

# ST. PATRICK'S CHURCH



## VOLUNTEER MINISTRY POSITION DESCRIPTION

### Collection Counter Coordinator

#### Overview

Under the direction of the Pastor, the Collection Counter Coordinator is responsible for the timely and accurate counting of weekly and special collections for the parish according to the procedures fixed by the Finance Council.

#### Activities/Responsibilities

- Maintains a contact list of Collection Counters
- Ensures any changes in the list are promptly conveyed to the PVSC
- May participate as a Collection Counter with all the responsibilities of that ministry position
- Assists in the recruiting, training, supervision and evaluation of Collection Counters

#### Skills, Experiences, Personal Traits and Qualifications

- Registered and in good standing with the Church
- Must be at least 21 years of age with experience as a Collection Counter
- Has an ability to assess and evaluate people who are suitable for this ministry
- Is able to organize and schedule others
- Has appropriate leadership and facilitation skills

#### 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

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Parish Volunteer Screening Coordinator

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Pastor

Date: \_\_\_\_\_

RC Bishop of Calgary-Rev. February, 2013