

# **MISSIONARY COOPERATIVE PROGRAM - GUIDELINES**

## **Diocese of Cleveland**

### **APPLICANTS**

All applicants must be one of the following;

- A recognized Catholic missionary society in good standing with the United States Society for the Propagation of the Faith serving in one or more foreign countries, or in dioceses in the United States that are designated as missionary by the United States Conference of Catholic Bishops' Home Missions Office.
- A Catholic (arch)diocese or eparchy struggling with poverty, persecution, oppression, or war.

### **APPLICATION REVIEW PROCEDURE**

To be considered, applicants should submit a completed application form to the Mission Office Director between February 1 and December 31 of the preceding year.

Applicants must submit a new application or letter of request for each year. A previous application will not automatically be considered for future appeals.

Successful applicants will be notified by February of the program year.

### **THE ROLE OF A SUCCESSFUL APPLICANT**

Permission for the appeal extends from February 1st to August 31<sup>st</sup>, although a later date may be arranged if necessary. It is the responsibility of the missionary to arrange with the pastor a mutually agreeable date. Conflicts with diocesan drives and collections must be avoided. A schedule of these collections will be provided.

As soon as the date has been agreed upon with the host parish, the missionary will complete and return to the Mission Office a testimonial of suitability from his/her diocese/religious community/organization.

When a missionary cannot honor a confirmed date, the missionary should notify the host parish and the Mission Office immediately. An alternate date should be scheduled, if possible.

### **CONDUCT OF APPEAL**

It is assumed that the speaker will make his/her own travel arrangements. Men may presume that sleeping accommodations will be provided for the weekend at the parish. Women who are making the appeal will need to consult with the pastor to see how accommodations can be arranged.

The Missionary representative will speak at all of the weekend Masses. The length of time for the talk should be according to the recommendations of the pastor, and not exceed the time indicated.

It is imperative that the representative be able to speak English distinctly. We ask that the representative KNOW the missions and be able to speak with ENTHUSIASM.

(OVER)

**Names and addresses of potential donors MUST NOT be solicited on the occasion of the appeal. Permission is NOT granted to distribute magazine subscriptions, envelopes, etc.**

Difficulties in arranging a date should be referred to the Diocesan Mission Office.

## **THE ROLE OF THE PASTOR/PARISH ADMINISTRATOR**

The pastor/parish administrator should discuss housing, meals, transportation and other pertinent issues as soon as contact is initiated.

It is recommended that information regarding the guest missionary organization be placed in the parish bulletin and other media in advance of the mission appeal.

The returns from the appeal are to be forwarded to the Diocesan Mission Office as soon as possible. This collection is **NOT** sent to the missionary organization!

## **THE ROLE OF THE DIOCESAN MISSION DIRECTOR**

The director receives and reviews all applications and letters of request and selects the participants. He corresponds with host parishes and visiting missionaries to:

- Notify applicants of their admission to the current appeal.
- Assign the missionary organization to a parish or parishes and provide contact information
- Disbursement of the proceeds from the mission appeal to the participants.
  - For collections up to \$5,000.00: Ten percent (10%) of the funds will be distributed to missionary organizations that could not be accommodated in the appeal schedule and for administrative expenses. The remaining 90% will be sent to the missionary organization that made the appeal.
  - For collections over \$5,000.00: Fifteen percent (15%) of the funds will be distributed to missionary organizations that could not be accommodated in the appeal schedule and for administrative expenses. The remaining 85% will be sent to the missionary organization that made the appeal.
- Report to the Bishop and the National Office of The Society for the Propagation of the Faith the mission appeal groups accepted and the fund results.
- Help resolve any concerns of the parish or missionary.

### **Contact:**

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