



Catholic Diocese of Columbus – Missions Office

GUIDELINES FOR MCP MISSIONARY SPEAKER

- The missionary should contact the assigned parish(es) to set an appeal date with the pastor or parish administrator. Mission appeals are to be made between May 1 and September 30.
- Once your appeal dates are scheduled, please submit the MCP Appeal Details form to the Missions Office via mail or email.
- Appeal dates **should not be scheduled** on other diocesan mission collection dates which are: *June 1-2 – Home Missions; June 23-24 – Peter's Pence; and August 3-4 – Latin America.*
- About 3 weeks prior to the appeal, send information about the organization and mission speaker to the parish(es) for parish bulletin announcements, in order to increase participation.
- About 2 weeks prior to the appeal, contact the parish(es) to confirm details of the visit. In the case of multiple parish assignments, interim housing is the responsibility of the speaker.
- When a missionary cannot honor a confirmed date, the missionary should notify the parish(es) and the Missions Office immediately. An alternate date should be scheduled.
- Send an effective speaker to preach the appeals at all Masses for the weekend. **Keep mission appeals to a maximum of 10 minutes.** Focus on helping parishioners learn about the mission world today and the accomplishments of the mission organization.
- All missionaries should make the 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.
- *In cases where the visiting missionary celebrates Mass or performs any other sacramental activity, appropriate compensation is to be offered directly to the missionary per the Diocesan stipend policy and should not come from the MCP collection.*

The use of special collection envelopes or gathering of parishioner names/addresses is prohibited. The speaker should not seek to establish a branch of the organization or solicit names/addresses for further appeals. The speaker may not distribute or place mission envelopes/pledge cards with mailing address anywhere in the parish.

All collected funds are gathered by the parish and sent to the Diocese of Columbus Finance Office after the appeal. The Missions Office distributes the funds to the missionary organizations. No collected funds will be given directly to the missionary.

- Speakers should not presume that checks made in their name are meant for them personally. All funds are collected on behalf of the mission organization.
- When the speaking engagement is over, a written expression of appreciation to the pastor and parishioners is a welcomed gesture.
- Missionaries are encouraged to visit the Missions Office for possible gently used vestments, linens, rosaries and religious items, etc. that may be available.