TERMS: MCP (Mission Co-op Plan); Mission group (a diocese, society, or religious congregation, etc.)

1. Submit the MCP Application form and a Letter of Request from the Mission group. If a Mission group has a representative in the U.S., the Letter of Request must clearly authorize the U.S. representative to represent the Mission group. This letter needs to be an original copy and come from the representative's Bishop, Superior or Board President and have an original signature and seal. Deadline: November 30, 2021.

2. If the Application is accepted and before the Selection Letter is sent out, the Mission Office will require:
   a. A current Testimonial of Suitability for Ministry (for each clergy speaker) or Testimonial of Suitability (for each non cleric speaker) from their Bishop, or Regional Religious Superior;
   b. Payment information for funds transfer to the Mission group.

3. Once the Selection Letter has been received, speakers must contact the pastor of the designated parish to arrange the dates and times for the mission appeal. Contact should be made prior to March 31, 2022.

4. For promotional purposes, the mission speaker will send the local pastor (1) a short biography, (2) a recent photograph, (3) printed material describing the mission work, no later than March 31, 2022. A copy is to be sent to the Diocesan Mission Office at kimberly.maramba@dsj.org.

5. The designated parish is not responsible for providing transportation or lodging to mission speakers although the parish may try to accommodate them.

6. Mission speakers must have (US or international) health insurance and a health membership card.

7. If the Covid-19 pandemic is still a threat in the summer of 2022, our Mission Office will give instructions on safety protocols.

8. On the dates of the appeal, at the discretion of the local pastor, the appeal may be part of the homily, or a presentation at an appropriate time during Mass. If the speaker appeals during the homily, he must integrate the scriptural readings and/or liturgical themes of the day into it. Homilies that ignore them are unacceptable.

9. If the mission organization wishes to change speakers, it must complete the application process again before the deadline on November 30, 2021. If mission speakers are unable to make their appeal, they should contact the pastor of the designated parish and our Mission Office as soon as possible. Their appeal may be postponed for the next summer.

10. Mission speakers or organizations are not allowed to (a) distribute envelopes or materials soliciting additional donations; (b) solicit magazine subscriptions or sell goods; (c) request donors’ names and addresses. If a violation is observed, the mission group will not be considered for future Mission Co-op.

11. Once the collection is completed, the local pastor will forward a check within one month to the Diocesan Finance Department. Ten percent (10%) of funds will be kept to cover the Mission Office administrative expenses. No collection will be given directly to the mission speaker or organization.

12. Mass stipends for mission clergy are optional and up to the discretion of the local pastor.

13. By submitting a signed Mission Co-op application form, you acknowledge these guidelines and requirements for the Mission Co-op Plan in the Diocese of San Jose.

FOR QUESTIONS OR CLARIFICATIONS, CONTACT:
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