



Diocese of Pittsburgh

2018 Missionary Cooperation Plan Directives

The success of a mission appeal depends on two factors: the effectiveness of the presenter who represents a mission group or diocese, and the promotion and support demonstrated by the pastor. A successful mission appeal brings blessings to the Church, the parish and everyone involved. Please make every effort to promote this mission appeal. It is **not** just another second collection. It is a way of responding to Christ's command that we care for the poor and spread the gospel throughout the world. In a special way, it raises much needed missionary awareness.

Acceptance

Upon receipt of the notification of your participation in the Diocese of Pittsburgh Missionary Cooperation Plan (MCP), your representative must notify the Diocese of Pittsburgh Mission Office that you will participate. If for any reason at any time in the future you are not able to participate, you must contact us immediately.

You must also contact the respective pastors as soon as possible to set the dates for your missionary appeal. When the dates are finalized, you must notify the Mission Office on the form provided. **All appeals are to be scheduled between June 2, 2018 and September 30, 2018.** The following three weekends should be avoided in scheduling due to annual Diocesan-wide collections:

1. June 30/July 1 - Peter's Pence
2. Aug. 25/26 - Catholic Communication and Catholic University of America Campaigns
3. Sept. 8/9 - Bishop's Education Fund

Testimonial Letters

The Diocese of Pittsburgh is fully committed to the implementation of both the *Charter for the Protection of Children and Young People* and the *Essential Norms Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons*. These documents were established by the United States Conference of Catholic Bishops (USCCB) and the *Essential Norms* were approved by the Congregation of Bishops in 2002.

If a priest, brother, or deacon from your diocese or religious congregation is scheduled to make an appeal in our diocese as part of the Missionary Cooperation Plan, it will be necessary for your bishop or religious superior to complete the **Testimonial to the Diocese of Pittsburgh of Suitability for Priestly Ministry** as soon as possible. Thank you for understanding that all testimonials received must be on this Diocese of Pittsburgh form; and without this form, it will not be possible to make the mission appeals that have been assigned to you. The form submitted should have an original signature and seal.

For all other speakers, a letter is required from the legitimate superior of the mission organization testifying that the appeal speaker is in full compliance with the USCCB *Charter for the Protection of Children and Young People*. It includes background checks and adherence to the policies of the mission organization regarding the protection of children young people and vulnerable adults.

General Guidelines

1. It must be emphasized that **it is not the responsibility of the parish to provide housing or transportation during the time of the appeal unless arrangements are made prior to your arrival.**

2. Each parish is asked to publicize the visit and the collection with bulletin and pulpit announcements. The representative of the mission group is to preface his/her appeal by identifying the community, program or diocese being represented. He/she should send the pastor advance information of his/her group's missionary endeavors so that the parish can be made aware of the needs of the mission **group or diocese**.
3. The representative of the mission group is expected to speak at all the Masses in the parish church on the date of the appeal. **Please note that the message of the appeal should relate to the Gospel of the day.**
4. The pastor will determine the manner in which the collection will be taken: either through a second collection or by the use of envelopes, or both. He is the custodian of the collection and will forward a parish check made payable to the Society of the Propagation of the Faith for the **full amount** collected for the missions to the Mission Office along with the accompanying MCP response form **within three weeks of the Appeal**.
5. The representatives of the mission groups are **not permitted** to use any envelopes or other materials that are to be returned directly to the missionary.
6. Magazine subscriptions **may not** be solicited as a part of the appeal.
7. After the remittance is sent to the Mission Office, ten percent of the total will be deducted by the Mission Office for distribution to deserving mission groups not currently participating in the MCP. A check for the balance will be forwarded to the headquarters of the assigned mission group after **December 1, 2018**.
8. **It is strongly recommended that checks are not mailed overseas. If wire transfer information is provided to the Mission Office, we will be happy to wire the funds directly for a more secure delivery.**
9. When visiting clergy solicit support for their mission cause, they should not be expected to provide coverage for a vacationing priest. In addition, they should be remunerated for any personal service they offer to the parish.

Parishes Which Have Multiple Worship Sites

The manner in which the visiting missionary can speak at all the Masses in a parish with multiple worship sites will be determined by the pastor. It may be necessary to have more than one person making the appeal at the parish that weekend, if possible, or to ask the hosting clergy to assist in making the appeal.

Parishes to Whom a Priest Has Not Been Assigned

It is impossible to assign a priest to every parish for the MCP, because significant ministry is being carried out by religious women and laity in missions throughout the world.

If a priest has not been assigned to a parish, the missionary appeal by that person must be made after the communion prayer before the final blessing. It is recommended that the collection for this appeal be taken as parishioners leave the church at the end of Mass. Envelopes may be placed in the pews for that purpose.

Diocesan norms require that the priest still preach during the time reserved for the homily in the celebration of the Eucharist even though a mission appeal will be made later. That homily, of course, may be brief before the actual appeal.