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| *Insert Parish logo here* |

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| Position title: | Counter | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | None. | Other key relationships: | Parish Finance Council, Pastoral Associate, Business Manager |
| Position Purpose: | The role of the Counter is to count and record the gifts of the faithful after the Mass has finished. |
| Qualifications and experience: | * No qualifications or experience required as training is provided.
* Must be aged 18 or older.
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| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis.
* Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years.
* Other training as directed.
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| Conditions: | * This is a volunteer role.
* Expected commitment is ……. hours a week/month.
* Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration.
* Must apply for a Police Check or provide a recent Police Check.
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| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people
* Motivated to work within the Catholic Church environment and a strong commitment to its values.
* High level of honesty and integrity
* Reliability
* Responsibility
* Willingness to work collaboratively as part of a team
* Planned and organised
* Willingness to participate in learning opportunities e.g. induction, training and development
* Able to communicate effectively and respectfully with others
* Flexible and adaptable
* Respect confidentiality and privacy
* Basic financial literacy
* Understands that counters never count alone
* Understands that counters always count in a secure location
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| Key Results Areas: | Key Duties:  |
| --- | --- |
| Counts collection after Mass | * After Mass or on a following day, counts Mass offerings in the presence of another counter or authorised person.
* Records offering as directed by Parish Business Manager.
* Stores offerings securely according to Parish procedures and policies.
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| Training | * As requested trains new Counters.
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