



Plant / Operations Commission

Treasury Counter Coordinator Position Description

Reports To:

Plant / Operations Commission Chair

Ministry Purpose / Objective:

To assure that the funds collected in the parish offertory collections are protected, counted, recorded, and deposited in the bank in a timely manner.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

Responsibilities of Treasury Counter Coordinator:

- Is familiar with ministry guidelines, General Parish Procedures and Diocesan policy and procedures for handling the offertory.
- Assures that donations are properly posted to donors' records in the ACS software database program.
- Maintains Open Communication with members for:
 - Availability, via email.
 - Creation of bi-monthly scheduling
 - Ensure random mixing of counters
 - Error and Standard Deviation Communication
 - Updated contact information
 - Direction from Office Manager
- Recruits and screens Treasury Counters.
- Recruits and appoints Team Leaders.
- Develops and promulgates necessary procedures and changes in procedures as needed and in accordance with Diocesan accounting procedures.
- Arranges or performs orientation for new counters.
- Obtains necessary equipment and supplies.
- Assures a secure environment is available for count teams.
- Contact Bank as needed regarding deposit errors or discrepancies.
- Prepares collection report for bulletin.
- Provides Treasury Counters with feedback when errors or deviations occur.
- Schedules Offertory Posting Volunteer or serves as back up for posting as needed.
- Fills out and submits annual reservation request for Treasury Counting.
- Sets up Conference Room for counters.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission meetings.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:	Average Time (may vary):
• Scheduling	2 hours
• Current contact information update	1 hour
• Coordinating member activities	1-2 hours
• Collection Report	2 hours

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Ability to work well with others.
- Ability to analyze and solve problems in procedures.
- Ability to count money and use a calculator.

Treasury Counter Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator's term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



Plant / Operations Commission

Treasury Counter Coordinator Task List

General Tasks for All Coordinators:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Supplies to order from Bank of America:
 - Deposit bags
 - Deposit books
- Supplies obtained from Bank of America Teller:
 - Money straps
- Supplies obtained from office supply (ordered by Elaine)
 - Colored pens
 - Calculator tape
- Forms printed in office by coordinator:
 - Count sheets
 - Batch sheets