



**DAUPHIN WAY**  
UNITED METHODIST CHURCH

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## **Volunteer Role: COUNTING COMMITTEE MEMBER**

### **Purpose:**

How does this position “make disciples who make a difference”?

The ministries of the church are funded by the generous giving of our attendees. The member assist in validating that all offerings given are counted and documented allow the church to be good stewards of God’s blessings.

### **Key Responsibilities:**

- Work with a member of the administrative staff once each week
- Open the offering bags
- Organize the checks and cash
- Participate in a double count of all funds
- Prepare the funds report
- Review the deposit for tithes & offerings the next week to make sure it matches the funds report
- Obtain explanations for any discrepancies
- Notify the Finance Committee Chair of any unexplained discrepancies

### **Time Commitment:**

Approximately 1 hour per week