



**DIOCESE OF BRITISH COLUMBIA**  
**St. Mary's Anglican Church, Saanichton**



## Job Description

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Ministry Position Title:	<b>COLLECTION (or OFFERING) COUNTER</b>
Summary of Position:	<p>The role of the Collection (or Offering) Counter (the Counter) within the Anglican Parish of Central Saanich (the Parish) is to secure the Collection immediately upon conclusion of the major service on Sunday. Upon completion of the attached "Counters' Procedures &amp; Guidelines", the Counter will again secure the Collection for the Treasurer to prepare the bank deposit slips.</p> <p>There are teams of two Counters present throughout the performance of the "Counters' Procedures &amp; Guidelines", primarily for safety and security reasons. Each Counter may assume a different role during the performance of their responsibilities, but both must sign the Offertory Recap in the designated spot.</p> <p>The term Collection is used to accommodate the various types of Offerings, including but not limited to: regular offering, outreach, specified outreach, and special offerings. When an envelope indicates that the collection is for another church, those envelopes will be set aside for transport to the specified church by the Treasurer.</p> <p>The role of the Counter is to ensure the integrity of this financial process is above reproach, and that attention to detail and consistency is maintained throughout the process, from week to week.</p>
Term of Office:	A volunteer part time Parish position, of at least one year in duration. Given the number of teams of Counters, no team should be required to perform their responsibilities more than once per month.
Supervision and Support:	Reports to: The Treasurer  Staff liaison: if different from above: The St. Mary's Office Administrator, and Other teams of Counters.  Committee/Board responsible for this ministry: The Wardens of St. Mary's
Population(s) served:	St. Mary's Parishioners.



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- Duties & Responsibilities:** The duties of the Counter are, for the Parish:
- As a team of two Counters,
1. Secure the Collection immediately following the major Service of the day.
  2. Sort the Collection
  3. Count Open Collection
  4. Count the Envelopes
  5. Record Collection
  6. Record Cheques
  7. Count Cash
  8. Record the total receipts in the Vestry book in the Rector's office
  9. Secure the Collection on behalf of the Treasurer.
  10. Identify deficiencies in the system, and recommend improvements to the Treasurer.
  11. If the Counter will not be able to perform in accordance with the quarterly schedule, the Counter will find a replacement Counter, and advise the Office Administrator that a change has been made.
- Skills/ Knowledge Required:** The Counter will have the:
1. Ability to read Procedures and Guidelines, and with a short orientation session, be able to complete the responsibilities and procedures with sufficient attention-to-detail that the totals determined during the process balance, and the process can be reproduced with the same results.
  2. Ability to identify potential deficiencies in the process, and to recommend corrective action to the Treasurer.
- Qualifications needed:** The Counter will have:
1. Good legible penmanship that can be read by others.
  2. Dependable attendance at church to work with their assigned team member on the day for which they have been scheduled to perform as a Counter. As requested by the Office Administrator, when the quarterly schedule of volunteers is being prepared, indicate when they will not be available to perform as a Counter.
  3. If the Counter will not be able to perform in accordance with the quarterly schedule, the Counter will find a replacement Counter, and advise the Office Administrator that a change has been made.
  4. Be able to work collaboratively with volunteers.
- Limits of the position:**
1. None known.



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Terms of Work/Service: The process of completing the attached "Counters' Procedures & Guidelines" should not need more than about 20 – 30 minutes, once per month.  
The Counter is expected to fulfill at least one year of these responsibilities.

Training Provided: *Check all that apply*  
 Position-specific training (pre-requisite)  
 "Workshop and course training available with pre-approval"  
 Diocesan Sexual Misconduct training

Position Risk Assessment:  Low  Medium  High

However, the Counter is responsible for handling large sums of money.

Benefits & Opportunities:



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### ST MARY'S CHURCH, SAANICHTON COUNTERS' PROCEDURES & GUIDELINES

The following notes will hopefully guide you through the procedure for counting the collection and filling out the Offertory Report. Although complicated looking, it is actually quite simple and straight forward. The accuracy of your count insures that the offerings are credited to the correct funds within the parish accounts. (E.g. operating, outreach, special collections etc)

**1. SORT THE COLLECTION**

Separate the loose collection from the envelopes and sort the envelopes in numerical order. The loose collection is the OPEN OFFERING for which no tax receipt is given. Any loose cheques are counted with the envelopes placed after the last envelope.

**2. COUNT OPEN COLLECTION**

Record the monies in OPEN COLLECTION BOX (*Side 1 Box A*) at top left hand corner and transfer total to the COLLECTION RECAP BOX (*1B*) below.

**3. COUNT ENVELOPES**

Flip the page to *Side 2*. Put the envelopes in numerical order. Open the envelopes checking that the amount recorded on the front of each envelope is correct. If none indicated, ADD THE AMOUNT & INITIAL otherwise the Envelope Secretary cannot give the correct credit! List the envelope number in left column (*2A*) and the amount in the appropriate column across the page. Some people will divide the collection on the front between Regular, Deficit Reduction, and Outreach etc with just one cheque or sum of cash. Put those amounts into the correct column. If there is no column, change heading on the page to reflect the amount given for that appeal. Eg. AIDS Africa, Tsunami Relief, etc.

Occasionally, there will be cheques given for SPECIFIC DONATIONS such as wine, breads, candles, etc which parishioners are buying for the church. Or, the church may have reimbursed the parishioner for such items and the church cheque endorsed and returned. The amount of these donations must be noted on the offering envelope in order to get a tax receipt from Envelope Secretary. All such Specific Donations should be listed on the right side.

When bottom of page is reached, total each column and transfer the totals to a new page (if needed) with appropriate heading. Continue until all envelopes and amounts are recorded, then add any loose cheques and record the name of the donor in left hand column. The Treasurer can then record this amount for a tax receipt.

**4. RECORD COLLECTION**

Transfer the amounts from above to the COLLECTION RECAP BOX (*1B*) on front of the sheet. Note the Outreach Month, and change headings if others are required. Total all these amounts including the open Collection recorded previously.

**5. RECORD CHEQUES**

List all the cheques in the CHEQUE RECAP BOX (*1C*) and total. Record the total amount under Cheques in FUNDS RECAP BOX (*1D*) at top right side.

**6. COUNT CASH**

Record ALL cash in the FUNDS RECAP BOX (*1D*). Note that there are lines for \$1 & \$2 and other change is listed on Coin line. Total the lines. THIS TOTAL SHOULD BE THE SAME AS THE TOTAL IN THE COLLECTION RECAP BOX (*1B*). If so, EURICA! You now sign the sheet, and put the collection in an envelope and place in the storage place.

Thank you!

April 16, 2015



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## ST. MARY'S ANGLICAN CHURCH OFFERTORY RECAP

**Side 2**

DATE: \_\_\_\_\_

SERVICE: \_\_\_\_\_

ENVELOPE # OR NAME	WEEKLY AMOUNT	OUTREACH		PWRDF	DEFICIT REDUCTION	FESTIVAL COLLECTIONS i.e. Easter	SPECIFIC DONATION	OTHER
		Month:	Month:					
<b>A</b>								
<div style="border: 1px solid black; background-color: #4a86e8; color: white; padding: 5px; width: fit-content; margin: 0 auto;"> <b>3. List the envelope number and the amount in the appropriate column. Include loose Cheques.</b> </div>								
<div style="border: 1px solid black; background-color: #4a86e8; color: white; border-radius: 50%; padding: 10px; width: fit-content; margin: 0 auto;"> <b>3. Totals to Side 1</b> </div>								
<b>Total or sub total</b>								

