

Volunteer Activities Description

Name of activity: Offering Counter

Mission Team responsible: Finance

How much time is required, and how often? One hour to one hour and 15 minutes each Sunday the volunteer agrees to serve.

When (time of day/week/month) is this activity performed? Each Sunday following the 9:30 AM service.

Please describe what this activity entails: Each counter takes about 40 offering envelopes and writes the amount of the enclosed check or cash amount on the front of the envelope. After all of the envelopes are opened, the total amount of cash and checks for each counter must balance with the total obtained from the front of their offering envelopes. Adding machines are used to print a record of each check amount and envelope amount so others can review the information and help balance the totals, if necessary. Typically, there are three or four offering counters present each Sunday. A counter is usually asked to volunteer for every Sunday during a certain month but if that is not possible, substitutes can be arranged by the Financial Secretary. Most offering counters serve an average of about 10 to 15 Sundays per year.

How much training is needed to perform this activity? When is it provided? On the job training. Most of the instruction can be provided during a 10 to 15 minute period on the first Sunday the volunteer agrees to serve. The Financial Secretary, person in charge of the counting, or another trained counter is always present to give additional help as needed.

Where is this activity performed? Classroom 207 or the Blue Room (in summer)

Who does the volunteer report to? Financial Secretary or the person designated by the Financial Sec. to be in charge of counting and depositing that Sunday's offering.

Who can a volunteer contact for more info?

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