

**COUNTING TEAM**  
*Dream Team Handbook*

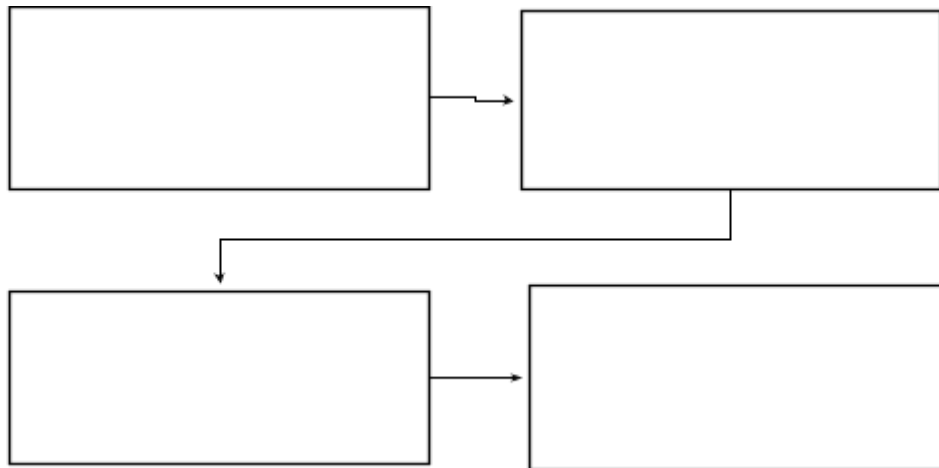
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## **WELCOME**

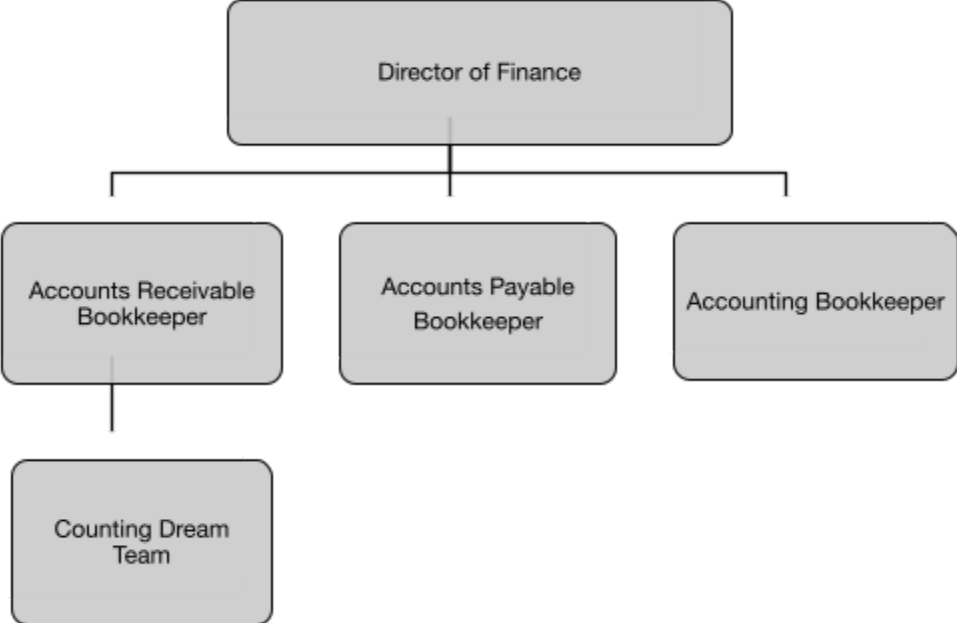
Hello! Welcome to the Counting Team! We are so glad you have joined us in playing a part in stewarding the tithes and offerings of our house.

## ONBOARDING PROCESS



During your onboarding process, you will learn the process and procedures for counting the tithe and offerings at your specific campus. You can also expect to build community with the team members you are serving alongside.

**ORGANIZATIONAL CHART**



Although the Counting Team is under the Finance Department, we work closely with the Database team- where we record all giving.

## **OUR CULTURAL VALUES**

### Love God

- Our relationship and love for God fuels us to live out our purpose through our role.
- We remember the “why” in everything we do.

### Love People

- We see people – their obedience, sacrifice, and generosity.
- Freely we have been given, and so freely we give.
- People first, always.

### Pursue Excellence

- We care for the details to ensure accuracy.
- This is our house and our legacy- we provide feedback and are consistently looking for improvement opportunities.

### Be Life-Giving

- We carry a joyful spirit. Serving is an honor and we have fun doing it!
- We do life together, and work on building life giving relationships.

## **OUR LEADERSHIP COMPETENCIES**

### Cast Vision

- Communicate the mission.
- Connect people to it.
- Inspire them to join.

Always be sharing your why for serving and encourage others to join you on the mission of leading people to next steps. Share stories of how serving has changed your own relationship with God and helped you to become more fully alive.

### Communicate Clearly, Often, and Honestly

- Create clear expectations.
- Provide consistent feedback.
- Tell the whole truth (give your last 5%).

Communicate with your leader regarding how your role is going and whether you are feeling fulfilled. Give him or her feedback on their leadership, systems within the team, and your experience and/or needs as a team member on a regular basis.

### Create Opportunity

- Bring others with you.
- Look for potential.
- Empower people.

As you interact with others, maybe a guest in the foyer, someone joining us online, or a person in your sphere of influence, ask yourself how you can create opportunity for them. Do they need to be invited to join you for a worship experience? Are they new to church and ready to join a small group or Dream Team? Do they share your skill set or passions and should be invited into your serving area? Remember, no matter how new someone may be there is potential in them if given the right opportunities to learn and grow.

### Cultivate an Environment of “We”

- Be loyal to the team.
- Embrace collaboration.
- Love sacrificially.

When you're scheduled to serve, show up with a ready heart and willing attitude. If ever you can't make it on a day you are scheduled, let your team leader know and collaborate with other team members to find coverage. Be willing to lay down your personal preference or what's easiest for you for the sake of the team, the mission, and the people you serve.

### Convey an Attitude of Hunger

- Always be evolving.
- Pursue innovation.
- Ask insatiable questions.

Conveying an attitude of hunger could mean continuing to pursue growth seeking out ways to learn from your leader and the people you serve alongside. Regardless of the role you have, we can all also be growing ourselves as followers of Christ and leaders in the church. When given opportunities to learn, lean in and take notes. Be a self-starter in seeking out ways to grow. Take time to examine yourself and determine areas you want to be stronger, then take initiative to talk with your leader about how you can grow in that area.



## **EXPECTATIONS**

**Dream Team Member** – A person who has discovered their purpose and is making a difference on the Dream Team.

- Serves in a rhythm of “serve one, attend one”. Based on the service times at your campus, this could mean serving weekly or bi-weekly. Your leader will help to determine the best serving rotation for your unique role and availability.
- Regularly communicates with his or her Team Leader regarding prayer requests, personal development, and serving availability.

## **PROCESSES, SYSTEMS, AND RESOURCES**

### COUNTING TEAM PROCEDURES

- Ushers must hand the Security Team the offering baskets directly
- Two security team members will put all cash and checks in a tamper resistant bag and place in the campus designated safe until the end of the last service of the day.
  - THE PROCESS OF PUTTING THE CASH AND CHECKS IN A TAMPER RESISTANT BAG MUST BE DONE IN DUAL CONTROL.
- Kidspoint contributions must be delivered by two Kidspoint team members to the Security Team to add to the deposit. No need for a separate deposit.
  - If Kidspoint contributions are brought back to the Security team and delivered to the Counting Team after the Counting Team has already begun counting or has finished counting, the Kidspoint contributions must be secured in a tamper resistant bag and placed in the designated campus safe until the following Sunday. If not available at the location, then a deposit must be made, or it is acceptable for security to deliver the deposit to the main office to be stored in the designated safe in the Security Office until the designated person(s) on staff are available to retrieve the deposit on the following business day.
- Counting must occur in a secure room, with security personnel present.
- Counting Team members will separate the cash, checks, and connection cards (if applicable).

### CASH COUNTING AND DEPOSIT PROCEDURES

- Cash is to be counted by two individuals (first count and verification count), each recording a tape on an adding machine.
- Once verified, attach tape to counting sheet and record amounts of each denomination

- according to count sheet instructions.
- Cash is to be recorded into batch system.
- Any cash without a name is to be entered under the system profile *Loose Cash*.
  - Any cash designated to two funds will be recorded as two separate transactions in the batch entry system.
- Seal cash in top tamper resistant section of the deposit bag.
- Write bag number on counting sheet.

#### CHECK COUNTING AND DEPOSIT PROCEDURES

- Checks are to be verified by two people. This can be done as one person runs a tape and the other enters the checks into PushPay. The two compare totals and names for accuracy.
- Attach check tape to count sheet and enter total number of check gifts.
  - If any checks are designated to two funds, record to primary fund (larger fund) and notate on count sheet. Staff in charge of counting teams will adjust in main database to reflect split.
- Seal checks with completed deposit slip in bottom detachable tamper resistant section of the deposit bag.
  - DO NOT DETACH FROM CASH PORTION
- Write bag number on counting sheet.

#### ADDITIONAL BATCH PROCEDURES FOR DONORS

- Any donors not currently in the system need to be added as outlined in the illustrated batch entry instructions.
- Upon completion of batch, verify totals in batch entry system match tape totals.

#### COUNT SHEET PROCEDURES

- Count sheet must be filled out completely with:
  - Date
  - Names of all counters present that day
    - NOTE: ALL COUNTERS MUST LIST THEIR NAMES ON THE COUNT SHEET, WHETHER THEY COUNTED OR ENTERED THE BATCH.
  - Breakdown of cash
  - Cash total
  - Check total
  - Deposit bag numbers
  - Comments, notes, and updates about deposit: Any cash in an envelope with a donor's name on it, split checks or split donor checks – please list all information available to ensure donor information is recorded correctly and can be verified in Giving and ChMS systems.
  - If there is any money given for anything other than the General Fund, Kingdom Builder Fund, Year End Offering (as detailed in Year End Offering instructions), this needs to be sealed in a tamper resistant bag and delivered to the Finance Team for handling.
- Record image of count sheet and send to Counting Director/Bookkeeper/Finance Team.
  - Ensure Counting Tapes are also included in image.

- Close out of all giving platforms.
- Deposit bag is to be handed to designated security team personnel for deposit.
- Security team is to take deposit to designated bank on the same day the count has been made.
- Physical copy of count sheet, with counting tapes attached, is to be sent with campus staff, such as Campus Pastor or Next Steps Director, to be delivered to the Fredericksburg office by no later than 8:00 am the following Monday morning, for processing.

#### DEPOSIT SLIP PROCEDURES

- Deposit slip must be completely filled out.
- Write the cash amount next to “cash” or “currency.”
- If deposit slip has separate entry for coinage less than \$1.00, enter in that box.
- Write the total check amount in the check area.
- Write the total in ALL of the total boxes: One at the bottom and one to the side, if applicable).
- Ensure deposit slip is added to the deposit bag.
  - If checks are present, this goes in the check portion of the deposit bag.
  - If no checks are present, this goes in the cash portion of the deposit bag.
- Record image of deposit slip and send to Counting Director/Bookkeeper/Finance Team.

#### DEPOSITING CASH/CHECK BAGS

- Culpeper, Fredericksburg, Richmond, and Spotsylvania have a designated bank near their campuses that they will take their deposit to and drop in the Night Drop.
  - Fredericksburg, Spotsylvania, and Richmond will have a designated member of the Security team drop off at the designated Bank of America Night Drop.
  - Culpeper will have a designated member of the Security team drop off at the designated Virginia Community Bank Night Drop.
  - Stafford will have a designated member of the Security team or Staff deliver their deposit to the Fredericksburg Office by 8:00 am the following Monday and place in the Fredericksburg safe inside the Security Office.
  - Once any deposits delivered to the Fredericksburg Office are processed, a designated person – either the Database Manager or a member of the Finance Team – will take these deposits to the Bank of America Night Drop in Central Park by close of business on Monday.

**If the bank deposit site is not accessible, it is acceptable for security to deliver the deposit to the main office to be stored in the designated safe in the Security Office until the designated person(s) on staff are available to retrieve the deposit on the following business day.**

**THANK YOU**

Thank you for joining the Counting Team! We are so excited you have made the decision to join us in exercising your gifts to further the Kingdom. If you have any questions, comments, or concerns, please feel free to reach out to your Team Leader or Campus Pastor.