

PONTIFICAL MISSION SOCIETIES

Diocese of Metuchen
P.O. Box 191
Metuchen, NJ 08840
Phone (732) 243-4580 Fax (732) 562-1399

MISSIONARY COOPERATION PLAN (MCP) DIRECTIVES (Updated 30 January 2025)

1. Each parish of the diocese will be assigned a Missionary to make an appeal for mission funds once a year. The Missionary is to appeal in person at the assigned parish (es) and is responsible for travel to/from the parish. **(Travel arrangements and transportation are NOT the responsibility of the parish.) No missionary appeal is permitted outside the MCP without the express permission of the Bishop or this Office.**
2. Dates for the appeal should be scheduled as soon as possible (April 15 at the latest) by the Pastor and the missionary society/diocese assigned to the parish. **The appeal itself may be made on any weekend between April and the last Sunday of August.**
3. The following critical dates should be observed to ensure timely flow of communication. If the Acceptance Agreement Form is not received in our office by the due date, your group will be replaced immediately and without further notice. **If there is an unforeseen/unavoidable delay in executing these documents, please communicate with our office immediately via email at pontifical.mission.societies@diometuchen.org.**
 - a. (BLUE) Acceptance Agreement Form is due on February 28, 2025
 - b. (WHITE) Certificate(s) of Suitability is due on April 15, 2025
 - c. (BEIGE) Schedule of Appeals is due on April 15, 2025
 - d. (GREEN) Parish Evaluation Form from the Parish with the collected donations is due within two weeks after the Appeal. All collected donations must be received in our Office no later than September 30, 2025.
 - e. Dates of Appeal should be completed by the last Sunday in August or as agreed by the Pastor of the Parish you are assigned to.
4. The Representative of the missionary society/diocese must send the Pastor advance information about its work for publicity purposes at least several weeks in advance of the date of the appeal. (Bulletin, parish website, etc.).
5. Change in the US Missionary Representative and/or address, must be communicated and authorized by the (Arch) Bishop/Religious Superior of that community in writing.
6. Whenever possible, those with personal missionary experience should preach the appeal. ***FLUENCY/CLARITY IN ENGLISH IS ESSENTIAL. *(Tremendous year-to-year fluctuations in a parish's MCP collection testifies to the importance of good/clear preaching.)**

7. The Missionary should not cite The Society for the Propagation of the Faith so as not to confuse the Missionary Cooperation Plan appeal with the annual World Mission Sunday Collection.
8. Missionary groups/Missionary dioceses may **NOT**:
 - Solicit subscriptions for missionary magazines or Mission Appeal.
 - **Take envelopes, checks or money collected from parish premises.**
 - Solicit a mailing list from the parish or from parishioners.
9. The entire MCP collection will be **forwarded directly to our Office from the parish** within 3 weeks after your appeal.
 - When all your appeal collection is received from all your assigned parishes, we will forward you one check from our office, made payable to the legal name of your Diocese/Organization.
 - Checks must be made payable to your Diocese/Community and never to a person's name (as per our Diocesan policy).
 - In the event the Parish sends you the collection directly, you must inform our office immediately in writing and with a copy of the check you received.
 - Please indicate on the Blue Form the exact name to whom the check should be made payable to.