



## Archdiocese of Regina

### 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 unrelated people. Confidentiality and discretion is 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.
- Sort and separate all offerings according to category (offertory, building fund, Share Lent, etc.).
- Record any loose cheques in the collection on a plain piece of paper or on a blank envelope.
- Count and roll loose coins.
- Makes every effort to ensure accuracy in the counting and recording donation amount on envelope.
- Complete the bank deposit form if required.
- Ensures that the deposit is properly secured.
- Return all forms and equipment to their proper location.
- Advises the team leader or the coordinator if unable to make scheduled counting shift.
- Maintains strict confidentiality concerning all finances, information and matters related to this ministry.
- Team Leaders organize volunteers assigned by the Collection Counter Coordinator.

**The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.**

#### **Other specifics:**

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## **Skills, Experience, and Qualifications**

- Is known in the parish community, participates in parish life and is of good character.
- Collection Counters must be at least 18 years of age. Team Leaders must be at least 21 years of age.
- Accurate counting and recording skills with previous counting experience recommended.
- Has the ability to work with others as a team.

## **Personal Traits and Qualities**

*(The following description may be of assistance to those considering this position)*

- 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.

## **Orientation and Training**

- Standard parish orientation program and training provided by Collection Counters' Coordinator.

## **Participant Group**

- Other Collection Counters.

## **Support, Supervision, and Evaluation**

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

## **Length of Ministry**

- \_\_\_\_\_ year term.

## **Benefits and Working Conditions**

- Will develop collaboration and team working skills.
- This is a volunteer position requiring a time commitment of \_\_\_\_\_ hours per week or \_\_\_\_\_ hours per month.
- Must be able to attend the orientation session and training sessions as required.

## **Screening Recommendations**

- This is a High security position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his designate.
- Participant follow-up will be conducted.

**This ministry position description accurately reflects the Ministry of Collection Counter and**

**Collection Counter Team Leader currently practiced at \_\_\_\_\_**  
**Parish. \_\_\_\_\_ (Parish Name)**

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

\_\_\_\_\_  
Pastor or Designate

\_\_\_\_\_  
Date

**Prepared by the Archdiocese of Regina**  
*Adapted from the Archdiocese of Toronto*

Section Four  
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