



Ministry Position: Collection Counter

Date Last Reviewed: July 2019

◆ **Position Overview**

Under the direction of the Collection Counter Coordinator, the Collection Counter assists in the timely and accurate counting of weekly and special collections for the parish. The team must consist of at least three people. Confidentiality and discretion are imperative to the safety and security of the collection counters, staff and the parish. A Collection Counter may be asked to act as Team Leader for the group.

◆ **Activities/Responsibilities**

- Open, sort, and count all weekly collection donations (cash and cheques) according to established procedures
- Separate church envelopes from loose cheques and cash
- Sort and separate all offerings according to category (offertory, building fund, Share Life, etc.)
- Count and record the cash and cheques, utilizing the tally sheet for both loose and envelope users
- Count and roll loose coins
- Ensure the amounts noted on the face of the envelope agree with the contents by indicating an appropriate check mark and always indicating the amount when the donor has not noted it
- Make every effort to ensure accuracy in the counting and recording donation amount on envelope
- Sum up all sheets for a total mass collection and duplicate tally sheets
- Complete the bank deposit form and ensure that the deposit is properly secured
- Return all forms and equipment to their proper location.
- Advise the team leader or the coordinator if unable to make scheduled counting shift.
- Maintain strict confidentiality concerning all finances, information and matters related to this ministry
- Team Leaders organize volunteers assigned by the Collection Counter Coordinator.

◆ **Skills, Experience and Qualifications**

- Registered and in good standing with the Church, Pastor and community
- Must be at least 18 years of age; Team Leaders must have at least 2 years' experience in the role
- Recognized within the parish community as a person of good reputation.
- Accurate counting and recording skills with previous counting experience recommended.
- Has the ability to work with others as a team.



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◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Honest, dependable and can maintain strict confidentiality
- Is able to collaborate well with others and enjoys teamwork

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and training provided by Collection Counters' Coordinator.

◆ **Support, Supervision and Evaluation**

The Collection Counters' Coordinator is the first level of support, supervision and evaluation for the Collection Counters & Team Leaders

Prepared by: Archdiocese of Toronto, Volunteer Screening Department