

**Archdiocese of Dubuque
2021 Missionary Co-op Appeal
Collection Guidelines**

A letter has been sent to your Pastor/PLC announcing the congregation or speaker invited to make a Mission Co-op appeal in your parish(es). Following are guidelines for the collection and disbursement of the appeal funds.

As always, the parish collects all donations; **donations do not go directly to the missionary congregation or speaker**. If a parishioner is writing a check, it is to be made payable to your parish. It is helpful if an announcement regarding checks being made to the parish, not the missionary congregation or speaker, is made to the parishioners immediately before or after the appeal. The congregation or speaker may provide their own envelopes for the appeals, but these should also go back to the parish for collection.

Once all donations are in, please pay your total parish donation through the “Mission Co-op” collection tab of Who’s Where. This should be done within six weeks of the appeals.

Also please inform our office if you had any concerns about the speaker assigned to your parish(es).

Please feel free to call or email Barb Gleason with any questions regarding the Mission Co-op Appeal. (dbqcadminsec@dbqarch.org or 563-556-2580, ext. 232).