



SOCIETY FOR THE PROPAGATION OF THE FAITH

... a Pontifical Mission Society

Diocese of Joliet in Illinois

Missionary Cooperative Plan Policies and Procedures

The following information is to better assist you with the MCP, as a visiting Missionary. Please read all materials for updates concerning the appeal.

Application: All organizations must complete the required application

Parish: *Once Accepted*, Contact Pastors of your assigned parish no later than May 1, by phone or email, to arrange the date of the appeal. Please confirm your visit three weeks prior to the agreed date.

Letter of Suitability: *Upon Acceptance*, letters of suitability must be sent directly from your diocese to our Chancellor (dsalvato@dioceseofjoliet.org & mturone@dioceseofjoliet.org) and our Office of Mission (missions@dioceseofjoliet.org). Letters **must** state the name of the parish that the missionary will be (con)celebrating/presenting at.

Scheduled Visits: Appeals may be scheduled June 1 – September 31. Special exceptions are allowed. Once you receive your assigned parishes complete the **SCHEDULING FORM** confirming your assigned parish(es), the dates of your appeals, and the name of the missionary(ies). Return this form no later than May 15 by Email or fax to the Missions c/o Department of Catechesis and Evangelization office.

The Collection: The manner of taking up the collection must have the approval of the pastor. Donor envelopes are not to be taken from the parishes, nor a list of names of contributors. Envelopes with the group's mailing address are not allowed. Our office will provide collection envelopes at the request of the parish. At the time of the appeal, no subscriptions to magazines or periodicals are to be promised or solicited. No child sponsorships or other relationships may be solicited. Please refer to the Administrative Guidelines for Fund Collection included in these attachments.

Homily: Missionary groups must send their best communicator. It is important that the speaker be able to communicate **clearly in English** unless the dominant language of the parish is otherwise and make a dynamic, persuasive appeal. Since the Missionary Cooperation Plan is sponsored for the education of Catholics of the Diocese of Joliet, every parish assigned should be visited. The homily/reflection is not to exceed ten to twelve minutes. Missionaries are asked to relate their missionary message to the Sunday readings, when possible. Please use specific examples of your life and work in mission countries.

Transportation: Participants have agreed to provide their own transportation while in the Diocese. Parishes are not responsible for transportation or lodging unless agreed upon by the local pastor. Large sections of the diocese are rural and bus and train service is not readily available.

Housing: Missionaries who wish to reside in the parish rectory must make known to the Pastor when suggesting a date for the appeal. Parishes are not responsible for long distance calls, airline tickets, or car rentals of missionaries.

All proceeds from the appeal are to be sent to the parish first! Parishes will then send the final appeal check to Missions c/o Department of Catechesis and Evangelization Office. Any sum of money given directly to the missionary speaker is considered part of the Missionary Cooperative Appeal and must be left with the pastor and forwarded to the Missions c/o Department of Catechesis and Evangelization. Likewise, any money sent directly to the missionary group from the parish is to be returned to the Missions c/o Department of Catechesis and Evangelization. **NO CHECK WILL BE WRITTEN TO AN INDIVIDUAL.** Checks will be written in the name of the diocese, congregation, or organization. It will then be mailed to the US contact.

Suggestion for Follow-up: Missionaries are highly encouraged to send to Missions c/o Department of Catechesis and Evangelization a short report with pictures showing how the funds were used by the Missionary Organization whenever possible. This extra effort is greatly appreciated for mission promotion.

Questions about the collection should be addressed to Missions c/o Department of Catechesis and Evangelization. (Alex Buldak, abuldak@dioceseofjoliet.org 815-221-6256) Failure to follow these policies and procedures will result in exclusion from future Mission Cooperative Plan in the Diocese of Joliet in Illinois.