

VOLUNTEER DESCRIPTION: RED-BOX COUNTER

How it fits into HBC's big prayer...

HBC's big prayer is that God would graciously use all of us to make Jesus known and loved in Newcastle. Being a Red-Box Counter is an important way you can be a part of that.

Red-Box Counters help ensure that financial contributions towards HBC are dealt with carefully and promptly. It is especially important that we, as a church, are above reproach since we live in a world that has grown to distrust churches amid reports of embezzlement and mismanagement. Red-Box counters also play an important role in passing on the Connect Cards to the Membership team in a prompt and discreet manner.

Therefore, being a Red-Box Counter is an important way to protect the gospel's reputation as well as helping the church family operates well.

The Principles that shape the role...

1. At least two people (who are committed HBC members) are needed to open and count the contents of the Red Boxes at each congregation.
2. The two Red-Box Counters should not be married to each other, immediate family members or members of staff. Also the roster should avoid scheduling the same pair of Red-Box Counters on a regular basis.
3. The total income collected each week should be recorded in triplicate; 1) Email confirmation of who counted and the totals received, 2) a signed record in the Red-Box Ledger, and 3) a bank transaction.

The Process in Detail

If you are rostered on to be a Red-Box Counter, you will be sent a reminder email before Sunday. We aim for Red-Box counters to be scheduled about once a month. You will need to arrange your own swaps if you are unable to make it.

1. After the service, ask another HBC member to be your Red-Box partner for the day. Wait until about 30mins after the meeting ends (you can start earlier if it's clear most people have left or you're unable to wait any longer).
2. Bring the two boxes together and unlock them.
3. Take out any Connect Cards and give them to a member of the Connect Point Team.
4. Count the donations together. Some donations come in envelopes with a description of the donation's purpose.
5. Write and sign a record of the donations in the Ledger Book (provided inside the Red Box)
6. Decide which of you will deposit the money and which will email a summary
 - a. The one to deposit the money will either make a cash deposit at a Commonwealth branch or an online transfer (from their own bank) for each type of Giving by Wednesday C.O.B. (e.g. "HBC General", "CMS", "Special"). Cheques will need to be deposited at the branch. Please note that you are taking personal liability for all of the money counted.
 - b. The one to email a summary will send an email to redbox@hunterbiblechurch.org AND the other counter. The email summary will include the date, the total amounts, and their purposes.

Quick Guide

1. Two people open the boxes & count the money (give ConnectCards to the Connect team)
2. Record the *date & amounts* on the **paper ledger** (see example below)
3. Person A :
Transfer the *total value* from your personal account to the HBC Events account (and then keep the cash).
Acc Name: **HBC Events** BSB: **062831** Account: **10377565** Reference: **“RedBox”**
4. Person B :
Email **redbox@hunterbiblechurch.org** AND **Person A** with the **Congregation, Date** and **Amounts** (see example below)

Example – Red Box Paper Ledger

A line in the Red-Box Ledger will look like this...

Date	Cong	Counter's Names	General Giving Amt.	Other Amount 1	Other Amount 2	Total	Signatures
1/1/2015	HBC:AM	A.Paul, A.Peter	\$1234.50	\$67 (CMS)	--	\$1301.50	X X

Example – Email Summary from Person A

An email summary might look like this...

From: worstofallsinners@gmail.com

To: redbox@hunterbiblechurch.org, cephas_rock@gmail.com

Subject: Red-box summary for AM 12/3/2015

Hi all,

HBC:am Red box on 12/3/2015

General: \$1234.50

CMS: \$67

Cheers!