



Last Updated: March 03, 2026

## GUIDELINES FOR THE OFFERING COUNTING TEAM

Serving on the Offering Counting Team is a responsibility that must be carried out with **utmost care, integrity, and attention to detail**.

We deeply appreciate your time and commitment to this important ministry.

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### GENERAL INSTRUCTIONS

- Kindly plan and prepare an offering roster at least one month in advance, based on the availability of team members for each Sunday.
- Send reminders to the team by Saturday evening so they come prepared for the next day.
- The minimum team size is 2 for all our locations.  
*For the Central Location, we require 3–4 members for the 2nd Service, 2 for the Hindi Service, and 6 for the Combined Services.*
- Members should, if possible, serve at least 2 Sundays per month and share their availability within 2–3 days of the roster being distributed.
- When the volunteer roster is shared in the WhatsApp group, please respond promptly with your availability.
- Once scheduled, confirm your availability directly with the team leader or the person in charge for that service day.
- If you are unable to attend as scheduled, it is your responsibility to inform the team leader in advance.
- Since this is a sensitive and important role, only designated team members are permitted to be involved in the counting.
- In case of a shortage of team members, please immediately inform the Service Coordinator or Ushering Head so they can assist.

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### RECEIVING OFFERING FROM THE USHERS TEAM

- The offering will be collected during the allotted time and placed in secure (locked) containers.
- Ensure the offering box, envelopes, and QR code stands are placed on the table for easy access.
- All locked offering bags will be placed on the designated long table by the ushers, after which the responsibility will be handed over to the Offertory Counting Team.



- During the Theme Song, all Counting Team members must report to the table so that counting can begin before the congregation exits the auditorium. This is especially important for the Central location due to the larger crowd. Other locations may follow this as per their convenience.
- Team Leader should Ensure that two or more members are present when opening locked offering bags or boxes.
- The team lead should place the empty bags back in their respective locations.

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## SORTING & COUNTING CASH

- **The Team Leader** should ensure **all cash is emptied** and laid out for sorting before counting begins.
- The Team Leader should **sort the cash by denomination** with one team member before starting the count.
- After counting each denomination:
  - Bundle notes in sets of **100**
  - Write the **denomination and quantity** on a small slip of paper and place it on top of the bundle
  - **Do not write directly on the currency notes**

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## RECORDING CASH DETAILS

- After counting and double-checking the totals, enter the cash details:
  - In the **logbook**
  - On the **offering cover**
  - Team members will count and arrange the **cash, coins, and cheques** and record them **date-wise** in the **assigned ledger book** for their location.
- Please write clearly, without **overwriting** or **rewriting**.
- Once completed, the **person in charge of counting** and an **observer** must:
  - **Sign** both the offering cover and the logbook
  - For **Children's Church**, the team should carefully hand over the **sealed envelope** to the Church Offering Team and mention the **name of the person** receiving the cover in the WhatsApp Group
  - Offerings must be recorded in a **standard format logbook** and signed by **at least two people**.



- The offering team leader must post photos of the final sealed envelopes (with visible contents) and the logbook in the designated WhatsApp group each week.
- In the same post, clearly mention **to whom the sealed cover was handed over**.
- All envelopes must be **signed, sealed, and sent** to the church office.

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## RECORDING CHEQUE DETAILS

- Record all **cheque details** in the designated notebook.
- Mention the **total number/details of cheques** clearly on the **offering cover**.

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## CASH & CHEQUES – SEALING THE ENVELOPE

- Place all counted cash and cheques into the offering envelope.
- Seal the envelope securely using glue and tape.
- The bag containing stationery and supplies will be kept in the location inventory space.
- If your location receives offerings for other APC locations, include them in the same bag and inform this in the WhatsApp group.

*For Central – Additionally, the following steps are to be followed:*

1. *Place the cash in a cover.*
2. *Place the coins and cheques in the designated covers.*
3. *Put the cover(s) containing the cash, coins, and cheques into a packing cover (preferably one used for courier services).*
4. *Sign on the tape used to seal the packing cover.*
5. *Place the sealed packing cover inside the money bag.*
6. *As a final step, lock the money bag using the locking thread.*

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## FUNDS EARMARKED FOR SPECIFIC PURPOSES

- If funds are received for **specific ministries or events** (e.g., Building Fund):
  - Record these details **separately** in the **logbook**
  - Clearly label them on the **offering cover**
  - These funds will be deposited into a **different bank account**
- Any **empty envelopes** used for earmarked funds must be returned to the **church office** along with other offering covers inside the offering bag.



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## DELIVERING THE COUNTED OFFERING TO APC OFFICE

- The sealed offering bag must be handed over to:
  - The **Associate Pastor**, or
  - The **designated APC staff member** responsible for delivering the offering to the church office

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## REPLENISHMENT OF SUPPLIES FROM OFFICE

To request supplies for your team, please **email** the

**Office Manager** at [✉ shanthi.sophia@apcwo.org](mailto:shanthi.sophia@apcwo.org)

**CC Events team** at [✉ ranjith.jayakumar@apcwo.org](mailto:ranjith.jayakumar@apcwo.org)

Please send your request on **Monday** and specify the following items:

1. Offering covers
2. Any other items related to offering counting and sealing, such as **stapler, stapler pins, pens, pencils, etc.**

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## ADDING NEW MEMBERS TO THE TEAM

To add a new member to the Offering Counting Team:

1. Get **approval** from the **Associate Pastor** of your location.
  - Email the request to [✉ accounts@apcwo.org](mailto:accounts@apcwo.org)
  - Make sure to **CC the Associate Pastor** in your email.
2. Once the **Senior Accountant** gives approval, the new member may begin volunteering.
3. If any of the team member is not rostered for the volunteering for more than 3 months, Kindly request them to take a break and then once the person is ready, we can get the induction done and they can start volunteering



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## SPECIAL NOTE ON TEAM LEAD RESPONSIBILITIES AND STEPS

- Take full accountability for the day's offertory.
- The Team Lead collects the offertory boxes and adds the contents to the trays.
- Offertory boxes must be returned to the storage bag.
- Manage the conduct of the team and minimize distractions.
- Provide smaller currency exchange for team members, if needed.
- Perform a double count of cash with one team member.
- Ensure the team remains focused and remains at the table until handover to office staff.



## 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>