



Last updated: March 15, 2022

## **GUIDELINES FOR OFFERING COUNTING TEAM**

Offering counting needs to be performed with utmost care and diligence. Thank you so much for your time

### **GENERAL INSTRUCTIONS**

- Please be prompt in responding with your availability when the roster is being prepared and sent in the What's app group.
- Please make sure you confirm your availability with the team leader or the person in charge for the day.
- Please keep team leader informed in case you are not available to come as scheduled.
- Since this team carries out a very important function, only designated team members can be involved in the counting. If there is an unforeseen shortage of team members, please contact the service coordinator (Stephen Jose - ) or ushering head for assistance

### **RECEIVING OFFERING FROM THE USHERS TEAM**

- Please ensure that all the locked offering bags are received from the ushers team
  - The bags will be handed over by the ushers team at the end of the service [will be placed on the long table placed for the offering team].
- Please ensure that there are two or more people to open locked offering boxes and place the cash and the cheques in the large trays for counting.

### **SORTING & COUNTING CASH**

- Please ensure that the cash are segregated as per denominations and counted.
- Please ensure that all cash is taken out and sorted before counting.
- Please place counted cash in bundles of 100 and write the number of each denomination on small piece of paper and place at the top of the bundle. Avoid writing on the notes.

### **RECORDING CASH DETAILS**

- Once all the cash is counted to satisfaction and rechecked, please enter the cash details in the note and on the cover without overwriting or rewriting.



- The person in charge for counting and an observer must sign on the cover after the cover is sealed.

#### **RECORDING CHEQUE DETAILS**

- Please enter the cheque details in the notebook and mention the number of cheques on the cover.

#### **CASH & CHEQUE IN SEALED ENVELOPE**

- Please place all the cash & cheques from your location, other locations if any, in the envelope and seal it (staple and tape it).

#### **FUNDS EARMARKED FOR PARTICULAR EVENTS**

- When funds are received earmarked for particular ministries or events, for instance, building fund, please ensure that it is recorded separately as it needs to be deposited in a different account. Kindly enter the details in the log notebook and also on the envelope. Empty envelopes may be sent back to the church office along with the offering covers in the offering bag.

#### **REACHING COUNTED OFFERING TO CHURCH OFFICE**

- Please hand over the bag with cash and cheques to Assoc pastor or the APC staff designated to carry the offering to reach the church office.



#### **GENERAL INFORMATION**

#### **ABOUT ALL PEOPLES CHURCH**

All Peoples Church is a Jesus loving, Word focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ centered fellowship, caring and serving each other in love as the assembly of God.



As an **equipping center** we empower and equip every believer to live victoriously, mature into Christlikeness and fulfil God's purposes for their lives.

As a **missions base** we engage in meaningful ministry to bless our city, nation and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach** we serve locally and globally by nurturing godly leaders and Spirit filled churches who can impact their regions for the Kingdom of God.

The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

### USEFUL LINKS

Online Sunday Church service live stream every Sunday at 10:30am (Indian Time, GMT+5:30). Spirit filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

**YOUTUBE:** <https://youtube.com/allpeopleschurchbangalore>

**WEBSITE:** <https://apcwo.org/live>

#### Our other websites and free resources:

**CHURCH:** <https://apcwo.org>

**FREE SERMONS:** <https://apcwo.org/resources/sermons>

**FREE BOOKS:** <https://apcwo.org/books/english>

**DAILY DEVOTIONALS:** <https://apcwo.org/resources/daily-devotional>

**JESUS CHRIST:** <https://examiningjesus.com>

**BIBLE COLLEGE:** <https://apcbiblecollege.org>

**E-LEARNING:** <https://apcbiblecollege.org/elearn>

**COUNSELING:** <https://chrysalislife.org>

**MUSIC:** <https://apcmusic.org>

**MINISTERS FELLOWSHIP:** <https://pamfi.org>

**CHURCH APP:** <https://apcwo.org/app>

**CHURCHES:** <https://apcwo.org/ministries/churches>