



Updated: February 23, 2023

Offering Stewards

Preparing the Offering

1. Must have two people count the offering.
2. After collecting the offering, bring the offering into the Sacristy.
3. Both people should count the cash, number of checks and number of envelopes.
 - a. Note when counting do not look at the face of the checks.
4. On an envelope enter this information: cash amount, number of checks and number of envelopes.
5. Each person should then sign the envelope.
6. One of the offering stewards should put the money into the envelope and seal.
7. Put the envelope in the lock box in the Sacristy or give to Lisa Saylor.
 - a. Lock Box is in the lower cabinet.