DIOCESE OF SAN JOSE

DSJ Mission Office
1150 N. First Street #100
San Jose, CA 95112, USA
Phone: 408.983.0155 **Email:** vicargeneraloffice@dsj.org

2027 MISSION CO-OPERATIVE PLAN (MCP) GUIDELINES & REQUIREMENTS

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

***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 ***

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: Wednesday November 25, 2026**

2. Once your application is accepted and you receive your Selection Letter, the following documents must be sent to vicargeneraloffice@dsj.org by **Wednesday November 25, 2026**:
   a. A current Testimonial of Suitability for each speaker (clergy, religious) from their Bishop, or Regional Religious Superior. Lay speakers must also submit a Testimonial of Suitability from their local diocesan official (Chancellor or equivalent).
   b. Payment information for funds transfer to the Mission Group.

3. Speakers must contact the pastors of their assigned parishes to arrange the dates and times of their mission appeal. Contact must be made by **Friday May 28, 2027**.

4. For promotional purposes, each mission speaker must send the local pastor (1) a short biography, (2) a recent photograph no later than **Friday May 28, 2027**. Copies of each item must also be sent to vicargeneraloffice@dsj.org.

5. Your assigned parishes are ***not*** responsible for providing transportation or lodging to mission speakers, but they are welcome to make accommodations.

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

7. At the discretion of the local pastor, the appeal may be part of the homily, or may be 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.*

8. If the mission organization wishes to change speakers, it must inform our Mission Office immediately. If mission speakers are unable to make their appeal in-person, the mission organization may prepare a video/audio presentation in lieu.

9. Mission speakers or organizations are <u>not</u> 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 programs.*

10. Once the collection is completed, the local pastor will forward a check within six (6) weeks to the DSJ Finance Department. Ten percent (10%) of funds will be retained by DSJ to cover the Mission Office's administrative expenses. No collection money will be given directly to the mission speaker or organization.

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