



**MISSION COOPERATIVE PLAN
THE SOCIETY FOR THE PROPAGATION OF THE FAITH
Diocese of Oakland**

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DIOCESAN POLICIES AND PROCEDURES

The Mission Representative AND Mission Speaker(s) that have been selected to participate in the Mission Cooperative Plan are required to read this document and **sign Page 3**. This confirms they understand and will follow all Diocesan Policies and Procedures. Please keep a copy for your reference and return only the signed Page 3. A copy will be sent to all the assigned Parish Pastors for their information and reference.

1. *Application, Diocesan Policies and Procedures, Letter of Request, mandatory Authorization Letter of Inclusion, and if applicable, copy of page listing your Diocese in the Annuario Pontificio or Official Catholic Directory (Kennedy)* must be received no later than the end of **December** of the current year.
2. Submission of your Application indicates your Mission or Organization including all parties involved in assisting your group, understands and complies with all statutes and limitations of the U.S. Patriot Act enforcing accountability for any money sent here domestically and/or abroad.
3. The Diocese, Mission or Organization should have a U.S. Mission Representative located in the United States and authorized to act on behalf of the Mission. An **Authorization Letter of Inclusion** authorizes the U.S. Representative to apply, participate, represent and act on behalf of the Mission as stated on line #1 of the Application. This letter needs to be an original copy and come directly from your Bishop, Superior or Board President and have an **original signature and seal**. The Letter of Request needs to be attached to your Application.
4. Mission Participants will all be selected by the end of **January** of the Mission Year. All *Application Packets* will be reviewed and both letters and other requested documents must be included. If the Application Packet is missing any documents unfortunately it will not be considered.
5. The selected Mission Speaker needs to be **fluent in English** and preferably have public speaking experience. If you noted on your Application that Speaker speaks Spanish, they **must be fluent in Spanish**. Parish Assignments are based on this information.
6. Selected Missions will be notified in **February** and the *Mission Representative* will receive the *Selection Letter* with a copy of the *Parish Assignment Confirmation Form and other forms*. Upon receipt of the *Mission Selection Letter* the Mission Representative needs to **advise** us in **writing** if they are **Accepting** or **Declining** our *Invitation to Participate* in the current year's Mission Appeals.
7. After the *Selection Letter* has been received, the **Mission Representative** is responsible for contacting **both** Parish Pastors/Administrators to mutually agree upon the best dates for their Mission Appeals. Appeals are to be done at the Saturday Vigil Mass and all scheduled Sunday Masses.

Appeal Dates should only be scheduled **during** the **summer months, - June through September**, with the **exception** of these two weekends: (USCCB'S Holy Father/Peter's Pence Collection - weekend of July 1-2, 2023 AND the Diocesan Priest Retirement Benefit Trust Collection - weekend of September 9-10, 2023). This is so we avoid having two collections on the same day. Any exception to these dates **must first be approved** by the Propagation of the Faith Mission Office and then with the Parish Pastor.

8. The Mission Representative or Speaker **needs to return** the *Parish Assignment Confirmation Form* with all dates for both of their parishes **as soon as possible** in order for the MCP calendar to be set up.

9. If lodging is needed, it should be discussed at the time the *Mission Appeal dates* are being scheduled. Please understand that the Parish Pastor and their staff are not responsible for providing transportation or lodging to the Mission Speaker(s) however, they will try to accommodate. Mission Speakers should be able to drive or rent a car, take Uber or Lyft or take a shuttle in case transportation cannot be arranged or available by the Parish. This includes your transportation between parish sites and to and from the airport.
10. **All** selected Mission Speakers are required to have either a *Testimonial of Suitability for Temporary Priestly Ministry* **OR** a *Testimonial of Suitability for Non-Cleric Letter*. A sample of both letters can be provided and used as a template for your Bishop/Chancellor/Vicar General/Provincial who will be writing an original letter. The format and all information on the template must be on your original letter being prepared on your behalf. It must include original stamp, signature and mailed to the SPOF Mission Office **by June 1st**.
11. **Wire Transfer Request Form** - International Use Only - Distribution of all collected MCP funds will be processed and sent to all participating Missions by the end of the calendar year. Funds will be sent by wire transfer or by check. The Wire Transfer Form must be TYPED and filled out completely.

Note: Checks will ONLY be issued if the funds are being deposited in the United States. A **Check Distribution Form** needs to be requested and will be sent to you. Note you will need to provide your domestic checking account information so we can confirm the check will be deposited domestically and not sent overseas.

12. Mission Speakers visiting from abroad need to fill out the **Acceptance of Immigration Regulations Form** and attach the required documents. You can fax, scan/email and then mail the originals to us.

Non-Immigrants - Fill out form and attach a legible copy of your Passport AND Visa.

Immigrants - Fill out form and attach a legible copy of your USCIS Form I-551 AKA Green Card.

13. To help promote the effectiveness of the upcoming Mission Appeals, we strongly recommend that the Mission Representative send a short biographical announcement for the church bulletin notices along with a recent and clear photograph of the Mission Speaker(s). You can include suitable pictures or printed material describing the Mission work being done. These materials are needed at least one (1) month prior to the scheduled Appeal Dates and should be sent directly to the assigned Parishes. Advance publicity or notification to the parishioners has proven to be very helpful in the success of the Mission Appeal.
14. Mission Speaker must contact both assigned parish Pastors again, at least one month prior to your scheduled Appeal Dates. Speaker needs to provide arrival information and local contact information to the Parish. Speakers are to arrive at least 30 minutes prior to the start of the Mass on Saturday and Sunday. Mission Priests should make themselves available to celebrate mass or assist with confessions if needed.
15. Mission Speaker must observe the liturgical norms for the integrity of the Sunday Eucharistic celebration, with special regard for the homily. Please use Sunday readings and integrate the scripture of the day into your homily. Homilies that ignore the scriptural and liturgical themes are unacceptable. Please keep your Homily no longer than 10 minutes.
16. MCP Collection Envelopes (YELLOW) are **supplied** and **ordered** by the Propagation of the Faith Mission Office. **All envelopes** will be **mailed**. Large parishes will receive them from the printer and small parishes will receive their envelopes (500 or less) from the Propagation of the Faith Mission Office.

Note: **All envelopes** will be **mailed the 3rd week in May** prior to the start of all scheduled Mission Appeals (June 1st through September 30th). Envelopes need to be stored until your scheduled appeals take place. Please make sure envelopes are distributed at all Masses on the day of your Mission Appeals. Envelopes can also be placed in all pews or mailed to all parishioners prior to your scheduled Mission Appeal weekend.

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Mission Speakers are **not allowed to distribute their own envelopes, calendars or other materials** or solicit additional contributions after the Mission Appeals. Please do not solicit subscriptions to Mission magazines, newsletters, or request names and addresses of parishioners. NO selling of any merchandise is allowed during Missionary visit to any of our Parishes.

17. Participating Mission understands and agrees they **will not receive 100% of the MCP funds collected.** Speakers should not presume that checks made in their name are meant for them personally or only for their mission or diocese. Speaker cannot accept any monies from parishioners or seek ongoing funding from the parish or parishioners beyond the appeal presentation. No collection information will be given to speaker.

18. Parishes will deposit all cash and checks placed in the baskets and from the individual yellow MCP Collection Envelopes. A Parish Check needs to be prepared and **payable** to the **Propagation of the Faith**. Please indicate on the Parish Check **Memo** for **SPOF, Mission Appeals, MCP** so check is post correctly.

Only yellow Collection Envelopes **with parishioner information** need to be sent in, as well as copies of all parishioner/donor checks, along with the Parish Check. Please include the *Pink Mission Appeals Verification Form* and mail everything to the Propagation of the Faith Mission Office. If anything is not clear, please do not hesitate to call the Mission Office at 510-267-8337 for assistance or additional information.

At the recommendation of the Presbyterial Council and the Bishop all funds collected, less administrative costs are pooled and disbursed to **all participating missions** in **equal shares**. Mission Appeals are done on an individual basis however, the Missionary Cooperative Plan is set up to benefit all the participating missions as a collective group.

If you have any questions or need any assistance please never hesitate to contact the **Propagation of the Faith Mission Office**, Diocese of Oakland, 2121 Harrison Street, Suite 100, Oakland, CA 94612-3741, by Telephone (510) 267-8337, Fax (510) 496-7253 or by email at spof@oakdiocese.org.

Non-compliance with any of these Policies and Procedures will result in disqualification of the mission and no longer eligible to participate in future Mission Cooperative Plans.

I have read and agree to follow the *Diocese of Oakland's Policies and Procedures* and understand that a violation will result in our Mission Group not being considered for future Mission Appeals.

Name of Mission/Organization: _____

Print Name of **Mission Representative:** _____

Signature: _____ Date: _____

Print Name of **1st. Mission Speaker:** _____

Signature: _____ Date: _____

Print Name of **2nd Mission Speaker:** _____

Signature: _____ Date: _____