

Offering Processing Team

Expectations & Responsibilities

Overview

Offering counters serve to steward the offering received during the worship services by processing and preparing the monies for deposit.

Team Leader Expectations

1. Provide a monthly schedule for Offering Count volunteers.
2. Send a text reminder to your respective Offering Count teams prior to the Sunday they are scheduled to serve
3. Provide any necessary training/orientation to your volunteers and actively seek additional people to serve throughout the course of the year

Team Responsibilities

1. The Counter team is a small group of individuals that are appointed and approved by the church leadership with a large responsibility and confidentiality in dealing with all the offerings given in the in-person Sunday services.
2. At this time, each counter is scheduled for (1) Sunday/month, however, sometimes we may be called upon to fill-in for someone that cannot be there on their scheduled Sunday. Two counters are always scheduled for each Sunday.
3. The monies are promptly collected from the offering boxes and counted after the 10:30 service.
4. Organization skills are needed in the counting processes, with some Sunday offerings requested to be given to different areas of the church beyond regular tithes and offerings, ie.. building fund, disaster relief, missionaries, etc., with all the monies needing to be kept separate in the counting process so all will be applied appropriately.
5. There are (2) spreadsheets that are requested to be filled out each Sunday, one to be delivered to the church treasurer with all checks and the other to be in the counter's book.

Frequently Asked Questions

1. **How will I know when I am scheduled?** You can check the volunteer schedule any time at www.coralhillbaptist.com/thisweek

2. **Where should I count the offering?** At this time, the offering is counted in the office located in the TeamKids wing of the building.
3. **When should I count the offering?** At some point after the 10:30 offering is received and before you leave the building.
4. **Should I ever be alone with monies given?** No.