

Church of Saint John the Evangelist, Hamilton

Ministry Description

Ministry Area	Administrative	Position	Offering Counter
Nature of Ministry	As a member of the Ministry Support Team of the parish you will assist by counting and depositing to the bank the weekly offerings of the church.		
Outline of Responsibilities	<ol style="list-style-type: none"> 1. Make an accurate count of all offerings and other deposits and submit reports. 2. Follow the procedures laid out for this ministry. 3. Maintain absolute confidentiality regarding personal information and givings. 		
A Person Well-Suited	<p>Will enjoy working in a task-oriented, structured environments.</p> <p>Will be a growing Christian who is generally familiar with the community and comfortable interacting with a number of people.</p> <p>Will care deeply for stability, growth and development of the faith community and its outreach into the wider community. Will be passionate about supporting the various ministries of the parish.</p> <p>Those who may be thought of as vulnerable persons are not eligible for this role as they will work in two-person teams.</p> <p>Spiritual gifts that may apply to this ministry include: giving, administration, helps.</p>		
Time Commitment	Serve on a rotation, currently every two weeks.	Length of Term	One-year term, renewable.
Participation Group	Working mainly with other offering counter in a team. Offering is always counted in at least a team of two persons. Relate to Envelope Secretary.		
Support, Supervision and Training	Training, support and supervision normally given by Offering Counter Team.		
Boundaries and Limitations	Offering Counters are bound by strict confidentiality reporting only to the Envelope Secretary or, in unusual circumstances to the Corporation. Confidentiality Policy of the parish and this ministry description.		
Benefits to Volunteer	The volunteer will enjoy the satisfaction of sharing expertise for the benefit of the community and a sense of accomplishment in a task well-done. The volunteer will enjoy working closely with members of the team.		

Risk Assessment		
Risk Type	Description	Assessment
Participation and Supervision	Offering Count Team. Mutual supervision and support. Supervision and support by the Corporation.	Low
Setting	Normally working in teams of two.	Medium
Nature of Relationship	Normally working in teams of two.	Medium
Degree of Authority	Low authority with low perception of power.	Low
Physical Safety	Minimal physical risks.	Low

Financial	Dealing with cash, although with a fellow member of the team, with procedures.	High
Privileged Information	Frequent possession of confidential or sensitive information.	High
Damaged Reputation	High risk of accusation.	Medium
Key-Holder	Yes. Including safe room and trained to open the safe.	High
Risk Level Assessed	High	

Screening Requirements	
X Training is required.	Training is offered, but not required.
X Interview is required.	X References are required.
X Police Records Check (PRC) is required.	PRC with vulnerable sector screening required.
X Signed statement regarding confidentiality required.	X Signed statement regarding ministry description required.
Signed statement regarding policy on ministry with vulnerable persons required.	X Key-holder agreement required.

I have read and agree to assume the duties, responsibilities and expectations as set out in this Ministry Description.

Signature

Date