

INSTRUCTIONS FOR OFFERING STEWARDS

- An Offering Steward on duty should arrive 10 minutes before the commencement of the service.
- Notify the Duty Elder of your arrival.
- Obtain an offering plate from the Vestry cupboard and have it handy to you in Church.
- Arrange with the Door & Welcome Stewards from which side of the Church you will collect.
- Assist the Door and Welcome Stewards to collect the offering at the appointed time during the service.
- Join the Duty Elder (who has collected the food basket) at the back of the aisle.
- Watch for the signal from the Minister to proceed up the aisle with the Duty Elder. Hand your plate to the Minister and, after the offering prayer, return to your seat.
- Collect offering plates and separate contents into two separate entities: "Envelopes" and "Loose Money" and keep them separate for counting and recording purposes.
- Use separate cash slips for Envelope and Loose to record break down of amount received.
- When emptying each envelope, write the amount of the contents on the outside of the envelope.
- Use envelope list to record amounts for each denomination in envelopes
i.e. 2 x \$10 = \$20, 3 x \$5 = 15, etc.
Total of envelopes should equal cash/cheques received in envelopes.
- Transfer total for loose and envelopes to summary sheet and total.
- Record attendance of adults and children in summary sheet.
- Both stewards to sign sheets.
- Place cash and forms in money bag and hand to duty Elder for delivery to Margaret Thorburn.
- **PLEASE NOTE:** Some parishioners do an automatic Electronic Funds Transfer (EFT) and may place an empty envelope in the offering plate or even a business card to indicate their contribution.