

Role Guide

Team: Housekeeping (10:30am)



Role: Count & Verify Collection

The big picture

Money given to St Peter's needs to be handled carefully, transparently and with proper accountability.

Your role

Your responsibility is to count and verify the loose cash collection after the service.

This should always be done by two people together.

When to do it

Please do not remove the collection box immediately after the service.

Wait until most people have left the church. Some people give after the service, and removing the box too early may mean donations are missed.

What to do

Once it is appropriate to begin:

- take the collection box to the agreed counting place;
- make sure two people are present throughout the count;
- count the cash carefully;
- verify the total together;
- complete the collection slip;
- enter the required information in the register kept in the vestry;
- make sure the cash and paperwork are left in the agreed place for onward processing.

If there is a discrepancy or anything does not look right, do not try to conceal or casually correct it. Record what has happened and speak to the Church Administrator, Vicar, churchwarden or finance lead.

Last updated: October 2026