

## MINISTRY POSITION DESCRIPTION

<b>Name of Group / Ministry</b>	<b>Collection Counter</b>
<b>Accountability</b>	Pastor
<b>Purpose of Ministry</b>	To count money from Mass collections
<b>Participant Group</b>	Parish
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Two or more individuals per team</li> <li>▪ Count money from weekly collections</li> <li>▪ Record envelope contributions on appropriate ledgers</li> <li>▪ Make up deposit slips and prepare cash deposits</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Accounting skills</li> <li>▪ Able to work as part of a team</li> <li>▪ Honesty and confidentiality</li> </ul>
<b>Time Commitment</b>	2 hours per week, as per schedule
<b>Duration</b>	2-year term, renewable
<b>Orientation and Training</b>	Provided by the pastor
<b>Support</b>	Pastor
<b>Supervision</b>	Pastor
<b>Evaluation</b>	Review annually
<b>Position Level</b>	HIGH TRUST
<b>Screening Procedure</b>	<ul style="list-style-type: none"> <li>▪ Receive a position description</li> <li>▪ Complete forms A, B, C Interview</li> <li>▪ Reference checks</li> <li>▪ Police records check</li> <li>▪ Orientation and training</li> <li>▪ Receive Parish Volunteer Guidelines, Sign Volunteer Covenant</li> <li>▪ Supervisory checks and evaluations</li> </ul>