



Ministry Position: Collection Counter Coordinator

Date Last Reviewed: July 2019

◆ Position 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

- Maintain contact list of Collection Counters/Team Leaders
- Ensure any changes in the list of Collection Counters and/or Team Leaders are communicated promptly to the Parish Volunteer Screening Committee
- Participate as a Collection Counter/Team Leader with all the responsibilities of that ministry position, as necessary
- Recruit Volunteers to include as Collection Counters/Team Leaders, in collaboration with the Pastor
- Be responsible for replacement of Collection Counters/Team Leaders in the event of short notice cancellation
- Train and provide 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:
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◆ Skills, Experience and Qualifications

- Registered and in good standing with the Church, Pastor and community
- Must be at least 18 years of age
- Must have 2 years experience as a Collection Counter
- 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



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- 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

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, 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 and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**



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- 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
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Collection Counter Coordinator** currently practised at, _____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department