

Collection Counter Ministry Roles Descriptor

St. Philip Church & St. Clare Mission
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Collection Counter
Groups served by this ministry	The parish
Length of term	3 years (renewable)
Purpose of the role(s)	Counting St Clare Mission and St Philip Church collections
Activities and responsibilities	Follow the “Protocol for Parish Financial Administration” of the Archdiocese of Ottawa and the St Philip-St Clare “cash handling document.”
Constraints	<ul style="list-style-type: none"> • Ensure strict confidentiality. • Counters must not work alone. • Counters must follow the prescribed protocols. • All money must be fully accounted for.
Descriptor scope (<i>check one</i>)	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> • Well-organized; accurate • Good concentration; good manual dexterity
Personal traits desired	<ul style="list-style-type: none"> • Honesty and integrity • Absolute respect for confidentiality
Orientation and training	<p>Collection counters:</p> <ul style="list-style-type: none"> • receive on-the-job training • familiarize themselves with the archdiocesan protocol and parish procedures • must attend training session when required • receive a copy of this ministry role descriptor • receive Responsible Ministry training and handout
Support, supervision and evaluation	Collection counters are supervised by the collection counters coordinator and the pastor
Working conditions	<ul style="list-style-type: none"> • Counters work in the parish administrative office. • Teams rotate from week to week according to a schedule.
Benefits to role participants	Satisfaction of performing a key function for the parish.
Level of sensitivity (<i>check one</i>)	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High
Screening measures (Per the parish ‘Responsible Ministry Program’ document.)	<ol style="list-style-type: none"> 1. Completion of a volunteer information form is required. 2. Personal reference checks are required. 3. Training and orientation are required. 4. There will be supervision and periodic evaluation, as needed.