

PONTIFICAL MISSION SOCIETIES IN THE UNITED STATES
DIOCESE OF KALAMAZOO

REGULATIONS FOR THE MISSIONARY COOPERATIVE PLAN

1. Both the pastor and Missionary Order/Diocese will be notified of the assignment for each Parish. Pastors with a preference for a specific order/diocese should identify their request prior to assignment.
2. The **Visiting Priest Request Form** and the **Statement Concerning A Priest** *must be on file in the Missions Office, sent by the appealing Order/Diocese, prior to our confirming the scheduled appeal. This includes "Special/Local Appeals", please see # 11 below.*
3. The Missionary Order/Diocese is required to contact the pastor in person or by letter to schedule the date(s) of appeal.
4. The Missionary Order/Diocese is required to notify the Diocesan Office of the assigned appeal date. This date is to be confirmed along with the required forms: **Visiting Priest Request Form**, the **Statement Concerning A Priest** from the appealing order's or diocese's Bishop, **Letter of Good Standing**, and **Letter Presenting the Missionary**.
5. No appeals are to be made during the months of May (Bishop's Appeal) and October (World Mission Sunday).
6. The missionary priest is expected to help out on Saturday with confessions and to speak at Saturday Vigil Mass and all Sunday Masses.
7. Magazine subscriptions may not be taken up. This is to eliminate the abuses that have proven detrimental to the Missionary Office.
8. No missionary cause may use their own envelopes, collect any funds, donor information or solicit sponsorships. Checks from individual donors should be made out to the parish.
9. RECEIPTS FROM THE COLLECTION MUST BE FORWARDED TO THE MISSION OFFICE WITHIN TWO WEEKS OF THE APPEAL. Please make the checks out to "Diocese of Kalamazoo" and then in the memo line "Propagation of the Faith".
10. The collection is not to be sent with the Appealing Priest. Please see #8 above.
11. *It is the policy of the diocese that appeals are made by Priests only.* Ten percent will be deducted from each collection and distributed equally among all Missionary Orders of Sisters requesting participation. Four percent will be deducted for the operation expenses of the Mission Office.
12. All "Special/Local Appeals", i.e. Food for the Poor, are to follow the same Diocesan Regulations as the Missionary Cooperative Plan. Please consult the Mission Office with questions/concerns.

