

Diocese of Dallas

Policy on Special Collections

Parishes are required to conduct Special Collections each year. Most are recurring and scheduled well in advance, but occasionally they are announced shortly in advance on an ad hoc basis for extraordinary situations such as natural disasters, fires, etc.

Some Special Collections are national in scope and managed by or through the USCCB. Other Special Collections are diocesan in scope and managed by the Diocese.

Each Parish, Chapel and church in the Diocese is required to follow these procedures for each diocesan and national special collection, without exception.

- a. Each Parish is required to promote and conduct each national and diocesan special collection on the scheduled weekend.
- b. These collections are to be taken up from the faithful during the weekly Masses, usually as a second collection.
- c. The amounts collected are to be counted and deposited in the parish bank account expeditiously in accordance with standard processes for controlling, counting and depositing weekly collections.
- d. Proceeds from Special Collections are to be accounted for in accordance with the standard chart of accounts.
- e. **Proceeds from Special Collections are to be remitted in their entirety (by Parish check) to the Diocesan Business Office within 30 days of the scheduled date for the collection.**