

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
. . . a Pontifical Mission Society



ARCHDIOCESE OF PHILADELPHIA
Missionary Cooperation Plan

APPEALS WEEKEND

Administrative Guidelines for Fund Collection

The *Pontifical Mission Society for the Propagation of the Faith* in the Archdiocese of Philadelphia appreciates your help and support to make a difference in the work of Missionary groups worldwide.

The Missionary Cooperation Plan [MCP] Weekend Appeal Collection is different from Archdiocesan collections and requires handling in a different manner. To ensure proper accounting and distribution of funds to the Mission group the following administrative guidelines are provided for your information.

- A PARISH FINANCIAL REPORT and SURVEY is sent each year to your Parish for fund collection information. A generic copy of this form is on the website.
- A check sent within **30 DAYS AFTER** the collection representing the proceeds from the MCP Appeal Weekend parish collection is to be made payable to the:

Society for the Propagation of the Faith [or simply, SPOF]

and sent **DIRECTLY** to the *Pontifical Mission Society for the Propagation of the Faith*, Archdiocese of Philadelphia, Reverend Monsignor James T. McDonough, 222 North Seventeenth Street, Philadelphia, PA 19103.

- Please *DO NOT* combine the MCP Appeal Weekend parish collection with other Archdiocesan collections and *PLEASE DO NOT* send the check to the Office for Accounting Services. Sending your collection funds to **SPOF** ensures the Mission Group will receive much needed funds in a more timely manner.
- Proceeds from the parish collection are **not be given directly to the Mission Group speaker or sent directly to the Mission Group**. The Mission group's Diocesan Bishop, Religious or Lay Missionary Superior has agreed that the collection will be provided to them from the office of the *Pontifical Mission Society for the Propagation of the Faith*. The *Society for the Propagation of the Faith* is required to report all proceeds to the US National Office.
- Please note that it is our policy that Mission Groups may not solicit subscriptions, envelopes, memberships or in anyway gather names and addresses at the MCP Appeal Weekend. Pastors are asked to notify this Office if this occurs. Mission Groups have been made aware of this policy.

If there are any questions about the Mission Cooperation Plan Appeal Weekend parish collection or anything related to the MCP, please contact Michele Meiers at **215-587-3944** or email at pofaith@adphila.org.

Thank you for your participation in the Summer Missionary Cooperation Plan!