

S O C I E T Y for the P R O P A G A T I O N of the F A I T H



Archdiocese of Philadelphia 2009 Missionary Cooperation Plan

RULES*REGULATIONS*GUIDELINES

PARTICIPATION

Please acknowledge acceptance of the invitation to participate in the Missionary Cooperation Plan [MCP] by sending in the Response Form [MCP09-RF] **by Friday, February 27, 2009**. Please call the Office of the *Pontifical Mission Society for the Propagation of the Faith* at 215-587-3944 or email pofaith@adphila.org with any questions.

The Office staff will send parish assignments after we receive the completed MCP Response Form. In addition to this form, you will need to return the Confidential Letter of Good Standing [MCP09-CS] to our office.

Participants in the MCP must accept all the parishes assigned. In this way, each parish in the Archdiocese will be visited once each year. You may be assigned one, two, three or four parishes. However, if you receive four parishes, two of the parishes will be twinned, and therefore you will have three weekend dates, not four.

To cover the administrative expenses of the MCP, the Office for the *Society for the Propagation of the Faith* will deduct a small percentage from the income of those whom benefit from the MCP. After all parishes have remitted their collections, this Office will provide a report on receipts along with a check representing the proceeds of the collection. Collection checks will be distributed in the second week of December, 2009.

PARISH ASSIGNMENT RESPONSIBILITIES

Please let us know your weekend parish dates **by Friday, May 1, 2009**, using the Parish Assignment Form, which our office will provide after receiving your necessary participation forms.

Once your parish assignments are made, if your Mission Group experiences any difficulties in fulfilling the commitment to speak at a particular parish, please contact Michele Meiers at 215-587-3944 or email pofaith@adphila.org **as soon as possible**. **Please also contact Michele if the speaking date is changed.**

Your Mission Group is expected to supply a representative to preach the appeal at all of the parish Masses, including evening Masses. All who come to the parish should hear the message. Compliance is required or future participation in MCP is at risk.

WEEKEND APPEAL SCHEDULING

- Mission Group representatives must communicate with the pastors to arrange a suitable weekend for the mission appeal. Keep in mind that **the pastor selects the dates**, not the mission group.
- Appeals are to be made during the months of June through August. **No appeals dates should be scheduled in September.** Appeals are not to be made on weekends when other Archdiocesan collections are scheduled [see 2009 Special Collections schedule included with this information].
- If the Mission Group speaker can not make the scheduled date at the last moment, they are required to inform BOTH the assigned parish *and* the Office of the *Society for the Propagation of the Faith* [Michele Meiers at 215-587-3944 or email pofaith@adphila.org]. **Mission Groups should give the Pastor an emergency contact number for the person making the appeal.**
- The staff of the *Society for the Propagation of the Faith* Office is not able to make arrangements for you.

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ACCOMODATIONS

If the Mission Group representative wishes to **stay in the parish** where he or she is making the appeal, **it is the responsibility of the Mission Group representative to contact the pastor of the parish in advance to make sure that he is able to provide lodging.**

Please contact the pastor at least one month in advance of your visit if you require lodging. The pastor is not obligated to provide lodging. It is suggested that the Mission Group representative notify the Pastor when setting the appeal date if accommodations are needed for longer than overnight. The pastor will decide if this is feasible.

The Mission Group speaker is expected to provide their own transportation to the parish and between parishes. Pastors may be willing to assist the Mission Group speaker with transportation to the parish when he or she arrives in the Archdiocese. **However, it is the responsibility of the Mission Group representative or speaker to request this kindness of the pastor well in advance, at least one month prior, of his or her arrival in the Archdiocese.** It is also important to provide date and time of arrival.

If the pastor is unable to provide transportation to the parish site, it is the responsibility of the Mission Group speaker to provide his or her own transportation to the site and also between parish sites. Host pastors or parishes do not cover the Mission Group speaker's cost of transportation.

Although pastors may give the visiting Mission Group speaker an honorarium, the Mission Group is **never permitted to request any funds or stipends** from the host pastor or parish. It is strongly suggested that the organization supplying the Mission Group speaker provide him or her with adequate funds for the speaker's private needs such as food, supplies, etc., as there are some cases where a parish *may not* be able to provide meals. Communicate with the pastor well in advance to determine if the parish is able to provide meals during the mission group speaker stay.

SPEAKERS AND THE APPEAL

The parish sends the proceeds of the appeal collection directly to the Office of the *Society for the Propagation of the Faith*. **The Mission Group speaker should not take the collection.** The collection **will not** be sent from the parish directly to the Mission Group organization. If your Mission Group inadvertently receives the collection, please have it sent directly to the Office of the *Society for the Propagation of the Faith*.

Mission Group speakers may not solicit magazine subscriptions, envelopes, memberships or in any way gather names and addresses at the MCP appeal weekend. Visiting Mission Groups are not permitted to organize small local Mission Groups to solicit funds. Pastors are asked to notify this Office if this is done.

The Revised Code of Canon Law provides that priests with faculties in their own ecclesiastical jurisdictions need not obtain faculties to preach for the MCP.

As approved by His Eminence, Cardinal Justin Rigali the following conditions are to be observed when a non-clerical representative speaks at Masses on the occasion of the annual appeal:

- The presentation is to be made **after** the prayer after communion of the Mass.
- The presentation is **not a substitute for a homily.**

Mission Group representatives should send the pastor information in advance of visit about the organization and the speaker. This is very important and even the appeal speaker will feel more "at home" in the parish when the parishioners have read about the mission appeal speaker and anticipate their coming. The Office of the *Pontifical Mission Society for the Propagation of the Faith* will send general materials that the parish can use to promote Appeal Weekend.

Mission group representatives should send a reminder letter or call the pastor at least 2 weeks before the Appeal Weekend to confirm all details.

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SPEAKERS AND THE APPEAL [Continued]

The Mission Group speaker making the appeal is respectfully requested to offer an expression of gratitude to His Eminence, Cardinal Justin Rigali, Archbishop of Philadelphia, to the pastor of the parish and to the *Pontifical Mission Society for the Propagation of the Faith* for the privilege of participating in the MCP.

Our Archdiocesan Worship Office reminds us that the Mission Group speakers are giving a true homily and should use materials from the day's reading in their homilies, as well as information about their Mission.

From past years' experience, we have noted that Mission Groups receiving the largest collections have used speakers with a **clear and easily understandable speaking voice**. If at all possible – do not read. Tell about the needs of your people, why you are making the appeal and tell an uplifting story, often about specific people, especially children, who have been helped in your Mission.

In the Parish Appeal talk, don't forget to ask for prayers and financial support.

It may be a good idea to discuss with the Pastor how long you should speak - he knows his parishioners.

Please provide a copy of the Rules, Regulations and Guidelines to the Mission Group speaker[s] who will be preaching/speaking at the Appeal Weekends. Observance of these will help ensure future MCP participation.

2009 Special Collection Weekends during MCP Approved Appeal Timeframe [June, July and August ONLY]:

June 27 & June 28
July 11 & July 12

Peter's Pence
Campaign for Human Development

