

## OFFERING COUNTER

The offering counter is responsible for accurately counting the money received in tithes and offerings immediately following collection of the tithes and offerings.

<b>Ministry Area/Department</b>	Stewardship
<b>Position</b>	Offering counter
<b>Accountable To</b>	Treasurer or financial secretary/bookkeeper
<b>Ministry Target</b>	Church in general
<b>Position Is</b>	Volunteer
<b>Position May Be Filled By</b>	Church member
<b>Minimum Maturity Level</b>	New, growing Christian
<b>Spiritual Gifts</b>	Administration • Giving
<b>Talents or Abilities Desired</b>	Accurate counting/math skills
<b>Best Personality Traits</b>	Honest • Trustworthy • Dependable-analyst
<b>Passion For</b>	Good stewardship
<b>Length of Service Commitment</b>	One year minimum

### ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour initially or as needed

### RESPONSIBILITIES/DUTIES

1. Work with at least one other offering counter to carefully count and total offerings after each collection.
2. Write down offering figures for the treasurer and/or financial secretary.
3. Give offerings and offering envelopes to the stewardship clerk.