**RECRUITING SAFELY**

 **Safeguarding Form FC1**

**Job Description**

Note:
Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

**Rota for Counting the Collection**

**Group: 3 Workforce: Adult**

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| Volunteer Role Outline Role information: Sunday Collection Counting Rota; member**Location: XXXXXXX Methodist Church****Responsible to:** **Church Treasurer; Property and Finance Team****Eligibility: Church Member****Commitment: To be a semi-regular member of a rota, allowing for availability, always as one of a partnership of two** |

# Key volunteer activities

* Move the collection on the plate into the office (or other designated counting area) at the end of the service, allowing time for the congregation to make their offering.
* Separate the envelopes from the loose cash.
* Count the loose cash and record the amount on the forms supplied.
* Empty the envelopes, recording the contents on each envelope.
* Count the envelope contents and record the individual amounts and total on the forms.
* Count the money from coffee donations and record the amount on the forms.
* In each case count and record the quantity and amount of each denomination.
* Add up and reconcile all totals so that the completed forms accurately record the money collected.
* At each step ensure that both members of the counting pair agree.
* Sign and date the form to show agreement that it is an accurate record.
* Hand all money, opened envelopes and completed forms to the Church Treasurer, or in their absence to another member of the Finance and Property Team.

**Personal Skills**

* Honesty and reliability.
* Able to count and record money accurately.
* Able to complete paper forms accurately.
* Able to work well with other members of the counting team, always with one other person.
* Understand the need for confidentiality.

**Boundaries**

* Always count in a pair, with a person to whom they are not related.

**Safeguarding**

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms.

**Training and support provided**

* Volunteers are supported by the Minister and Church Council
* Training will be given in completing the collection forms
* Volunteers are required to attend safeguarding training; Creating Safer Space - Foundation Module renewable every four years.
* Out of office expenses can be applied for.

**Appointment Period**

Volunteers are appointed annually and would ordinarily serve for up to six years. However, in exceptional circumstances the appointment can be extended; this would follow the approval of Church Council/the Annual Church Meeting.

This job description was accepted by Church Council on XXXXXX

I have seen and accept the responsibilities of this role

Signed Date

(Applicant)

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL
MANNER BY THE METHODIST CHURCH

NB All information will be held in accordance with the Data Protection Act 1998