

# Ministry Description

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Team Member	Counting		M-1
Biblical Reference <i>(List reference only)</i>		Purpose of Position <i>(Why this role is important in the life of the church)</i>	
1 Corinthians 16:2		Timely collection, calculation and deposit of our tithes and offerings are demonstrations of good stewardship.	
Ministry Description <i>(List specific tasks; responsibilities of this position)</i>		Desired results <i>(Successful outcomes)</i>	
<ul style="list-style-type: none"> <li>• Collect offerings from boxes</li> <li>• Pray over Collection</li> <li>• Open envelopes, stamping check or cash</li> <li>• Stamp checks with Endorsement stamp</li> <li>• Complete Cash Count Sheet</li> <li>• Place envelopes, checks and count sheet in safe</li> <li>• Place Cash and Deposit Slip original in Lock Bank Bag, Lock and Put in Banks Night Depository Box</li> <li>• Return Bank Key to office before next week.</li> </ul>		<ul style="list-style-type: none"> <li>• The cash given on Sunday is deposited Sunday</li> <li>• The Cash Count sheet is completed. The checks bundled in the Cash Count sheet and placed in the safe.</li> <li>• The giving envelopes, separated by cash or check, are placed in the safe.</li> <li>• Money is deposited in Night Depository at First Bank of MO.</li> </ul>	
Time Commitment <i>(Arrival time; length of event; how often)</i>		Length of Commitment <i>(6, 12, 24 months)</i>	
<ul style="list-style-type: none"> <li>• Approximately two hours per week one time per month</li> </ul>		<ul style="list-style-type: none"> <li>• 1 year</li> </ul>	
Skills, Talents, Gifts, Qualifications <i>(Help to support the ministry)</i>		Meetings & Training Opportunities <i>(Needed or available to do this ministry)</i>	
<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Math</li> <li>• Service</li> <li>• Administration</li> <li>• Previous money handling skills desired</li> <li>• Banking experience helpful</li> </ul>		<ul style="list-style-type: none"> <li>• Bi-annual training and as needed</li> </ul>	
<p><b><u>Special Requirements</u></b> (audition, background check, attendance, classes, etc.) <b>or Notes:</b></p> <p>Married couples may not count on the same days. Count must be made after the second service each Sunday. Confidentiality a priority. Background check required; will be bonded. If unavailable on scheduled date/time, to arrange coverage by another member of the team.</p> <p>Attendance of a Welcome To Harmony event is required for participating in this ministry.</p>			
Responsible to: Roger Hanson		Ministry Connector: Brenda Fuller	
Date Ministry Description Completed		9/09	