



Role Description

Position title:	Collector	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 Collector is to gather the gifts of the faithful during Mass.		
Qualifications and experience:	<ul style="list-style-type: none"> No qualifications or experience required as training is provided. 		
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. 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:	<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. 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:
<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. 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	<ul style="list-style-type: none">• At appropriate times during Mass, moves from the front to the back of the Church collecting offerings.• Hands collections to designated person.
Training	<ul style="list-style-type: none">• If requested, assist in training new volunteers.