

KURRI KURRI BAPTIST CHURCH

Offering Counter Role Description

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Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Offering Counter

Role Description

To partner as a pair, to count and record monetary offerings, then promptly give to the Treasurer for banking

Responsibilities

- To always have a second Offering Counter present when handling the offering (NOTE: Married couples are not permitted to handle and/or count the offering together. Due to the private location utilised for offering counting, it is preferable to roster pairs of the same gender)
- To collect the offering as soon as possible after the conclusion of the service
- To handle the offering in the private location set aside for this purpose
- Follow the instructions provided on the counting sheet, ensuring:
 - Both Offering Counters individually count the money, and together complete the counting sheet supplied by the Treasurer, specifying designated funds to ensure funds are directed to where they are gifted to go (e.g. Offering, SRE, Mission etc)
 - The counting sheet is dated, and signed by both Offering Counters
- The offering and counting sheet are then to be promptly given to the Treasurer in the bags supplied by the Treasurer. NOTE: If the Treasurer is not present, the offering and counting sheet are to be provided to the Secretary to organise for banking. If both the Secretary and Treasurer are not present, the offering and counting sheet are to be provided to another member of the Church Leadership to organise for banking.
- To provide the Roster Coordinator with availability of dates to serve on the roster
- To notify the Roster Coordinator of any inability to carry out your role, with as much notice as practicable, and assist to organise replacement or a roster swap if possible

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)
- Ability to utilise mathematics skills to count money

Supported by

- Church Leadership, and Church
- Roster Coordinator

Term

- Appointed by the Roster Coordinator
- One year term, with eligibility for re-appointment for subsequent terms

Reporting to

- Treasurer

Reporting method and frequency

- As required, to the Treasurer