

MISSION OFFICE
DIOCESE OF ST. CLOUD
GUIDELINES FOR MISSIONARY COOPERATION PLAN (MCP)

- The Missionary Cooperation Plan (MCP) is an arrangement agreed upon within the Dioceses of the United States whereby parishes are assigned mission presentations each year through their Diocesan Mission Office. In the Diocese of St. Cloud parishes are assigned a mission presentation once every three years, however, parishes are free to participate every year if desired. When a parish receives a mission representative it is a wonderful opportunity to be exposed to and supportive of a specific, current mission activity within our global church.
- The procedure in our Diocese begins with the annual selection of the particular mission organizations to be invited into the Diocese by the Mission Office Board of Directors. Once selected these organizations, usually about 12 – 15 each year, are notified and given the names of the parishes assigned to them (along with the name of the Pastor or Parish Life Coordinator). At the same time the Mission Office notifies each parish of the name of the mission organization and the person who will be making contact with the parish to schedule a presentation. We invite and accept input from the parishes, but it must be done before the deadline as outlined in the letter sent by the Mission Office to parish leadership in late fall.
- The representative of the mission organization then contacts the Pastor/Parish Life Coordinator directly to arrange a weekend to make the presentation at each Mass. Ideally, this will take place before September 1st, so as not to coincide too closely with the World Mission Sunday collection in October. **If the Pastor/Parish Life Coordinator is leaving the parish on July 1st, the presentation should be made before their departure if possible.** The mission representative is encouraged to send information about his/her particular mission site prior to arriving at the parish. This can help with promotion of the presentation and collection a week or two prior to the actual visit. Bulletin announcements are most helpful.
- The Pastor/Parish Life Coordinator is encouraged to make clear, supportive announcements a Sunday or two before the actual mission presentation and to enthusiastically welcome the representative of the mission organization. Please be sure that if a substitute pastor is coming for the weekend that they be made aware of the appeal presentations. Ideally the presentation should be made as an integral part of the liturgy, using the Sacred Scriptures of the day and as part of the reflections on these readings. Please note that if the missionary organization is represented by a lay person or non-ordained Religious, it is permissible for him/her to share a reflection after a brief homily by the celebrant. This canonical clarification has been provided by our Vicar General and is helpful in allowing you to make the mission presentation integral to the liturgy. **Please assure that the collection to support the missionary group visiting your parish is made on the same weekend as their presentation, not a week or two later.** Please do, however, invite people to drop the envelopes provided by the mission speaker into the collection basket the next week if they do not have funds at hand.
- The Mission Office supports the use and distribution of any mission education and promotion materials provided by the mission organization. We encourage any other opportunities for the mission representative to tell his/her mission story, for example, after Mass at a parish gathering or reception, in the parish Faith Formation programs or Catholic school classes. This opportunity for mission education fosters an understanding of our catholicity and joint membership in a global family of faith.

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- **All funds collected after the mission presentation are transmitted by parish check to the Mission Office within one month of the appeal.** Please note on the check **"MCP"**, along with the name of the mission organization. We in turn transmit the funds to the mission organization after funds from all parishes have been sent in. **Please do not send the funds to the mission organization. Please do not give the funds to the person making the presentation.**
- **If the Mission Organization has their own appeal envelopes, we recommend that these be used, with the understanding that the envelopes will be collected by the parish and not be sent directly to the mission organization.** They can be inserted in the Bulletin the weekend before the presentation or handed out/placed in the pews the day of the presentation. If the presenters do not have their own envelopes, the Mission Office has generic envelopes which can be picked up if you notify us.
- **We ask that any envelopes turned in where people have included their names and addresses for further contact, be sent to the Mission Office along with the funds.**
- Since this is an opportunity for your parishioners to connect directly with our global church and its missionary efforts, our expectation is that a current or returned missionary, who is able to speak clearly and deliver their message, will make the presentation in the parish/es. If, for some reason, the mission organization informs you that they cannot send a representative please contact the Mission Office immediately.
- We ask that MCP funds please be forwarded on to us by **October 1st** or as stated above, **best within one month of the appeal.**

Our sincere thanks to all of you participating in this opportunity to live out the unity we celebrate with the global church through the Eucharist. Please feel free to contact me at any time if you have any comments, suggestions or questions about the Missionary Cooperation Plan. (320)251-1100

Elizabeth Neville
Director

01/2014