



1231 WEST VIEW RD
GOOCHLAND, VA 23063
(804) 457-4210
INFO@WESTVIEWONTHEJAMES.ORG
WWW.WESTVIEWONTHEJAMES.ORG

A Ministry supported by the United Methodist Church

Church Billing Contracts

Frequently Asked Questions (FAQs)

- **Who should set up a billing contract?**
 - Any church that wishes to provide funds directly from the church to help cover the costs of summer camp fees at Westview should set up a billing contract.
- **Why set up a billing contract?**
 - It allows a local church to financially contribute to multiple families attending camp, with **one single payment** after the summer season is over.
 - Since the Westview registration database is designed for parents and guardians to register their children for camp (not organizations like local churches), a billing contract allows families to complete the registration process at their convenience.
- **How does it work?**
 - When a church signs up for a billing contract, they create a total cap for their account and set up limits for how the account can be claimed.
 - The church creates a code, which they give to the families they wish to sponsor **before the families go online to register their children**.
 - When a family completes their registration, they use the code as a form of payment towards their session.
 - The church account contact is notified by email each time the code is used.
 - At the end of the season, the church is provided a statement showing all charges made to the account with 30 days to pay the balance.
 - The church may pay by check, credit card, or ACH online.
- **Who is eligible to set up a billing contract?**
 - Churches that are current members of the Virginia Conference of the United Methodist Church (VAUMC) are eligible for this program.
- **How do we start a billing contract?**
 - Email info@westviewonthejames.org to request a billing contract.