Resurrection Parish, Keysborough
Volunteer Position Description

Counters



Reports to:

Parish Priest, Parish Leadership Team, Business Manager, Counters Leader, Volunteer Co-ordinator

Other Key relationships: Parish Finance Committee

Position Purpose

- Count and record the giving collections each week as soon as practicable after weekend Mass has been completed.

Qualifications and Experience

- Must be 18 years of age or older.
- No qualifications or experience required.

Training

- Volunteers are required to complete the Safeguarding Essentials Training module and sign a Code of Conduct every 3 years.
- When requested, trains new or continuing volunteers as authorised by the Counters Leader, Volunteer Co-ordinator, Parish Priest or Staff member.

Conditions

- Volunteer role
- Expected commitment is 2 hours per week / month
- Must hold a Working with Children Check or Victorian Institute of Teaching registration.
- Must hold a Police Check.

Skills and attributes

- Strong motivation to work within the Catholic Church and a deep commitment to its values.
- Commitment to ongoing personal faith formation and spiritual growth.
- Demonstrates honesty, integrity, reliability and responsibility.
- Proven willingness to work collaboratively and effectively as part of a team.
- Highly planned and organised, yet flexible and adaptable to changing circumstances.
- Eagerness to participate in learning opportunities, including induction, training and ongoing development.
- Excellent communication skills with the ability to interact effectively and respectfully with diverse groups of people.
- Strict adherence to confidentiality and the privacy of parishioners.

Key Duties

- Counts weekly Mass offerings strictly in the presence of a co-counter or authorised personnel to ensure accountability.
- Accurately records all received offerings in accordance with directives from the Parish Priest, Business Manager or Counters Leader.
- Safety handles and stores all financial contributions in strict adherence to established Parish policies and security procedures.