



2024 MCP Mission Group Agreements

Society for the Propagation of the Faith Office
Archdiocese of Milwaukee

Return by March 15, 2024

Please **read and initial each statement** and **sign and date at the end of the form.**

- 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 414-758-2283 for the group number). _____
- 2) Our mission group has completed/agrees to complete the **Acceptance Form** (online survey) by **March 15, 2024**. We understand and agree that failure to complete the form (without notice to the 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 in-person appeal by **June 1, 2024** _____
- 4) Our mission group agrees to complete and return the **Arrangements Form** by **June 1, 2024** with complete information on all parish appeals. If we are unable to schedule a parish, we will contact 414-758-2283 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. _____
- 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.*

- 6) Our mission group agrees that **we will not accept funds directly from the parish** or parishioners or seek additional contacts or funding/support, nor sale items for additional fundraising 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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- 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 form 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 canceled or re-issued, or a wire transfer is 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 the appeals are completed, we agree to complete a brief online report on how the appeals went (*appeals successfully completed, failure to do an appeal, challenges, etc.*) _____
- 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 agrees 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: _____

Name of Mission Coordinator/Responsible Party

*By typing your name, and dating this form,
you agree to fulfill the above requirements.*

Date

Return by March 15, 2024 to
Society for the Propagation of the Faith
Missionary Cooperation Plan
PO Box 070912
Milwaukee, WI 53207-0912

*This form can be e-mailed to wmo@archmil.org
(Please use "2024 Agreements Form" in the subject line)*