Diocese of Jackson
Policy for Second Collections

Any priest, member of the clergy and Lay Ecclesial Minister who plans a special collection, or seeks to solicit funds for projects, organizations or events that are not included on the Diocesan list of special and second collections, must first receive approval from both the parish Finance Council and the Department of Temporal Affairs. This includes collections where the recipient is a qualified 501(c)(3) organization. Examples that require prior approval include special collections for schools, clinics, libraries, chapels and programs that either are or are not within the Diocese of Jackson. If considered a collection related to a payment of charity, these remittances should be considered as part of the annual budget and must follow the guidelines set by the parish finance council.

Once approved and collected, the funds are to be deposited into the parish account and paid through the parish account directly to the named charity. Any change to the collection or remittance plan must be pre-approved. For international charities, money collected by the parish is to be sent to the Department of Temporal Affairs which will in turn distribute the funds to the international charity.

The collection and remittance must be clearly reflected in the parish financial statements. The parish must be informed by public announcement at the time of the request of the process used to collect the money and the proposed use by the charity or entity.

The Diocese requires that every parish and mission will announce quarterly within the weekly bulletin or regular parish communication that any parishioner concerned about financial irregularities and/or the collection of unapproved funds, should immediately report their concerns using our financial fraud hotline provided by Lighthouse Services. This notification should be stated as follows:

**Fraud Prevention Hotline**

The Diocese of Jackson’s Department of Temporal Affairs has engaged Lighthouse Services to provide an anonymous financial fraud, compliance, ethics and human resources hotline. This hotline allows for an appropriate method to report occurrences related to the temporal administration within parishes, schools and the chancery office.

[www.lighthouse-services.com/jacksondiocese](http://www.lighthouse-services.com/jacksondiocese)

English speaking USA: 888-830-0004. Spanish speaking USA: 800-216-1288.
Diocese of Jackson
Policy for Second Collections

This policy is promulgated by me as Bishop of the Diocese of Jackson on this the 10th day of February 2020, from the Diocesan Chancery in Jackson.

Joseph R. Kopacz, Bishop of Jackson

Mary Woodward, Chancellor