

**Community Mennonite Church  
Job Description**

**Committee/Position** \_\_\_\_\_ **Offering Counters** \_\_\_\_\_

**Commission** \_\_\_\_\_ **Administration** \_\_\_\_\_

**Mission/Purpose:**

To collect, tabulate and deposit weekly financial offerings of the church

**Responsibilities:**

- At least two offering counters needed each week (4-6 total counters appropriate)
- Count weekly offerings, including special offerings, weekly or monthly reimbursements
- Tabulate member giving amounts so they can receive charitable giving reports
- Copy checks for special or non-offering checks
- Calculate totals and deposits in designated bank account
- Pick up deposit bags at least once a month

**Regular Activities/Responsibilities:**

**Jan. – Dec.**

- Same responsibilities/activities each month

Updated \_\_\_\_\_ by \_\_\_\_\_