

Addendum to Chicago Archdiocese Guidelines Management of Sunday Collections

Best Practice Requirement A. 1. of the Chicago Archdiocese's guidelines entitled *Management of Sunday Collections* directs that pre-numbered tamper resistant bags be assigned to ushers for use in consolidating the collection(s) for each Mass. What it does not specifically state, however, is that a written record must be made of the bags' serial numbers so that those numbers can later be compared against the serial numbers of the bags recorded and opened by the counting team pursuant to **Best Practice Requirement D. 16.**

The comparison of the bag serial numbers assigned to and used by the ushers with the bag serial numbers recorded by the counting team is absolutely essential to confirm whether any of the collection bags were accessed between the time they were sealed by the ushers and the time they were opened by the counting team. While recording errors are possible, any discrepancies between the serial numbers assigned to the ushers and the serial numbers recorded by the counters are more likely to be indicative of surreptitious theft and must be investigated.

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