

Summary:

The Financial Steward Team is responsible for the accurate, careful and timely execution of all procedures associated with the counting of the Sunday giving. This team works closely with the Financial Steward Service Leads (SL's).

Commitment:

- 1 Sunday service per month @ 30 minutes per service (total 1/2 hour monthly)
- 6 month commitment to serve once per month is strongly desired

Qualifications:

- Because this Financial Steward Team handles confidential information, all Volunteers must be a member in good standing (sacrificially giving, regularly participating in community and well-known by their Lead)
- Strong attention to detail
- Able to perform basic mathematics and use a calculator

Essential Duties and Responsibilities:

- Participate 30 minutes after each service in counting the Sunday giving
- Immediately following the close of the service, combine all giving baskets into one and transport to the counting area, always in the presence of at least 2 Financial Steward Volunteers
- Gather all necessary materials to count the Sunday giving
 - ▶ Financial Counting Instructions document
 - ▶ DCC Calculator with Ticker Tape
 - ▶ Pen
 - ▶ Legal Envelope
 - ▶ Table/crate
- Carefully follow the Financial Counting Instructions
- Pass the sealed envelope with appropriate contents to the Data Entry Person immediately following counting
- Return all materials used to count the Sunday giving to their appropriate storage place
- Actively identify areas of improvement and provide feedback to the SL

Experience:

- No experience is required.