OCCI – Implementing the System

1. On a **weekly** basis, Business Manager assigns Secure Bags for each Mass (writing Mass time & date & collection directly on bag) and logs assigned Secure Bags onto form
OCCI – Implementing the System (Cont.)

2. Ushers collect the Offertory and at least two participate in consolidating the Offertory into the Secure Bag(s)

3. Two Ushers sign Secure Bags to evidence their participation
OCCI – Implementing the System (Cont.)

4. Secure Bags should then be moved immediately to Parish safe by at least two individuals

5. At least two counters should together retrieve Secure Bags from Parish safe
6. Counters log each Secure Bag onto form and inspect them to ensure serial numbers match, they have not been opened, torn, or cut, and that there is no evidence of tampering.

- Counters sign form and note.
7. After count, Business Manager retrieves completed form, reviews for issues, and signs the bottom. The signed form should be stapled to tally sheet as record of successful Secure Bag System implementation.