

**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 and encouraged to participate voluntarily every year through our office.*** 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 mission appeal is intended to be a time of mutual blessing for the missionary and the parish/es. Please pray for the people of the parish to which you are assigned and for the Diocese of St. Cloud.
- The procedure in our Diocese begins with the annual selection of the mission organizations to be invited into the Diocese by the Mission Office Board of Directors. ***These organizations have been researched thoroughly and are found to be Catholic based organizations, maintaining status in the church and are canonically sound in their message.*** Once these organizations are selected, usually about 15-20 each year, they are notified and given the names of the parishes assigned to them (along with the name of the Pastor/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. **The representative of the mission organization then contacts the Pastor/Parish Life Coordinator directly and as soon as possible, to arrange a weekend to make the presentation at each Mass. Ideally, this will take place as early in the year as possible but 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 please, if possible, be made before their departure.** The mission representative is encouraged to send information about his/her particular mission organization prior to arriving at the parish. This can help with the promotion of the presentation and collection if available 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.**

- Because these appeals are scheduled through the Mission Office, we support the use and distribution of any mission education and promotion materials provided by the mission organization so long as they have been approved ahead of time. ***Missionary Appeals are not to be used for individual gain or benefit.*** 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.
- **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.**
- Second Collections often work best for these appeals but if the Mission Organization has their own appeal envelopes, we recommend that these be used, with the understanding that ALL 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/delivered/mailed if you notify us.
- **We ask that any envelopes turned in where people have included their names and addresses for further contact, please 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 of these organizations is that a current or recently returned missionary, who is able to speak clearly and enthusiastically, will make the presentation in the parish/es. A letter of suitability for each presenter is to be sent to the Mission Office by April 1st, from their Diocese/Archdiocese/Organization. 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 **September 30th**, 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