

ST. PATRICK'S CHURCH



VOLUNTEER MINISTRY POSITION DESCRIPTION

Our Parish Communities
RC DIOCESE OF CALGARY

Collection Counter

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 two 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

- Opens, sorts and counts all weekly collection donations (cash and cheques) according to established procedures.
- Sorts and separates all offerings according to category,(offertory, building fund, etc.)
- Records any loose cheques in the collection.
- Counts and rolls loose coins
- Completes the bank deposit form
- Ensures that the deposit is properly secured.
- Returns all forms and equipment to their proper place.
- Advises the team leader or coordinator if unable to make scheduled counting shift.
- Maintains strict confidentiality concerning all finances, information and matters related to the ministry.

Skills, Experiences, Personal Traits and Qualifications

- Is registered and in good standing with the Church
- Must be at least 18 years of age.
- Has accurate counting and recording skills with previous counting experience recommended
- Can work as part of a team.

Screening Checklist for this High Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Interview
- Three personal reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups to be conducted

Parish Volunteer Screening Coordinator

Pastor

Date: _____

RC Bishop of Calgary-Rev. February, 2013