



Newhaven Church
Committed to serving Christ, each other and the community.

Stewardship – Using your Time and Talents

Role: Count the Collection

Background Info: At Church on a Sunday we still have an open plate cash, cheque and Free Will Envelope collection during the service, which needs to be counted and recorded in preparation for going to be deposited at the Bank.

Duties: The Collection is split between the open plate cash/cheques and cash/cheques paid in Free Will Envelopes. These will all be in the basket which is usually on the communion table after the service is finished. Go through to the office and find the big Blue box which has all the things you need. Count the open plate money and record it on the form. Count the money from the Free Will Envelopes and make a not of the amount in each envelope. Keep the Free Will envelope money separate and record on the form. Record any other payments made on the form. Then merge all the monies and record the total collection on the form. You then complete in the Bank pay-in form and the bag for the Bank. Give completed forms and pay-in bag to Alister Greig, who will take to the bank.

When & How Often: Sunday mornings after the service. Currently we have enough volunteers that you only have to do it once every 5 weeks. A rota is sent out on a regular basis, If you can't do a specified date you have been given you should organise a swap with someone else on the Count Rota.

Who would I be working with?: You will be paired up with someone and the person may change if either you or they need to swap a date.

What skills would I need?: You must be numerate, happy to count money and complete a bank pay in form and other forms as required.

Is Disclosure Required Y/N?: N

Who do I contact if I am interested or need more information?:

Please email volunteering@newhavenchurch.org.uk and we will put you in contact with the right person.