2019 MCP Mission Group Agreements

Society for the Propagation of the Faith Office
Archdiocese of Milwaukee

Please **read and initial each statement** and **sign and date at the end of the form** (2 pages).

Return by June 1, 2019

1) Our mission group agrees to include our assigned **Group Number** on all correspondence with the Society for the Propagation of the Faith (SPOF) office and with the parish (check the welcome letter/e-mail or call 414-758-2280 for group number). _____

2) Our mission group has returned/agrees to return our Acceptance Form. We understand and agree that failure to complete the form (without notice to Society for the Propagation of the Faith) will result in parishes being reassigned. _____

3) Our mission group agrees to **send a suitability letter/letter of good standing** (or notice of Archdiocese of Milwaukee faculties) for each person doing an appeal by **June 1, 2019** _____

4) Our mission group agrees to complete and return the Arrangements Form by **June 1, 2019** with complete information on all parish appeals. If we are unable to schedule a parish, we will contact 414-758-2280 immediately or prior to the deadline. _____

   We understand and agree that our arrangements form will include the following information:

   a) The date of the appeal at each parish, and the name of the person doing each appeal.
   b) The name and/or role of the person at the parish with whom arrangements were made.
   c) The date the parish was contacted/arrangements were made.
   d) The number of Envelopes the parish requires for the appeal.
   (If a parish is unsure how many to request, we will ask them for the number of bulletins that they will print for that weekend and use that number. If a parish does not use envelopes, we will provide the reason why (they have some from last year, they do a second collection, etc. We will not simply write none or zero.) _____

5) Our mission group agrees that **we will not send or bring to the parish our own envelopes, nor will we distribute our own envelopes** at the parish or directly to any parishioners. _____

   Note: *MCP donations are to be collected through MCP addressed envelopes (that will be provided to the parish by the Society for the Propagation of the Faith Office in Milwaukee) or by second collection at the sole discretion of the parish. Mission groups may not bring their own envelopes for the appeal.*

6) Our mission group agrees that **we will not accept funds directly from the parish or parishioners or seek additional contacts or funding/support beyond the appeal presentation.** _____

7) We agree and acknowledge that the Society for the Propagation of the Faith (SPOF) office facilitates the processing of the mission appeal funds. The processing is as follows: after all funds are received by SPOF from all of our group's parishes, 90% is distributed to us, the mission group, and 10% is retained by SPOF to cover costs of facilitating the appeals and to offer support to missions that cannot do appeals or who have emergency needs. **We agree that no mission group can receive 100% of the funds collected or seek ongoing funding from the parish or parishioners**. _____

   *(7a) For Twinning Partnerships only: If our mission group appeal is part of a twinning relationship, we agree that we may receive the 90% directly from the parish **if** such an arrangement has been made known to SPOF prior to our appeal. We agree the remaining 10% will be sent to the SPOF office.* _____

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2019 MCP Mission Group Agreements, continued

8) Our mission group agrees that Society for the Propagation of the Faith (SPOF) checks cannot be taken/sent/cashed outside of the United States of America. If we are unable to cash/deposit the check at a bank in the USA, we will complete the wire transfer information forms necessary to have the funds transferred. _____

(8a) For wire transfers only: we agree that the initial cost of the wire transfer will be deducted from the 90%. ***As a safeguard we will provide a contact person for verification before a wire transfer will be completed.*** _____

9) Our mission group agrees to provide accurate and current address and financial information to the Society for the Propagation of the Faith (SPOF) office to ensure that our funds are received at the correct address/in the correct account. If a check needs to be cancelled or re-issued, or a wire transfer resent due to an error in the information we have provided, we agree that any fees incurred will be deducted from the 90% sent. _____

10) We agree that we will complete scheduled appeals as agreed, honoring the date and personnel expected. If there are any changes or issues, planned or unforeseen, we will contact the mission office and the affected parishes immediately to update information and make necessary arrangements. _____

11) If there is a change in our personnel, especially our assigned mission representative, we agree we will inform the mission office and the affected parishes as soon as possible to update our contact information. _____

12) After we have received our 2019 funds, we agree to send a brief report to SPOF detailing how the funds were used in our ministry. _____

13) **If we become unable/unavailable for any or all appeals, our mission group agrees to contact the SPOF office and our assigned parishes as soon as possible so that alternate arrangements can be made.** _____

14) **Our mission group agree to share this information with all who will do appeals on our behalf and further agrees that violation of the above agreements by anyone representing our mission group may result in loss of appeals and/or not being invited back for subsequent MCP appeal years.** _____

Group #_____ **Mission Group Name:** _____

_____ _____

Signature of Mission Coordinator/Responsible Party **Date**

Return by June 1, 2019 to
Society for the Propagation of the Faith
Missionary Cooperation Plan
PO Box 070912
Milwaukee, WI 53207-0912

(a scanned copy of the initialed, signed, and dated from can be e-mailed to wmo@archmil.org
Please use "2019 Agreements Form" in the subject line)