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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. | | |
| 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. | | |
| 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. | | |

| 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 |

| Key Results Areas: | Key Duties: |
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| 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. |
| Training | * As requested trains new Counters. |