

Name \_\_\_\_\_

**NOTE: Gail McLeod will train new counters. She will contact you about the date and time of training.**

### **Counting Ministry Guidelines**

Thank you for your willingness to participate in this ministry. **If you are unable to count on an assigned date, please exchange dates with another person on the schedule and make your counting partner aware of the change.**

#### **Instructions for Counters**

1. Arrange with your counting partner to count the offering at a mutually convenient time on Sunday or Monday.
2. Together, secure the keys to the bank bag, the safe, and the bank's night deposit drawer. The Treasurer will make known to you the location of these keys.
3. Together, retrieve the offering from the file cabinet safe located in the Church School office.
4. Follow the detailed procedures outlined in the counting instructions that you will find in the yellow folder in the top drawer of the file cabinet next to the mail slot in the church office.
5. Accompany your partner to the bank and deposit the offering in the night deposit drawer using the appropriate key **only if the funds you actually have match the total you should have, as indicated on the tally sheet you will use to record the count. If you are unable to complete the count accurately, lock the offering and counting documents in the church safe and contact Gail McLeod. Do not take the offering to the bank if your count is not completed correctly. The bank will charge the church a financial penalty, and Gail will have to pick up the deposit, find the error in your count, and redeposit the offering anyway.**
6. Return the counters' keys to the church and drop them into the church office through the mail slot located adjacent to the front door of the church.

If you have questions about your responsibilities, please contact the church treasurer, Gail McLeod.