2019 MCP Information and Guidelines for Parishes

Society for the Propagation of the Faith, Archdiocese of Milwaukee

Background: The Missionary Cooperation Plan (MCP) is a part of the mission of the Archdiocese of Milwaukee. **All parishes as determined by the archbishop are expected to participate annually.** The Society for the Propagation of Faith, Archdiocese of Milwaukee, Inc. part of the Pontifical Mission Society, facilitates this process on behalf of the archdiocese. Each year, 10% of the funds raised remain with the Society for the Propagation of Faith to support global missionary activities, offset program costs and to allow us to offer assistance on behalf of the archdiocese to mission groups who cannot afford to send a representative or who have emergency needs. Therefore, **parishes should not give 100% of MCP proceeds directly to their mission group,** even if this group is a twinning relationship. All funds raised must be reported to the Mission Office so that totals can be reported to the Archdiocese and to the National Pontifical Mission Society office as part of our annual report.

Guidelines:

Thank you in advance for your efforts to make the MCP work well within your parish and for the mission organization! Please read the specific guidelines to help ensure a smoothly executed appeal for 2019.

1. **Responsibilities of the Parish**

   A) **General:** Please include the Group Number of the Mission Organization on all correspondence with the Mission Organization and with our office. This number can be found on your welcome letter.

   B) **Setting and Preparing for the Appeal:** The mission group should contact you to send a mutually convenient date for their appeal, describe their work to you, and ask about your envelope needs.
      i) Please notify our office if your parish has not been contacted by the Mission Organization by **June 15th, 2019.** (Call 414-758-2280)
      ii) Work directly with the Mission Group if you would like information about the organization to use in your bulletin before the Mission Appeal is given.
      iii) When the Mission Organization calls to schedule their dates at your parish, please be sure to tell them how many collection envelopes you will need from our office. (*Mission organizations are not permitted to use their own envelopes*). If you choose not to request envelopes, that is fine; however, we ask that you let the mission group know why (have some from last year, do not use envelopes, etc.) so that the mission group can note this on their form. This helps us be sure that the mission group has asked you about your needs.
      iv) The envelopes are the same each year and you can use them for the next year's appeal. **If you do not use all the envelopes you receive, please do not return unused envelopes to the Mission Office.** Returning the envelopes creates excess shipping and personnel costs (as envelopes need to me re-mailed in following years and hand checked to ensure they do not contain a donation).

   C) **Collecting and Processing Donations:** Parishioners donating for the mission appeal make out their checks to your parish. These donations are then collected and deposited by your parish and a single check for the total is sent to the Society for the Propagation of the Faith (SPOF) for recording and distribution of funds to the mission group.
      i) Please inform parishioners who contribute by check to address checks to **your parish** and not to the Mission Organization. *Checks made out to the mission organization cannot be deposited by SPOF nor forwarded to the mission organization*. If you receive a check made out to the mission organization, please ask the donor to rewrite the check to your parish.
      ii) Please combine all donations into a single check **payable to the *Society for the Propagation of the Faith*.** As donations may continue to come in a few weeks after the appeal, you may wait to send your check until you believe all donations are in; however, we ask that you send the check within 45 days of your appeal. Enclose the parish check with the completed Parish Deposit Card in the payment envelope provided and mail to the address below. ***Note: Your check should be addressed and payable to the Society for the Propagation of the Faith***. Please do not make it payable to or send it to the Mission Group or to the Archdiocese of Milwaukee. *Additional deposit cards can be found on the MCP website:http://www.archmil.org/offices/world-mission/MCP.htm*

Note: Twinning Parishes Only: *All MCP groups, including those twinned with parishes, must complete* ***ALL*** *mission paperwork (Acceptance and Arrangements forms and suitability letters) each year, even if no information has changed. Groups not completing these items before their due date may not be invited back the following year. Therefore, if your parish is part of a twinning relationship and acts as the primary point of contact for this group, it is the parish's responsibility to see that these forms are completed and submitted by their due date. If your twinning parish handles the finances directly for your twinned group, you may directly process the 90% for your twin and send the 10% to us. Please note you must notify us in writing of this arrangement and of the total amount collected, for our records.*

2.) <u>Responsibilities of the Visiting Mission Organization</u>:

- Contact Pastor or Parish Director to set mutually convenient date.*
  **after you notify the mission office that you accept the group, please wait for the mission group to contact you*
- Inform Mission Office (SPOF) of appeal dates and envelope needs (Arrangements) and send Letters of Suitability/Good Standing for persons doing appeals to Mission Office.
- Send mission information for bulletins/newsletters to parish at least three weeks before appeal.
- **Please note:** Each year's MCP appeal is are a one-time opportunity for the mission group to seek donations from your parishioners. These donations are processed by your parish and SPOF. As such, **mission groups agree that they will not**
  - bring their own envelopes to the appeal,
  - ask parishioners to donate directly to them/their mission group or
  - try to establish long-term donation relationships with parishioners.

  If you witness any of these behaviors, please let our office know.

3.) <u>Responsibilities of Society for the Propagation of the Faith Office</u>

- ✓ Assign mission groups to parishes and inform parishes and groups in Spring; ensure all necessary completed forms are received.
- ✓ Provide mission appeal envelopes to parish as requested two weeks before appeal (Please contact our office at 414-758-2280 if you have not received your envelopes)
- ✓ Provide Parish Deposit card and Payment Envelope to parish (enclosed)
- ✓ Receive and record all Mission Appeal funds from parishes
- ✓ Send funds to Mission Organizations before the end of 2019.
- ✓ Assist Parishes and Mission Organizations as needed throughout the Mission Appeal process

Please call or email our office for assistance with any step of the process.
General Questions: 414-758-2280; E-mail: wmo@archmil.org
Financial Questions: Sheryl Funk, Bookkeeper: 414-758-2281; E-mail funks@archmil.org
Appeal Questions: Antoinette Mensah, Director: 414-758-2282; E-mail mensaha@archmil.org

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MCP 2019
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