



Role Description

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| Position title: | Counter | Position reports to: | <i>Parish Priest</i> |
| 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: | <ul style="list-style-type: none"> No qualifications or experience required as training is provided. Must be aged 18 or older. | | |
| Training: | <ul style="list-style-type: none"> 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: | <ul style="list-style-type: none"> This is a volunteer role. Expected commitment is 1 hour 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: |
| <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> After Mass or on a following day, counts Mass offerings in the presence of another counter or authorised person. |

| Key Results Areas: | Key Duties: |
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| | <ul style="list-style-type: none">• Records offering as directed by Parish Business Manager.• Stores offerings securely according to Parish procedures and policies. |
| Training | <ul style="list-style-type: none">• As requested trains new Counters. |