

OFFERTORY AND SECOND COLLECTION PROCEDURES - SAMPLE

KEY: Separation of contribution baskets is critical, as is the active, dual control of collections at all times by at least two ushers, until placed into tamper-evident bags, numbered, signed and placed in drop safe.

BASKETS: Offertory and Second Collection baskets (in pew and consolidated) should possess an easily discernable difference (color, size, shape, etc.) so no confusion can occur by parishioners and Ushers when handling these baskets.

SEPARATION: There should be clear separation (at least two pew rows) between the offertory baskets and second collection baskets when being passed at collection time during liturgies. This will ensure people's contributions support the intention of their gift.

INDIVIDUAL CONSOLIDATED BASKETS: There should be one Usher responsible for holding the consolidated offertory collection basket and the consolidated second collection basket that are both brought forward with the gifts of bread and wine from the community.

CONSOLIDATE COLLECTIONS: Each Usher that is responsible for a collection area of the church should, upon completion, immediately proceed to the Minister holding the consolidated basket(s) and place all in pew collections into the appropriate consolidated basket(s) being sure to keep offertory and second collections separated. Therefore, two people will always be present when moving collections from in pew baskets to the consolidated basket(s).

DELIVERY OF CONSOLIDATED COLLECTIONS: Consolidated contribution basket(s) should be brought forward with the gifts of bread and wine and presented to the celebrant.

PRIEST CONTROL: The celebrant will "offer" these gifts and pass these consolidated basket(s) back to the offertory bearer who will place them in a secure location, in full view of parishioners.

TAMPER EVIDENT BAGS: Prior to the final blessing, two (2) Ushers will gather the numbered, tamper evident bag(s) labeled for that particular mass and proceed to the specified area for moving the collection funds to the tamper-evident bags. From this point until the final words of the recessional hymn are sung, these two ministers should maintain a clear and unobstructed view of the consolidated basket(s).

DUAL CONTROL OF BASKETS: As soon as the recessional hymn is sung, the two (2) ministers should immediately move to the consolidated basket(s) and take them into the working sacristy.

DUAL CONTROL OF COLLECTIONS TO TAMPER-EVIDENT BAGS: While in the working sacristy, these two ministers should work together to move the collections from the consolidated baskets into the tamper-evident bag(s), remove as much air from the bag(s) as possible, seal, print names and sign their names on each of the bag(s).

DUAL CONTROL TO DROP SAFE: These two ministers then transport the sealed tamper-evident bag(s) together to the vesting sacristy and place in the drop safe located in the vesting sacristy closet and sign bag receipt log.