

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

SAMPLE