

## **Ministry Opportunities at St. John the Evangelist Church, Kitchener Giving Coordinator and Counters**

At St. John's, our various ministries support our intention to be a faithful and thriving community.

Connecting individuals and ministries is an act of mutual discernment – you may wonder which ministry is the best fit for you at this time, and the community may recognize gifts in you and encourage you to share them as we seek to be a thriving community.

The community also has some expectations for ministries. Knowing these expectations can help you and the community discern which ministry makes sense for you at this time. Some ministries also have a trial time to assist further with this discernment.

### **How does this ministry contribute to living as a faithful and thriving community and your life of discipleship?**

God calls us to be stewards of the abundant gifts we have received. As a church this relates to how we use and care for our building and how we use and care for our financial resources.

The Giving Coordinator and the Counters participate in keeping an accurate account of the financial contributions that members of the parish contribute for the ministry of the church.

### **What gifts and skills are helpful for this role?**

- Confidentiality regarding parishioner's financial contributions is essential
- Basic financial literacy
- Willingness to learn the Church's financial software
- Commitment to good financial stewardship

### **What to expect:**

- Teams of Counters count the financial contributions and prepare the monies received for deposit.
- The Giving Coordinator(s) oversees the proper recording of all financial contributions to the church.

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### **Responsibilities**

#### **Counters:**

- are required to work in teams of two which provides due diligence for the proper recording of monies received.
- each counting team is on duty about once every two months.

#### **Giving Coordinator(s):**

- regularly uploads the financial contributions to our financial software so that this information is available for our bookkeeper.
- prepares and send out end-of-year tax receipts.
- sets up new envelope and Direct Electronic Fund Transfers (DEFT) pledges.

**Accountability:** To the Churchwardens

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**Reimbursement for synod accommodation and mileage**