

Counting Policy & Procedure

- One of the responsibilities of the vestry is to count the offerings after the services on Sundays. We ask that each vestry member sign up to count after the 11am service at least one Sunday per month. This includes the Senior and Junior Wardens, the Clerk of the Vestry, the Treasurer and the Assistant Treasurer as well as all vestry members. If everyone volunteers each vestry member should only need to count about once every 5 weeks, so a little less than once per month. During Holy Week and Christmas extra counters are also needed.
- The counting schedule covering the next four Sundays is typically circulated at the vestry meetings. One volunteer is needed to collect the offerings after the 9am service, and 2 volunteers are needed to collect the offerings after the 11am service and then count the offerings for both services. The counting process after the 11am service usually takes 30 – 45 minutes.
- After the 9am service the volunteer will find the offering plates in the bottom shelf of the altar. Transfer the offerings from the offering plates to one of the plastic zip lock bags in the altar. Be sure to get the offerings from both offering plates. The offering plates should then be placed underneath the bench where the crucifer sits during the service. Take the plastic bag with the offerings to the safe and put it in one of the green bank bags that should be in the safe. Then close and lock the safe.
- After the 11am service follow the same procedure above for collecting the offerings and retrieve the offerings from the 9am service from the safe. There may also be some checks that came in the previous week's mail in the safe and those should be counted also. Take the offerings to the table in the Common Room for counting. Never leave the offerings unattended for any length of time. If you need to leave the room take the offerings with you.
- Counting sheets, calculators, pencils and other supplies are in the plastic box in the cabinet next to the table in the Common Room. If the counting sheets are running low please make more copies.
- There must always be two people to count the offerings. If one of the volunteers is not there you can try to find another vestry member who would be willing to count. If you cannot find another person to count with you then return the offerings to the safe and let the Rector know that the counting has not been done. We will then need to arrange for volunteers to count at another time during the week.
- The front side of the counting sheet lists the names of pledgers and other frequent donors with two columns, one for general fund donations and one for SVSS/SVSP capital campaign donations. Any donor who is not listed on the front side should be written in on the back of the sheet in the top section.
- Designated donations (those with any sort of notation on them that they are for a specific purpose other than the general fund or the SVSS/P capital campaigns) should be listed in the Designated section on the back of the counting sheet.
- Cash is listed in the upper right section on the back of the counting sheet.
- Each counter must count all of the offerings. Once everything has been counted the counters should compare their column totals and reconcile any differences in

their column totals. Once the columns agree then tally up all of the offerings and compare grand totals. Once the grand totals match the counters sign each other's counting sheet. Make a copy of both counting sheets and put the copies in the treasurer's mail box.

- After counting keep the checks in their separate stacks (i.e. pledges, unpledged/plate, SVSP, designated, etc.) using rubber bands or paper clips. The cash should be placed in the clear compartment on the front of the green bank bag and the checks should be placed in the main compartment of the bag. The original counting sheets should be placed in the green bag with the checks. Put the bag back in the safe and lock the safe.
- It is also the responsibility of the counters to lock the parish house, the garth (church yard) and the church after counting.

Thank you very much for doing this important job for St. Andrew's!