Our Lady of Pentecost
Balwyn, Camberwell, Deepdene, Surrey Hills and Wattle Park

Ministry Role Description
Collector at Mass

Purpose:
Is to gather the gifts of the faithful during Mass.

Responsible to:
Parish Priest or Stewardship Coordinator

Role Description:
The role of the Collector at Mass is to coordinate and take up the collection during the Mass.

Duties:
The Collector will:

- Arrive approximately 10 minutes before the commencement of Mass.
- Collect your collection basket upon arrival.
- Check with the other collectors as to which area of the church is your designated collection site.
- At the appropriate time during the Mass, offer the collection basket throughout the community to receive their monetary offerings.
- After the collection has been taken up, the monies are to be secured in the nominated collection bag and are then brought up:
    - For the weekly collection, this is brought up when the offertory is taken up. The monies are to be brought up separately to the offertory gifts.
    - For special/appeal collections, the monies are secured in the nominated "appeal" collection bag and brought to the Sanctuary following the collection.
- Report any issues to the Parish Priest, Sacristan or Stewardship Coordinator.

Conditions:

- This is a volunteer role.
- Collectors are required to:
    - Hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration with the parish registered as a volunteer organisation. This check remains current for five years.
    - Read and sign the Safeguarding Code of Conduct. Once signed, it will remain current for three years.
    - Complete the Safeguarding Essentials online training module. Once completed, it will remain current for three years.

Duties may vary in each church.

Training required:

- All volunteers must complete:
  - A safeguarding training module as required.
  - Initial induction training prior to commencing in the role and other training as required.

Qualifications and experience:

No prior experience is required as a Collector during Mass.

Skills and attributes:

- Respects the cultural, gender and age diversity of the parish.
- Committed to the safety of children, young people and vulnerable people.
- Willing to work collaboratively as part of a team.
- Familiar with the Mass.
- Reliable and responsible.
- Willingness to participate in learning opportunities eg. induction, training and development.
- Respects confidentiality and privacy.
- Able to communicate effectively and respectfully with others.

Benefits to this position:

Those who commit to this ministry will have the privilege of serving the parish community and contributing to the smooth running of our liturgies.