

Offering Instructions for the Head Usher 2019

After the Offering is collected EACH SUNDAY (following Worship)...

1. The head usher is to gather his/her assistants for the day (two persons) in the Old Treasurer's office (room to the right of the pulpit) following the Morning Worship Service.
2. The head usher is to separate the CASH from the CHECKS.
3. Count the CASH and list the TOTAL FOR CASH on the Offering Form, one of the assistant ushers should verify the total.
4. Place CASH and CHECKS in the lockable BANK BAG.
5. Treasurer or Assistant Treasures will prepare the deposit, listing all checks and cash as verified by ushers.
6. LOCK the Bank Bag - making sure the KEY has been removed from the Bag.
7. After the deposit slip has been completed... One of the ushers/treasurers should take the LOCKED Bank Bag to Capital City Bank and place in the night Deposit Box.
8. Please place the Bank Bag KEY, the Offering Form, and any other items (visitor cards, response forms from the bulletin, etc.) on the CHURCH OFFICE DESK.

Thank you for your help! Your willingness to follow these steps helps protect our church and our church officers who handle church funds! If you need additional OFFERING FORMS please notify the church office!