

OFFERING COUNTER COMMITTEE

The offering counter committee is responsible for accurately counting the money received in tithes and offerings immediately following collection of the tithes and offerings.

Ministry Area/Department	Stewardship
Position	Offering Counter Committee
Accountable To	Treasurer
Ministry Target	Church in general
Position Is	Volunteer
Position May Be Filled By	Church member
Spiritual Gifts	• Administration • Giving
Talents or Abilities Desired	Accurate counting/math skills
Best Personality Traits	• Honest • Trustworthy • Dependable
Passion For	Good stewardship

RESPONSIBILITIES/DUTIES

- Work with at least one other offering counter to carefully count and total offerings after each collection.
- General fund and Designated fund should have separate deposit tickets prepared.
- The amount of cash or check should be verified on envelope, if not listed then amount counted should be printed on envelope.
- All checks should be stamped on the back with the correct deposit stamp.
- Write down offering figures, attach calculator machine tape, and attach offering envelopes in designated record keeping book for the treasurer.
- AM offering and PM offering should be placed in separate lock/key deposit bags and given to designated Deacon of the month to deposit.
- Responsible for being in the counting room when scheduled or arranging a fill in replacement counter from the offering counter ministry team only.