

# Ministry Description

**Title:** Money Counter

**Servant Leader:** Coordinator but ultimately Business Manager

**Description:** Count money following weekend masses

**Specific Tasks:** The Coordinator will assign you to a rotating schedule where you will work as a team with 2 other counters. The counting is done following the 9:30 a.m. Mass on Sundays. This is adjusted if holidays come into play. Each counter has a specific job to do to expedite the deposit. You will be counting money, recording the deposit, and one of the three counters takes the money to the drop off box at Old Second Bank in Elburn.

**Skills or Attributes Required:** You must be able to count and print legibly. No training is required prior to counting. It is critical that you maintain the private information presented on the envelopes and do not discuss this information other than when counting.

**Time Required:** Once a month, each time 1.5 hours

**Training:** On the job.

**Benefits (How does it fulfill the parish mission):** While the Business Manager and/or staff could fulfill this function, it is not best practices when handling the parish's money. The counters add an extra layer of security in the stewardship of the church when it comes to monetary gifts.