



MISSION COOPERATIVE PLAN
THE SOCIETY FOR THE PROPAGATION OF THE FAITH
Diocese of Oakland

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DIOCESAN POLICIES AND PROCEDURES

The Mission Representative AND Mission Speaker(s) which have been selected to participate in the Mission Cooperative Plan are required to read and **sign** Page 3. This confirms they understand and will follow all Missionary Cooperative Plan – Diocesan Policies and Procedures. A copy will be sent to the assigned Parish Pastors for their information and reference.

1. *Application, Diocesan Policies and Procedures, Letter of Request, mandatory Authorization Letter of Inclusion, and if applicable, copy of page listing your Diocese in the Anuario Pontificio or Official Catholic Directory (Kenedy)* must be received no later than the end of **December** of the current year.
2. Submission of your Application indicates your Mission or Organization including all parties involved in assisting your group, understands and complies with all statutes and limitations of the U.S. Patriot Act enforcing accountability for any money sent here domestically and/or abroad.
3. The Diocese, Mission or Organization needs to have a U.S. Mission Representative authorized to act on behalf of the Mission and located in the United States. A *Letter of Request* authorizes the U.S. Rep to apply, participate, represent and act on behalf of the Mission stated on line #1 of the Application. This letter needs to be an original copy and come from your Bishop, Superior or Board President and have an original signature and seal.
4. Mission Participants will all be selected by the end of **January** of the Mission Year. All *Application Packets* will be reviewed and both letters and other requested documents must be included. If the Application Packet is missing any documents unfortunately it will not be considered.
5. The selected Mission Speaker needs to be fluent in English and preferably have public speaking experience. If you noted on your Application that Speaker speaks Spanish, they **must be fluent in Spanish**. Parish Assignment is based on this information. If Speaker is NOT fluent in Spanish please contact us immediately.
6. Selected Missions will be notified in **February** and the *Mission Representative* will receive the *Selection Letter and Parish Assignment Confirmation Form*. Upon receipt of the *Mission Selection Letter* the Mission Representative needs to **advise us in writing** if they are *Accepting* or *Declining* our *Invitation to Participate* in the current year's Mission Appeals.
7. After the *Selection Letter* has been received the **Mission Representative** is responsible for contacting **both** Parish Pastors/Administrators to mutually agree upon the best dates for their Mission Appeals. Appeals are to be done at the Saturday Vigil Mass and all scheduled Sunday Masses.

The dates available are only **during the summer months - June through September** with the exception of these two weekends (Diocesan Priest Retirement Benefit Trust Collection - Weekend of September 12 & 13, 2020 AND the USCCB'S Holy Father/Peter's Pence Collection – Weekend of June 27 & June 28, 2020). This is so we avoid having two collections on the same day. Any exception to these dates must first be approved by the Propagation of the Faith Mission Office and then with the Parish Pastor.

8. The Mission Representative needs to return the *Parish Assignment Confirmation Form* with all dates for both of their parishes.

DIOCESAN POLICIES AND PROCEDURES – Page 2

9. If lodging is needed, it should be discussed *at the time* the *Mission Appeal dates are being scheduled*. Please understand that the Parish Pastor and their staff are not responsible for providing transportation or lodging to the Mission Speaker(s) but, will try to accommodate them. All Mission Speakers should be able to drive and/or rent a car or take a shuttle in case transportation cannot be arranged or is not available by the Parish. This includes your transportation between parish sites and to and from the airport.
10. All Mission Speakers selected to participate in the Missionary Cooperative Plan are required to have a current *Testimonial of Suitability for Temporary Priestly Ministry OR Testimonial of Suitability for Non Cleric Letter*. This is **mandatory** for everyone who wishes to minister at the Diocese of Oakland. Please see the Sample Letters for complete details for the Bishops/Chancellors/Vicars General/Provincials who issue these letters. All letters must be mailed in to the SPOF Mission Office prior to June 1st.
11. **Wire Transfer Request Form** – Domestic or International – Distribution of collected MCP funds will be processed and sent to all participating Missions by the end of the calendar year via a Domestic or International Bank Wire. The attached Wire Transfer Form must be filled out completely with accurate bank information. Your bank may deduct a wire transfer fee from the amount sent to you. Note: A Check will ONLY be issued if the Check is being deposited in the United States. If you provide your domestic checking account information a *Check Distribution Form* should be requested and we will send the form to you.
12. The attached **Acceptance of Immigration Regulations Form** needs to be completely filled out and returned with the requested documentation before the end of May. If Mission Speaker is a *Non-Immigrant* please provide a legible copy of your Passport AND Visa, if an *Immigrant* a copy of USCIS Form I-551 aka (Green Card) or if a *U.S. Citizen* a copy of your Driver's License or Identification Card is acceptable.
13. To help promote the effectiveness of the upcoming Mission Appeals, we strongly recommend that the Mission Representative send a short biographical announcement for the church bulletin notices along with a recent and clear photograph of the Mission Speaker(s). You can include suitable pictures or printed material describing the Mission work being done. These materials are needed at least one (1) month prior to the scheduled Appeal Dates and should be sent directly to the assigned Parishes. Advance publicity or notification to the Parishioners has proven to be very helpful in the success of the Mission Appeals.
14. Mission Speakers need to contact both assigned Parish Pastors at least one month prior to your scheduled Appeal Dates. Provide arrival information and local contact information to the Parish. Speakers are to arrive at least 30 minutes prior to the start of the Mass on Saturday and Sunday. Priest should also make themselves available to celebrate mass or assist with confessions if needed.
15. Mission Speaker must observe the liturgical norms for the integrity of the Sunday Eucharistic celebration, with special regard for the homily. Please use Sunday readings and integrate the scripture of the day into your homily. Homilies that ignore the scriptural and liturgical themes are unacceptable. Past evaluations given to us by Pastors/Administrators indicate they would like the homily to reflect the readings.
16. All MCP Collection Envelopes (**YELLOW**) are **ordered** and **supplied** by the **Propagation of the Faith Mission Office**. Envelopes will be **mailed directly** to all **Parishes**. Large Parishes will receive their boxed envelopes directly from the printer and Small Parishes will receive their envelopes from the Propagation of the Faith Mission Office.

NOTE: All envelopes will be **shipped the week of May 20th** prior to the start of the scheduled Mission Appeals (June 1st through September 30th). Envelopes need to be stored until your scheduled appeals take place. Please place in the pews, distributed during all Masses at the time of the Mission Appeals, place in the parish bulletin or mailed out to parishioners prior to your scheduled mission appeals.

DIOCESAN POLICIES AND PROCEDURES – Page 3

Mission Speakers are **not allowed to distribute their own envelopes or other materials** or solicit additional contributions after the Mission Appeals. Please do not solicit subscriptions to Mission magazines, newsletters, or request names and addresses of parishioners. NO selling of any merchandise is allowed during Missionary visit to any of our Parishes.

17. Mission group understands and agrees they **will not receive 100% of the MCP funds collected.** Speakers should not presume that checks made in their name are meant for them personally or only for their mission or diocese. Do not accept any monies from parishioners or seek ongoing funding from the parish or parishioners beyond the appeal presentation. Violation will result in disqualification.

18. **No collection information** is to be **given to Mission Speakers.** All Parishes will deposit cash and checks placed in the baskets and/or from the individual yellow MCP Collection Envelopes. A Parish Check will be prepared and **Payable** to the **Propagation of the Faith.** All yellow Collection Envelopes with parishioner information, as well as copies of all parishioner/donor checks, along with the Parish Check and the *Pink Mission Appeals Verification Form* needs to be mailed into the Propagation of the Faith Mission Office.

At the recommendation of the Presbyterial Council and the Bishop all funds collected, less administrative costs are pooled and disbursed to **all participating missions in equal shares.** Mission Appeals are done on an individual basis however, the Missionary Cooperative Plan is set up to benefit all of the participating missions as a collective group.

For questions or concerns please do not hesitate to contact the **Propagation of the Faith Mission Office,** Diocese of Oakland, 2121 Harrison Street, Suite 100, Oakland, CA 94612-3741, by Telephone (510) 267-8337, Fax (510) 446-7429 or by email at spof@oakdiocese.org.

Non-compliance with any of these Policies and Procedures will result in disqualification of the mission and no longer eligible to participate in future Mission Cooperative Plans.

I have read and agree to follow the *Diocese of Oakland's Policies and Procedures* and understand that a violation will result in our Mission Group not being considered for future Mission Cooperative Plans.

Name of Mission/Organization: _____

Print Name of **Mission Representative:** _____

Signature: _____ Date: _____

Print Name of **1st Mission Speaker:** _____

Signature: _____ Date: _____

Print Name of **2nd Mission Speaker:** _____

Signature: _____ Date: _____