

BETHEL FREE WILL BAPTIST CHURCH

ADVISORY COMMITTEE COUNTING SCHEDULE

January	February	March
Mike Weeks Cheri Weeks	Nate Brown Russell Davis Jr.	Roy Ramey James Meredith

April	May	June
Mike Weeks Cheri Weeks	Nate Brown Russell Davis Jr.	Roy Ramey James Meredith

July	August	September
Mike Weeks Cheri Weeks	Nate Brown Russell Davis Jr.	Roy Ramey James Meredith

October	November	December
Mike Weeks Cheri Weeks	Nate Brown Russell Davis Jr.	Roy Ramey James Meredith

ADVISORY COMMITTEE RULES FOR COUNTING

1. Never count during a church service.
2. Only Advisory Committee members (or their wives if they are familiar with the system) are allowed to count. If you will not be available to count, contact another Advisory Committee member to switch with you.
3. Make sure that the office door is locked when counting and that no one is in the office but the counters (with the exception of staff members).
4. Make copy of all loose checks.
5. Do not throw away any envelopes (even if there's no name on the envelope). The office staff needs them to confirm the count before depositing and entering the giving records.
6. If there is a "Special Offering" please keep those envelopes and cash separate from the regular offering. The office staff needs to be able to verify the amounts.
7. Put the date, amount, & the check number or "cash" on each envelope. Confirm that the amount written on envelope matches the amount placed in it.
8. List all designated giving correctly on the report form.
9. Fill out counting report form correctly and remember to sign & date it.
10. Make copy of report form and place in Pastor's message box.
11. Place money, checks, change, & the copy of loose checks into an envelope or zippered bank bag and place in safe.
12. Make sure safe is locked.
13. Return offering plates to auditorium table.