



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 (SPOF) facilitates this process on behalf of the archdiocese. Each year, 10% of the funds raised remain with SPOF to support global missionary activities, offset program costs, and allow us to offer assistance to mission groups who cannot afford to send a representative or who have emergency needs. All funds collected for the MCP must be reported to SPOF so that totals can be reported to the Archdiocese and the National Pontifical Mission Society.

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. All appeals are IN-PERSON APPEALS.

Parish Responsibilities

A) **General:** Please include the Group Number of the Mission Organization in all correspondence with the Mission Organization and with our office. This number will be in 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.

i) Please notify our office if your parish has not been contacted by the Mission Organization by July 30th. (414-758-2283)

ii) When completing the Parish Preference Form, please be sure to indicate how many collection envelopes you will need from our office. (Mission organizations are not permitted to use their envelopes). If you choose not to request envelopes, that is fine; however, we ask that you note this on your Parish Preference Form. This helps us to order the right number of envelopes each year.

iii) The envelopes are the same each year and you can use them for the following year's appeal. If you do not use all the envelopes you receive, please do not return unused envelopes to SPOF. Returning the envelopes creates excess shipping and personnel costs.

C) **Collecting and Processing Donations:** All MCP Donations via check should be made payable to the parish. If you receive a check made out to the mission organization, please ask the donor to rewrite the check to your parish. Cash and checks are collected and deposited into the parish account and send a single check for the total amount to the Society for the Propagation of the Faith (SPOF) for recording and distribution of funds.

- 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 and mail to the address below. Note: Your check should be addressed and payable to **the Society for the Propagation of the Faith**. Additional deposit cards can be found on our [Resources for Parishes webpage](#) or you can email us at wmo@archmil.org to request a deposit card.

iii) **Online donations:** Mission groups may also have an online donation page where parishioners can donate by credit card. Please contact us to request the link for the online donation page. Parishes can share this link as they choose. Donations received online are credited to your parishes' total and disbursed according to MCP protocol.

Note for Twinning Parishes: All MCP groups, including those twinned with parishes, must complete ALL mission paperwork (Acceptance and Arrangement 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 twin group, you may directly process the 90% for your twin and send the 10% to us. Make sure to specify this on the Twinning Arrangement Form and the Parish Deposit Card to facilitate the processing of funds.

Responsibilities of the Visiting Mission Organization

- Contact the Pastor or Parish Director to set a mutually convenient date. After you notify the mission office that you accept the group, please wait for the mission group to contact you.
- Inform the SPOF office of appeal dates and arrangements and send Letters of Suitability/Good Standing for persons doing appeals.
- Provide parishes with needed information for bulletins/newsletters at least two weeks before the appeal.
- Please note: Each year's MCP appeal is 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.

Responsibilities of Society for the Propagation of the Faith Office

- Assign mission groups to parishes and inform parishes and groups in Spring and ensure all necessary completed forms are received.
- Provide mission appeal envelopes to the parish as requested, two weeks before the appeal. (Please contact our office at 414-758-2283 if you have not received your envelopes)
- Provide Parish Deposit cards to parishes, and the online donation link (if requested).
- Receive and record all mission appeal funds from parishes.
- Send funds to Mission Organizations within 60 days but no later than the end of the year.
- 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.

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