



Missionary Cooperation Plan Parish Guidelines

To better assist you with the MCP, here is information that you need to know as the **pastor**:

- You will be contacted by the Missionary Organization no later than May 15 personally or by Email, to arrange the date of the appeal. The organization will inform the Mission Office.
- Appeals must be made between June 1 – September 31 (Special exceptions may apply). **Parishes are responsible for lodging and meals the weekend of the appeal** - either at the rectory or with dedicated parishioners. Missionaries who wish to reside in the parish rectory should contact you in advance to request a room.
- The Mission Office will contact the Missionary group concerning the dates of the mission appeal in your parish.
- The dates should be reconfirmed three weeks prior to an agreed upon designated date by the Missionary Organization.
- **Transportation is the responsibility of the missionary** not the host parish unless agreed upon beforehand.
- **The Missionary Cooperation Plan is a second collection to be collected at all Masses.** Please announce this collection through the church bulletin and from the pulpit at Masses on the **three (3)** preceding Sundays.
- Please work in collaboration with your business manager to review and follow the Administrative Guidelines for Fund Collection.
- **All donations for the Missionary organization are first processed by the parish office and then sent to the Diocesan Mission Office.** They are never given directly to the speaker.
- Missionaries are asked to relate their missionary message to the Sunday readings, when possible.
- Parishes are not responsible for long distance calls, airline tickets, or car rental of missionaries *unless agreed upon in advance*.
- No missionary appeals should be made during the month of October so as not to conflict with the annual World Missions Sunday.

Please call Alex Buldak at 815-221-6256 or email at abuldak@dioceseofjoliet.org if you have any questions.