

## **St Matthew's Church - Collection Counters guidance**

If the side-person needs help with the collection during the offertory song, please take one of the Collection Bags (kept by the main door). Starting at the front systematically go along the rows of the Congregation looking for any with a donation to make and gather the collection.

Immediately after the service take the money from the altar and count the money together with a trusted member of the congregation and enter the figures on the offertory collection Form. This requires two signatures.

Put the money and the form in the linen collection bag and arrange for it to be locked in the safe in the vestry or parish office.

**Thank you!**