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| *Insert Parish logo here* |

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| Position title: | Collector | 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 Collector is to gather the gifts of the faithful during Mass. | | |
| Qualifications and experience: | * No qualifications or experience required as training is provided. | | |
| 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. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * 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. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check if applicable. | | |

| 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. * 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 able to adapt to unforeseen circumstances * Respect confidentiality and privacy |

| Key Results Areas: | Key Duties: |
| --- | --- |
| Collection | * At appropriate times during Mass, moves from the front to the back of the Church collecting offerings. * Hands collections to designated person. |
| Training | * If requested, assist in training new volunteers. |