



MAKECHRISTKNOWN

Title

Offering Counter

Purpose

Count the weekly offerings, carefully noting funds that are designated for special purposes. Record and deposit offerings in timely manner

Responsible to

Finance Committee

Description of duties

- Be available to count offering immediately following the last worship service.
- Count weekly offering by category (general fund, building fund, special gift).
- Prepare deposit slip.
- Deliver giving records to Financial Controller.
- Deposit cash offering immediately following the count.

Time requirements

Approximately two hours a week. Counters are usually on a rotation schedule so that they work one month per year.

Term

Minimum term of one year.

Training and resources

Training provided by other counters and Finance Committee.

Qualifications, skills and gifts

- Gifts of organization and administration.
- Basic math and organizational skills.
- Ability to keep personal financial information private.

Benefits to the Worker

Satisfaction of providing an important service to the church in a relatively short period.