



Missionary Cooperative Plan Diocese of Madison Policies and Guidelines

Failure to adhere to these policies may result in disqualification from future talks

Transportation

- Procuring and paying for transportation to the parish is the responsibility of the Missionary, not the responsibility of the parish or diocese.

Lodging

- Procuring and paying for lodging is the responsibility of the Missionary, not the responsibility of the parish or diocese.
- The parish may choose to provide lodging at the rectory for the weekend of the talk if the visiting Missionary is a Priest, Religious Brother or Layman. However, this is always the decision of the parish and not to be expected by the Missionary.
- If Missionaries are provided lodging by the parish, Missionaries should not expect lodging beyond the weekend of the talk. **Arranging and paying for lodging beyond the weekend of the talk is the responsibility of the Missionary.**
- If the Missionary is a Woman Religious or Laywoman, it would then be necessary for the Missionary to arrange and pay for lodging at a nearby hotel or with local friends/family.
- It is inappropriate for the Missionary to charge the parish for long-distance phone calls.

Donations

- Donation envelopes are provided by The Pontifical Mission Societies for use at a Diocese of Madison parish to accept monetary contributions. No Missionary envelopes should be used.
- Checks **MUST** be made payable to the parish, not the missionary
- All proceeds from the talk should be cashed by the parish and one parish check payable to Propagation of the Faith should be sent to my office:

Propagation of the Faith
Diocese of Madison
702 S. High Point Rd., Ste. 225
Madison, WI 53719

- No Sponsorship, seminarian sponsorship, or other relationships may be solicited from the mission cooperative participant
- The Missionary is not to take remittance with them, nor are any monies to be sent directly by the parish to the Missionary
- The Mission Cooperative Plan Office will issue one check payable to the Missionary once all funds have been received. It is best to wait several weeks before the remittance is submitted to allow for delayed donations.
- Any checks made out to the parish should be deposited in your parish account, not sent to my office. If checks are made out to the MCP, please request a reissued check made out to the parish.

Mass Stipend

- The parish is not required to pay mileage or the Diocese of Madison standard help out fee.
- If the missionary priest celebrates a Mass at the parish with an intention coming from the parish, a \$10 Mass stipend along with the intention should be offered.