

**Collection Counters Coordinator
Ministry Role Descriptor**

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

Name of ministry and role(s)	Collection Counters Coordinator
Groups served by this ministry	The parish
Length of term	3 years (renewable)
Purpose of the role(s)	To coordinate the money counting function.
Activities and responsibilities	<ul style="list-style-type: none"> • Assume responsibility for the overall process. • Recruit and maintain a current list of collection counters • Prepare and email schedule to collection counters • Organize and have approved by Temporal Affairs Council (TAC) the money collection procedures for the parish • Communicate issues and / or suggest improvements to the collection process to counters/TAC • Provide appropriate forms and required materials to counters. • Train counters in diocesan and parish protocols and procedures, including cash handling • Investigate anomalies/issues/concerns pertaining to the collection with appropriate parties • Liaise with responsible ministry team, counters and TAC • Manage the security of the safe combination code information.
Constraints	<ul style="list-style-type: none"> • For financial security, counters must not work alone. • For personal security, counters must work in teams of 3 or more. • All money collected is the property of the parish and must be fully accounted for. • U.S. money is to be counted as U.S. currency and not to be exchanged 1-for-1 for Canadian money. • Coordinator should instruct the counting team to place their personal safety as first priority in the event of a robbery • The coordinator is not allowed to have a key to the sacristy where the safe is located
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"> • good leadership and well organized • financial or banking background helpful • supervisory experience helpful
Personal traits desired	<ul style="list-style-type: none"> • honesty • integrity • highly developed sense of responsibility • high level of confidentiality

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Orientation and training	<ul style="list-style-type: none"> • One-on-one orientation and on-the-job training. • Training/professional development through courses available at the diocese • Diocese document on money handling protocol and forms • Ministry role descriptor. • Responsible ministry training and handout.
Support, supervision and evaluation	<ul style="list-style-type: none"> • TAC oversees the coordinator and money counters. • TAC and the coordinator are both responsible to the pastor.
Working conditions	<ul style="list-style-type: none"> • May work at home or in parish office.
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 type="checkbox"/> Medium <input checked="" type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> 1. Volunteer information form 2. Two personal reference checks 3. Interview and police record check 4. Training and orientation 5. Supervision and periodic evaluation