**Counters and Recorders Sacred Safety Checklist**

Policies for all counters and recorders

* Make sure the count room has 1 counter and a recorder. If there is a church service, counting will begin after the Gospel is read.
* Make sure gloves and face masks are worn for the duration of the counting activity. Long sleeves are recommended.
* Maintain social distance as much as possible while counting.
* Wipe down all surfaces with sanitizing solution after counting, then spray with disinfectant and allow to air dry. The Recorder scheduled for that Sunday is asked to ensure this is done before leaving the count room.

**Notes regarding counters/recorders:**

* ***Members of the same immediate family are not permitted to count together***.
* A ***male*** must be present on each counting/recording team, to take the deposit to the bank.

***Procedures Prior to Counting***

* During the singing of the hymn following the Gospel reading, the Treasurer(s) and/or Recorder removes the day’s collection from the two boxes at the rear of the sanctuary and proceeds received via Church mail from the parish office drop box to the Count Room in the fund collection bags. Ensure all funds remain locked until the Counter and Recorder are ready to proceed with the counting activity. Counting will occur during the remainder of the service.
* **Give the empty fund collection bags to the sexton or usher in charge for the symbolic blessing of the offertory.**