



## Catholic Diocese of Columbus Missions Office

### GUIDELINES FOR PASTORS/PARISH ADMINISTRATORS MISSIONARY COOPERATION PLAN

The following guidelines and suggestions are designed to aid parishes in a successful Missionary Cooperation Plan (MCP) appeal.

#### **Guidelines:**

- Mission appeals should be carried out between May 1 through September 30.
- Once your appeal dates are scheduled, please submit the MCP Appeal Details form to the Missions Office via mail or email.
- The appeal **should not be scheduled** on other diocesan mission collections dates which are: **June 1** – 2 Home Missions; **June 22-23** – Peter's Pence; and **August 3-4** – Latin America.
- The missionary is to preach at all Masses on the agreed upon weekend. All missionaries should make their mission appeal after Communion when announcements are made. Visiting missionary clergy may give the homily according to the dictates of the GIRM and then speak on their appeal at the end of the Mass.
- Please provide or coordinate with parishioners for the missionary's accommodations, meals and transportation to/from the airport, bus station or the church as needed for the appeal weekend only.
- **In cases where the visiting missionary celebrates Mass or performs any other sacramental activity, appropriate compensation should be offered directly to the missionary per the Diocesan Stipend Policy.**
- *The use of special collection envelopes or gathering of names/addresses by the visiting missionary is prohibited. No collected funds should go directly to the visiting missionary.*
- ***Please remind parishioners to make checks payable to your parish and mark MCP in the memo section. Please make one parish check payable to Diocese of Columbus Missions Office for the total amount collected and list the mission group in the memo section of check. Please send parish check along with the MCP Parish Collection (will be emailed to you prior to appeal & is on our MCP webpage) form within 4 weeks from the appeal date to: Diocese of Columbus Finance Office: 197 E. Gay Street, Columbus, Ohio 43215***

#### **Suggestions:**

- A Hospitality Committee or Society at the parish could be responsible for hosting the missionary, including housing, meals and transportation. The committee might also consider a simple reception or other activity as part of the parish welcome.
- The missionary's participation in parish activities may vary. Some may actively seek to participate in parish events, while others may prefer to rest, due to their extensive travel schedule. We appreciate the parish efforts to be respectful and accommodating in either case.
- Bulletin notices several weeks prior to the appeal weekend are an effective means to introduce the speaker and increase parish participation. The missionary should be able to provide a photo and/or information about the missionary organization for publication.
- Please encourage the missionary to visit the Missions Office. When available, we offer new and used religious items, rosaries, vestments, linens, etc.