

POLICY 3.3.1 Annual and Special Collections

Annual National Collections

In addition to the weekly collection at Sunday Masses and the annual collections at Christmas, New Year, and Easter, parishes are expected to participate in the following annual national collections taken up by the Catholic Church in Canada:

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| • Development & Peace (Share Lent) | Fifth Sunday in Lent |
| • Needs of the Church in the Holy Land | Good Friday |
| • The Pope's Pastoral Works | Sixth Sunday of Easter |
| • Needs of the Church in Canada | Last Sunday in September |
| • World Mission Sunday | Second last Sunday in October |
| • Catholic Missions in Canada | Second Sunday in November |

Annual Diocesan Collection – Ash Wednesday

All parishes and missions where there is an Ash Wednesday Mass or service are expected to take up a collection at that Mass or service, **for the Needs of the Missions of the Archdiocese of Grouard-McLennan**. The entire proceeds from the collection will be directed to an identified repair or renovation project to a church or rectory at a mission of the Archdiocese.

Special Collections – authorized by the Archbishop (Policy 3.3.2)

Special collections are those authorized, in writing, by the Archbishop, usually to provide relief for natural and humanitarian disasters. They are not obligatory but all parishes, quasi-parishes and missions are encouraged to participate.

Preparing and counting annual and special collections

Boxed sets of collection envelopes automatically include envelopes for the annual national collections. Parishes are asked to **include a special envelope for the Ash Wednesday collection and for the CMIC collection** in their boxed sets of contribution envelopes. Parishes are also requested to make extra envelopes available in pews and/or in the entrance of the church for use on the day the collection is taken up and for one or two following Sundays.

If a parish takes up only one collection, for the needs of the parish and for the annual or special collection, the counting of the annual or special collection is to include all the specially marked envelopes, only.

If a parish takes up two collections, one for the needs of the parish and one for the annual or special collection, the counting of the annual or special collection is to include all the specially marked envelopes and all of the loose change in the collection basket. This also applies to parishes that use a box or other receptacle placed in the church specifically for annual and special collections.

Submitting annual and special collections

Parishes are reminded that annual and special collections belong to the recipients, not to the parish or the Archdiocese. Please ensure that these collections are forwarded to the Office of the Finance

Administrator at the Chancery **within four weeks of the date of the collection** or as otherwise determined by the Finance Administrator. Any collection envelopes received by the parish after the collection proceeds have been forwarded to the Chancery must be sent there as soon as possible. The parish should clearly mark on the cheque the collection for which the funds are designated.

Accepted by College of Consultors on 2 December 2008
Amended by College of Consultors on 18 September 2009
Reviewed by College of Consultors on 16 February 2011
Amended by the College of Consultors on 20 January 2016
Amended by the Curia on 19 April 2018