

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 contact list of Collection Counters/Team Leaders.
- Ensures any changes in the list of Collection Counters and/or Team Leaders are communicated promptly to the Parish Volunteer Screening Committee.
- May participate as a Collection Counter/Team Leader with all the responsibilities of that ministry position.
- In collaboration with the Pastor, recruits Volunteers to include as Collection Counters/Team Leaders.
- Is responsible for replacement of Collection Counters/Team Leaders in the event of short notice cancellation
- Trains and provides continued support for Collection Counters and Team Leaders.

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:

➤ Skills, Experience, and Qualifications

- Registered and in good standing with the Church, Pastor and community.
- Must be at least 21 years of age with 2 years experience as a Collection Counter.
- Is recognized within the parish community as a person of good reputation.
- Able to organize and schedule others.
- Has an aptitude for assessing and evaluating people who are suitable for this ministry.
- Has appropriate leadership & facilitation skills.
- Can relate effectively and communicate clearly with others.

➤ Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.

- Possesses good organizational skills.

➤ **Orientation and Training**

Standard parish orientation program and training provided by previous Collection Counter Coordinator and/or Pastor.

➤ **Participant Group**

Collection Counters, Collection Counter Team Leaders

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

_____ year term.

➤ **Benefits and Working Conditions**

Will directly contribute to the development of the Parish.

Will further develop leadership skills.

Good training & experience for those seeking advancement in the fields of Finance & Accounting.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a High risk position (if the Pastor is always present during all fund collections, counting and deposit procedures, this is a General risk 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 and periodic evaluations.

Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Collection Counter

Coordinator currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date