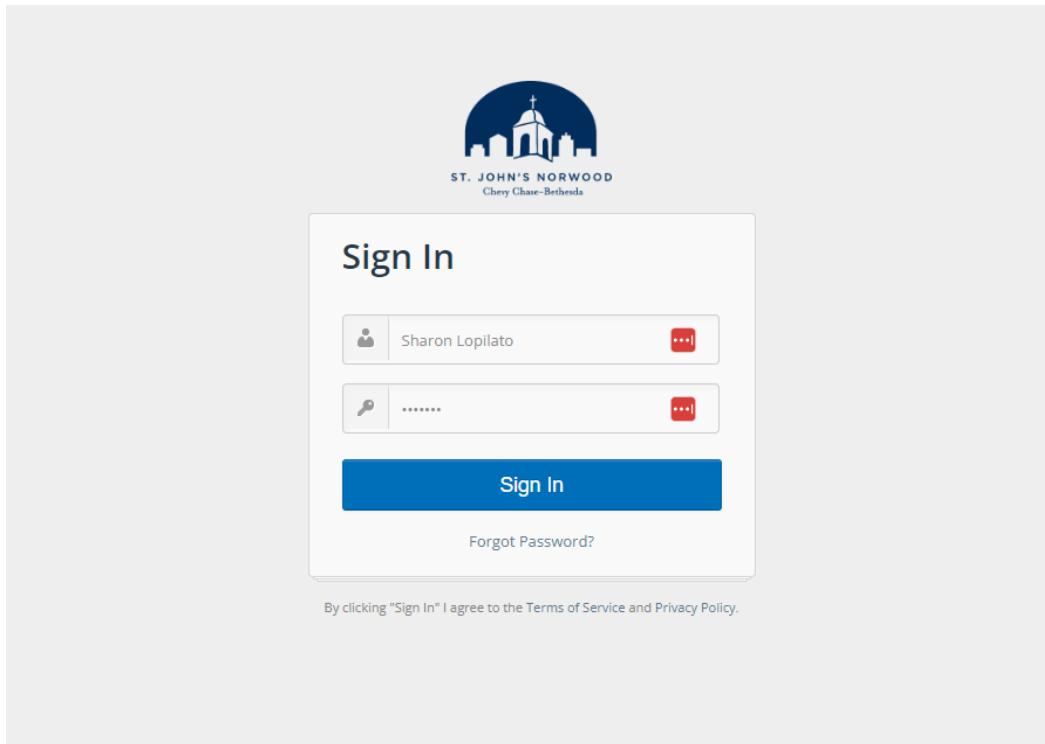


## Update Recurring Giving in Breeze

1. **Have your Breeze username and password ready.**
2. **Go to Breeze:** [stjohnsnorwood.breezechms.com](http://stjohnsnorwood.breezechms.com)  
(Or go to [stjohnsnorwood.org](http://stjohnsnorwood.org) and click on the “members” link at the top right of the page.)
3. **Sign in to Breeze** by entering your username and password, then clicking “Sign In.”

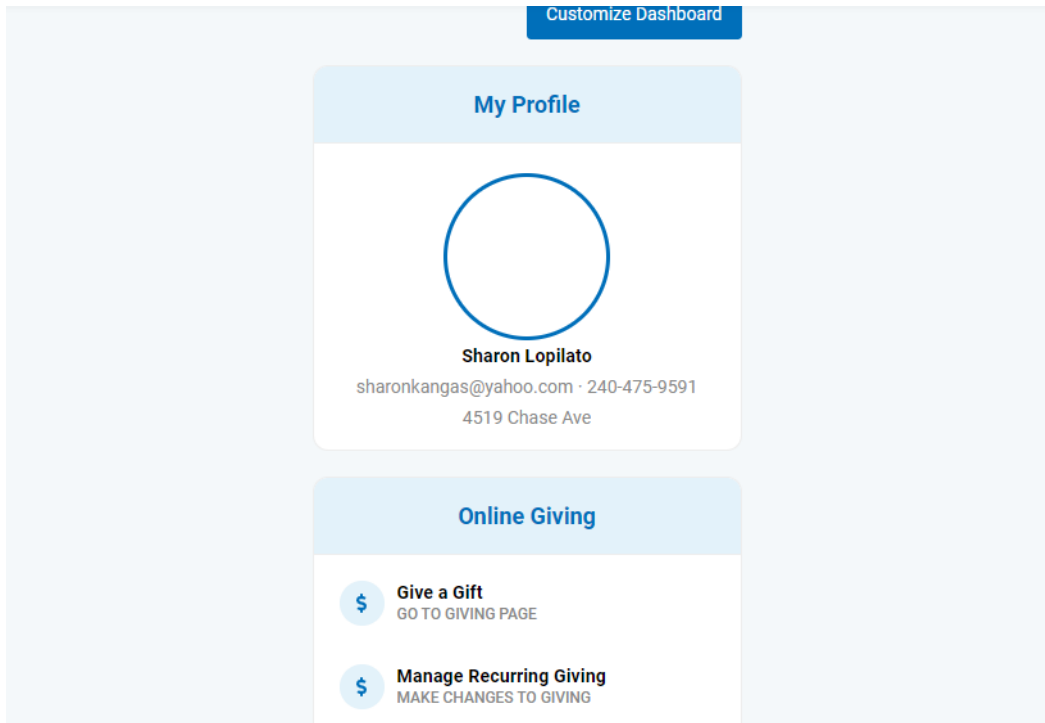


The screenshot shows the Breeze Sign In interface for St. John's Norwood. At the top is the church's logo, which features a blue silhouette of a church building with a cross on top, set against a white background. Below the logo, the text "ST. JOHN'S NORWOOD" is written in a serif font, and "Cherry Chase-Bethesda" is written in a smaller, sans-serif font below it. The main sign-in form is a white box with a blue border. It has a title "Sign In" in a large, bold, sans-serif font. Below the title are two input fields. The first field is for the username, with a person icon on the left and a red "X" icon on the right. The text "Sharon Lopilato" is entered in the field. The second field is for the password, with a key icon on the left and a red "X" icon on the right. The text "\*\*\*\*\*" is entered in the field. Below the input fields is a large blue button with the text "Sign In" in white. Below the button is a link that says "Forgot Password?". At the bottom of the form, there is a small line of text that says "By clicking 'Sign In' I agree to the Terms of Service and Privacy Policy."

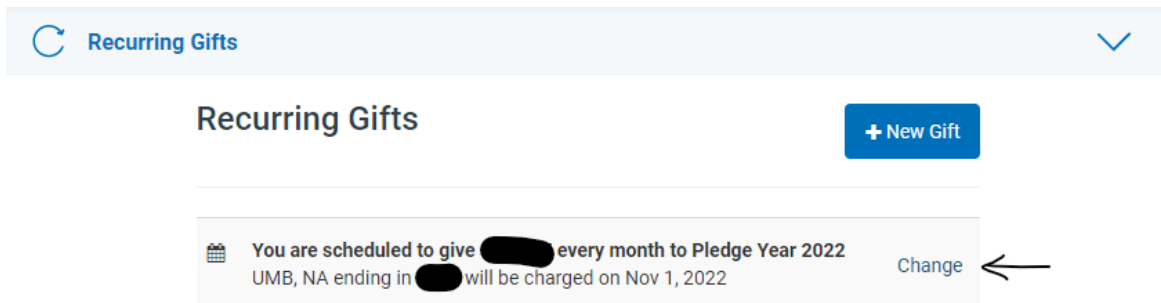
If you have login/password issues, click “Forgot Password?” to reset your password.

If issues persist, contact [slopilato@stjohnsnorwood.org](mailto:slopilato@stjohnsnorwood.org).

4. Scroll down and **click on “Manage Recurring Giving”**



5. Click on “Change”



6. Click on “Show More Options”

## Change Giving



Amount

XXX

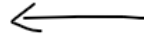
☒ Add \$0.25 to cover the processing fee

Frequency

Monthly



Show More Options



Stop Recurring Gift

Cancel

Save Changes

7. Update the amount, frequency, paying from, and other fields as desired.

Please consider clicking the checkbox next to “cover the processing fee” if you are not already doing so.

Then click the down arrow next to the “Fund” field and select “Pledge Year 2023.”

**Recurring**

### Change Giving

Amount

☒ Add \$0.25 to cover the processing fee

Frequency

Next Gift

Fund

Paying from

- Humanitarian Relief for Ukraine
- Memorial Garden
- Memorials
- Men's Ministry
- Non-pledge Contribution
- Nourishing Bethesda - Food Distribution
- Olive Oil Fund
- Outreach Sunday: Bethesda Cares
- Parishioner Relief Fund
- Please select....
- Pledge Year 2022
- Pledge Year 2023**
- Rector's Discret/Honor
- Refugee Ministry - General Fund
- Souls to Polls
- Space Rental
- Sponsors Circle Refugee Fund
- St Luke's Hospital
- St Luke's Nurse - Holy Land Committee
- Youth Pilgrimage

8. Then click "Save Changes" and you are done!