**Our Church**

**Counting Team Criteria**

Members of the counting team have the important duty of ensuring that the offerings are securely and accurately counted so that donor records and accounting records can be properly kept. Counters must abide by policies and procedures set by the Finance Committee in carrying out this duty.

Since the counting team works with very sensitive information, each member must sign a confidentiality agreement.

Counting Team

# **Confidentiality Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and agree that the church’s giving and financial information is sensitive and confidential. I hereby agree to keep confidential any and all information about an individual’s giving to which I am exposed as a member of Counting Team. I will not share member financial information or amounts donated to the church with anyone outside of the Counting Team and Financial Secretary. Further, I agree not to share or disclose the safe combination to those not on the Counting Committee.

As a member of the Counting Team, I will be responsible for making sure the offering is counted, balanced, and is deposited safely at the bank each week.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature