



# Checklist for Visiting Missionaries

2024 Missionary Cooperation Program (MCP)  
Society for the Propagation of the Faith Office  
Archdiocese of Milwaukee

1. **MARCH: Complete the online [Acceptance Form](https://www.surveymonkey.com/r/MCP-Acceptance-2024) by March 15, 2024**   
<https://www.surveymonkey.com/r/MCP-Acceptance-2024>
2. **APRIL: Return the 2024 MCP Mission Group [Agreements Form](#) by March 15, 2024**
3. **APRIL/MAY: Contact the Parish to set a mutually convenient date for the appeal.**   
Using your assignments list, please contact the parish(es) immediately to set your appeal date(s).  
Make sure to **schedule your appeal between June 15 and September 30**. Adhere to this timeframe unless *the parish* requests a later date due to special circumstances. Please contact the parish as soon as possible to begin the process; arrangements are due June 1<sup>st</sup>.
4. **JUNE: Send a letter of suitability/good standing for each person giving a mission appeal by June 1, 2024** 
  - a. Priests serving in the U.S.:
    - Submit a letter from his bishop or major superior affirming that he has completed a safe environment program and had a criminal background check completed with no problems arising.
  - b. Priests serving outside the U.S. 
    - Submit a letter from his bishop or major superior stating that he:
      1. is in good standing and possesses good morals and integrity.
      2. has no canonical or criminal charges filed against him (*If appropriate, please indicate whether a current background check is on file and state that no problems are arising.*)
  - c. Sisters, brothers, and laity serving in the U.S. or abroad must:
    - have authorization of a major superior, pastor, head of a religious organization, or mission organization leadership.
    - submit a letter for each speaker attesting that they are in good standing with no canonical or criminal charges against them. (*If the person is serving in the United States or in another country that does background checks, the letter should state that one has been done with no problems arising.*)

**Please Note:** A new suitability letter for each person making an appeal must be sent to our office each year (whether the person has made appeals in previous years). The letter(s) must be received by our office by **June 1, 2024**, before the appeal takes place. Sample Suitability letters are available online at: <https://www.archmil.org/offices/world-mission/MCP/ResourcesForMissionaries>
5. **JUNE: Return the [Arrangements Form](#) (or [complete online](#)) by June 1, 2024**   
Note: Please read the agreements carefully for more information about the Form.
6. **BEFORE APPEALS: At least three weeks before your appeal, send information about your mission to the parish for inclusion in their bulletins/newsletters.**
7. **AFTER APPEALS: After your appeals are completed, you will be required to complete a brief online report on how the appeals went** (*appeals successfully completed, failure to do an appeal, challenges, etc.*)

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**Our Contact Information:** Society for the Propagation of the Faith  
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