

# DIOCESE OF CHARLOTTETOWN

## Collection Counters

### Overview:

Under the direction of the collection counter coordinator, Parish office or Pastor, collection counters assist in the accurate counting of weekly and special collections for the parish. The team must consist of **at least two unrelated adults**. Confidentiality and discretion is imperative to the safety and security of the collection counters, the staff and the parish.

### Activities and Responsibilities

- Opens, sorts, counts all weekly collections donations according to established procedures.
- Sorts and separates all offerings according to categories; records on envelopes.
- Records cheques, bills and loose change and rolls it.
- Completes bank deposit form and ensures it is properly secured.
- Advises coordinator if unable to take the assigned shift.
- Maintains strict confidentiality concerning all matters financial related to this ministry.

### Skills, Experience and Personal Qualities

- Is an adult registered parish member in good standing with Church and pastor.
- Accurate counting and recording skills and able to work as a team.
- Previous counting experience would be helpful.
- Desires to serve the parish community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.

### Screening Recommendations

This is a **High Risk** position, needing the completion of a Volunteer Information form, an interview and personal reference checks, and a Vulnerable Sector Criminal Record Check.

**This ministry position description generally reflects the Ministry of Collection Counter and/or Collection Counter Team Leader currently practised at \_\_\_\_\_ Parish.**

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

*Adaptation by the Diocese of Charlottetown May, 2010*