

COUNTER AND BANKER OF CHURCH OFFERINGS

Responsible to The Church Treasurer & Senior Steward

Main Responsibilities

To come to church with one other congregational member (not related) as per the rota (Senior Steward) to count the donations.

Monies should be removed from the church safe (deposited each Sunday by the church stewards). There may be several weeks monies together.

Record congregational attendance on the form – information provided by the church steward.

Count and record all monies and indicate which charities the monies should be associated with: eg church donations – Towards one world offerings – Easter Offerings or any other designated charity as agreed prior to the service. This record is kept in a folder for the Treasurer to action.

Bank slips to be written and monies banked at HSBC.

Skills

Honesty and ability to handle and record monies so that the form balances with monies banked. Rota participation – about 4-5 times a year as per the rota.

Benefits

Job satisfaction – an important aspect of church life - knowing that the monies are counted and dealt with accurately so that the treasurer does not need to ask questions. Approximately one hour for counting and recording and then taking to the local bank.