

Role Description – Offering Counter

It is important that we are diligent in counting and recording the congregation's gifts for God's work here at Kingsley. God leads all of us to give to various ministry areas and we need to do all that we can to ensure that all the funds go to the right ministry area as designated by the congregation members for their individual offerings.

Some Practical Steps:

- Collect the Offering Counting Bag and two (2) offering counting slips from the pigeonholes. (far left-hand side)
- Collect the Offering collection box from the rear of the auditorium.
- Sanitise hands using the hand sanitiser in the offering bag.
- Use key from offering counting bag to open offering box. Put key back into the offering bag.

Counting the offering & filling in the Offering Counting Slips:

- The left-hand table on the offering counting slip is to be used to count and summarise the total of ALL moneys received (including global reach and other offerings). The right-hand list is to total the 'other' offerings (offerings that are NOT general offerings) recorded on the envelopes.
- Please date each offering slip and circle the appropriate service (AM or PM).
- Remove all money from ALL envelopes received and sort into denominations.
- Keep ALL envelopes together to assist in preparing the offering summary discussed below.
- Each offering counter should count all the money and notate on one offering slip each. Once completed, compare the slips, and rectify any differences through recounting the required denominations.
- Please keep notes flat and place an elastic band around the stack (not individual denominations).
- Place all coins in a coin bag provided in the Offering Counting Bag.
- Using the envelopes collected above, each offering counter should complete the right-hand section of the offering counting slip, detailing any amounts received that were not general offerings. (If the envelope has no writing on it, the amount in the envelope is assumed to be general offerings.) You may wish to summarise the envelopes as you go using the table on the reverse side of the offering counting slip. Once completed, compare the slips again and rectify any differences through reviewing the envelopes. Two calculators have been provided in the Offering Counting Bag to assist in this process.
- Once the 'other' Offerings have been agreed on the offering slips, the envelopes can be discarded.
- Both offering counters should sign both slips.
- Place counted offering (notes & coins) and one (1) completed offering slip in the empty offering counting bag from inside the main offering counting bag. (this bag will go into the safe)
- Place the other completed offering slip in the Treasurer pigeonhole.
- Both offering counters please put the counted offering in the safe located in the Stationary Room for safe keeping. Shut the safe door once you have placed the offering bag inside. If the Stationary Room or the safe is locked, Mike or Jess will be able to open it up for you.
- Sanitise hands again.
- Please make sure all items are returned to the main offering counting bag before returning it to the pigeonhole.
- Return the offering box to the table at the rear of the auditorium.