

## DIRECTIONS FOR COUNTING THE OFFERING

*Two persons (not relatives) count money together.*

*You will find plastic bag and yellow slip in middle drawer of ushers closet.*

1. **OFFERING ENVELOPES:** Do not open envelopes. Place envelopes in plastic bag.
2. **CHECKS:** Gather loose checks and stamp top back of each check with the deposit stamp. Place checks in plastic bag.
3. **CASH/COINS:** Count cash/coins and write the total amount on the cash count slip. Place slip (initialed by 2 officers) and money in plastic bag.
4. **FRIENDSHIP PAD:**
  - **8:30 service** - Place slips from friendship pads in plastic bag.
  - **10:30 service** - Offering gather during the service (money and friendship pad slips) is counted during the service. Any friendship pad slips gathered after the service are put in the safe.
5. **SAFE:** Deposit the plastic bag into the church safe located in the ushers closet.
6. **OFFERING PLATES:**
  - **8:30 service** - Leave plates in the ushers closet so they will be ready for the 10:30 service.. There should be 4 plates.
  - **10:30 service** - Place all 4 offering plates in the ushers closet.