



Plant / Operations Commission

Treasury Counter Position Description

Reports To:

Treasury Counter Coordinator.

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 Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Treasury Counter Team Leader:

- Safeguards, counts, and records the various collections made during our parish liturgies according to policy and procedures.
- Provides oversight of counters making sure procedures are followed by each team member.
- Serves as a witness when coordinator opens safe. Removes contents and transfers to the counting area.
- Segregates collections by type, and assures envelope reflects contents.
- Records collection totals, prepares and verifies (by double counting) deposits.
- Verifies checks and monies match deposit slip as funds are placed into deposit bags and sealed.
- Works with Posting Volunteer to make sure the count matches postings and deposits.

Special Activities:

- None.

Meetings:

- As needed.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Counting

Average Time (may vary):
2-4 hours/month

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Ability to count money and use a calculator.
- Discretion and confidentiality.