

# Church of Saint Bernard



Collection Stewards Handbook

April 2015

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## Who Collection Stewards Are

Collection stewards are parishioners who are directly involved in the processing of cash collections at St. Bernard's Church, in particular the Sunday Mass collections. Collection stewards belong to one of two groups: **ushers**, who handle the collections at the weekend Masses; and **counters**, who count the collections on Monday morning.

## The Collection Process

### The Collection Process: The Pastor

1. The pastor is responsible for the finances of the parish, and he oversees the process of collecting and counting cash receipts.
2. The pastor or his designate assigns the security control bags to each collection.

### The Collection Process: Ushers

1. Only registered parishioners authorized by the pastor to serve as ushers may handle collections at Mass.
2. OFFERTORY COLLECTION INSTRUCTIONS FOR USHERS
  - a. Ushers arrive at church at least 10 minutes before Mass begins
  - b. The two ushers who will take up the collection retrieve the pre-assigned security control bag and a ballpoint pen from the cabinet in the sacristy, under the depository safe. If the security control bag assigned to that collection is missing or damaged, the ushers immediately notify the celebrating priest.
  - c. After the collection is taken up, two ushers consolidate the collection into the pre-assigned security control bag.
  - d. The two ushers who consolidated the collection into the pre-assigned security control bag sign their names on it with a ballpoint pen and seal the bag.
  - e. The ushers carry the sealed bag in a basket up to the altar along with the bread and wine.
  - f. After the priest or deacon receives the bread and wine, the ushers immediately take the security control bag into the sacristy and place it in the depository safe. If the security control bag was damaged at any point in the collection process, the ushers immediately notify the celebrating priest.
  - g. If the security bag does not fit or gets stuck in the chute, the ushers notify the pastor immediately after Mass. If this happens when the pastor is absent, the ushers place the security bag in the sacristy wine closet and lock the door.
  - h. After the collection has been placed in the depository safe, the ushers' involvement with the collection process is complete.

## The Counting Process

### The Counting Process: The Pastor

1. The pastor is responsible for overseeing the counting of all collections.
2. No counting team may count any collection unless the pastor or his designate is present.

### The Counting Process: Parish Staff

1. The parish secretary is the only person other than the pastor authorized to oversee the counting of collections.
2. Only the pastor and the parish secretary possess the combination to the depository safe where collections are stored until counting. When a counting team arrives on Monday morning to count the collections, the pastor or the parish secretary retrieves the collections from the depository safe, verifies that the security control bags containing the collections are the bags that were assigned to that weekend's Masses, and delivers the bags to the counting team. The pastor or parish secretary do not remove the collection bags from the safe until the counting team has arrived.
3. After counting has been completed, the parish secretary records the collections and takes the collections, which have been placed in a new security control bag by the counting team along with the deposit slip, to the bank.

### The Counting Process: Counting Teams

1. Only registered parishioners who have been authorized by the pastor may count collections.
2. There are 4 counting teams of two members each. The teams rotate on a weekly basis. (See appendix for counting team schedule.)
3. The counting team counts the collection in the parish office under the supervision of the pastor or the parish secretary. The pastor or the parish secretary themselves do not count collections.
4. INSTRUCTIONS FOR COUNTING TEAMS
  - a. When the counting team arrives on the scheduled day, they receive the weekend's collections from the pastor or the parish secretary.
  - b. The counting team counts the collections, asking assistance from the pastor or parish secretary as needed.
  - c. Having completed the count, the counting team gives the tally sheet to the parish secretary.
  - d. The counting team places the collections along with the deposit slip into a new security control bag, and seal the bag. The bags are located on the bookshelf near the photocopier.
  - e. The parish secretary takes the sealed bag to the bank for deposit.