

**POLICY:** The Stewardship Committee is responsible to organize the receiving and recording of weekly church offerings, and to arrange for the banking of contributions and other income promptly.

**APPROVED:** Stewardship Committee

**DATE:** March 3, 1996

**GUIDELINES:**

**1 General**

- 1.1 Arrange for at least two people to count the offering. The counting should be done at the church following the worship service.
- 1.2 Pick up the Stewardship briefcase from the office. It will contain:
  - 1.2.1 deposit bag and keys for deposit bag and Credit Union Depository.
  - 1.2.2 counting sheets, cheque stamp and stamp pad.
  - 1.2.3 calculator.
  - 1.2.4 coin wrappers, pencils/pens, rubber bands.
- 1.3 Pick up offering from the sanctuary following the service.
- 1.4 Pick up offering from the Sunday School (usually left in library).

**2 Loose Offering**

- 2.1 The loose offering should be recorded on a separate sheet.
- 2.2 Count up the bills and coins and record amount on sheet
- 2.3 If a cheque is in the loose offering, record the name and address of the giver on the sheet. Should the cheque be in a plain envelope, record the amount and giver on the envelope and include it with all the envelopes.
- 2.4 Balance the cash and cheques with the sheet.
- 2.5 Initial the sheet.

**3 Sunday School Offering**

- 3.1 The Church School offering should be recorded on a separate sheet.
- 3.2 Open each envelope and verify the cash or cheque in the envelope with the amount marked on the envelope. If no amount written on the envelope, record the amount on the envelope.
- 3.3 Record the envelope number along with the amount on the counting sheet.
- 3.4 Record loose Sunday School Offering on the sheet.
- 3.5 Balance the cash and cheques with the sheet.
- 3.6 Initial the sheet.

**4 Church Offering**

- 4.1 Sort the Church giving envelopes into numerical ranges (0-99, 100-199, etc.) and count on separate sheets.
- 4.2 Open each envelope and verify the cash or cheque in the envelope with the amount marked on the envelope. If no amount written on the envelope, record the amount on the envelope.
- 4.3 Record the envelope number along with the amount on the counting sheet.
- 4.4 Balance the cash and cheques with the sheet.

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- 4.5 Initial the sheet.
  - 4.6 Stamp the back of each cheque with the church's deposit stamp.

**5      *Deposit Book***

- 5.1 Record the cash and change in the deposit book.
- 5.2 Total the cheques and record in the deposit book.
- 5.3 Balance the counting sheets with the deposit book.
- 5.4 When balanced, place cash, cheques and deposit book in deposit bag and deposit the bag in the depository at the Credit Union.

**6      *Briefcase***

- 6.1 Wrap **all** the envelopes together with a rubber band and place, along with all the other items mentioned in 1.2, in the briefcase.
- 6.2 When finished making the deposit at the Credit Union, place the keys in the briefcase.
- 6.3 Return the briefcase to the Church Office before the following Tuesday.
- 6.4 You may wish to leave the briefcase in the Church Office, take the keys and deposit bag to the Credit Union and then slip the keys in the mail box at the Church.

EFFECTIVE DATE: March 3, 1996