
Tellers Committee

Scope: Count weekly receipts and deposit in the bank's drop box.

Purpose:

To select an appropriate number of assistants and prepare a schedule of duty. To be responsible for the safeguarding and counting of church receipts and safely delivering funds to the bank drop box.

Membership:

Tellers Committee consists of six regular members nominated by the Nominating Committee and elected by the church for three-year terms which begin in January annually. The committee selects and schedules a sufficient number of assistants for counting of church receipts during the Sunday morning church service. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The Tellers Committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The weekly counting team shall include at least one Teller Committee Member. Two members of the weekly counting team, one of which must be a Teller Committee Member, shall jointly safeguard and transport the bank bag containing the weekly receipts to the bank drop box. The Committee Chair serves as a member of the Church Council.

Duties:

1. Count offerings received on Sunday.
2. Verify offering envelope amounts.
3. List loose money separately from envelope money for balancing.
4. Complete envelopes for loose checks for correct recording.
5. Separate envelopes into different categories as much as possible.
6. Fill out summary CF 17.
7. Fill out bank deposit slip.
8. Turn over all records to the Contributions Secretary for weekly recording.
9. Drop the bank bag in the selected bank's drop box on Sunday.

10. Meet as often as needed to accomplish the committee's purpose.
11. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.
12. Provide a written report of deliberations, activities and recommendations to the Church Council when requested.