

Collection Handler Ministry Roles Descriptor

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

Name of ministry and role(s)	Collection Handler
Groups served by this ministry	The parish
Length of term	3 years (renewable)
Purpose of the role(s)	Secure transfer of collections from the altar to the parish safe.
Activities and responsibilities	<ul style="list-style-type: none"> • The collection is transferred from the altar area to the sacristy by two collection handlers, placed in a numbered envelope and signed by both. • At St Philip, the handlers deposit the bag in the sacristy safe; at St Clare, the handlers give the bag to a member of the parish clergy, who deposits it in the safe at St Philip. • 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"> • Collection handlers must not work alone. • Collection handlers must follow the prescribed protocols. • A collection handler may act as coordinator for scheduling for the group. • 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"> • No special experience required.
Personal traits desired	Honesty and integrity
Orientation and training	<p>Collection handlers:</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 handlers are supported, supervised and evaluated by the temporal affairs council and the pastor.
Working conditions	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

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Screening measures

(Per the parish 'Responsible Ministry Program' document.)

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.