



MISSION CO-OPERATIVE PLAN (MCP) GUIDELINES & REQUIREMENTS

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, 2022.**
2. Once the application is accepted and the **Selection Letter** has been received, the following documents must be sent to vicarsgeneral@dsj.org by **May 31, 2023**:
 - a. A current **Testimonial of Suitability** for each speaker (clergy, religious) from their Bishop, or Regional Religious Superior. Lay speakers also are to submit a Testimonial of Suitability from their local diocesan official (Chancellor or equivalent).
 - b. **Payment information** for funds transfer to the Mission group.
3. In addition, speakers must contact the pastor of the designated parish to arrange the dates and times for the mission appeal. Contact should be made **by May 31, 2023.**
4. For promotional purposes, the mission speaker will send the local pastor (1) a **short biography**, (2) a **recent photograph no later than May 31, 2023**. A copy is to be sent to the Diocesan Mission Office at vicarsgeneral@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 2023, our Mission Office will give instructions on safety protocols, based on the US Centers for Disease Control and Prevention (CDC).
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 inform our Mission Office immediately. If mission speakers are unable to make their appeal, the mission organization may prepare a video/audio presentation.
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 six (6) weeks 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, PLEASE CONTACT KIMBERLY MARAMBA at kimberly.maramba@dsj.org | 408-983-0155.