

<b>St. Mark's Evangelical Lutheran Church</b>			
<b>Disciple Opportunity</b>			
Ministry:	Offering Counter	Revision:	0
Responsible to:	Finance Committee Chair/Bookkeeper	Date of Revision:	4-25-2022

## **Offering Counter**

### **Goal of Position**

The purpose of the Offering Counter is to provide accurate, consistent, confidential, and timely processing of all donations and monetary gifts to the church. This disciple supports the management of the church finances by counting offering and making the weekly deposit after church on Sundays.

### **Description of Responsibilities**

- Count offering and record as described on count sheet.
- Make copies of loose and special checks.
- Leave copies, empty envelopes, count sheet, and copy of deposit slip in bookkeeper basket.
- Make deposit at bank.

NOTE: If you are unable to count on an assigned week, it is your responsibility to find a replacement from within the other trained counters.

### **Minimum Disciples Needed**

12

### **Length of commitment**

Sign-up every year

### **Training Provided**

Experienced counter is paired with new counters.

### **Time Required**

Assigned by month – twice per year. The counting takes approximately 1 hour each week. Is usually done on Sunday but must be completed prior to Wednesday as organized with your teammate.

### **Benefits to this position**

This disciple should be good with reconciling financial accounts, have attention to detail, and follow procedures. People in this role are trustworthy and are fulfilling a need within the church operation.