

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

## *Appeal Weekend Guidelines*

**Thank you** in advance for your help in making this year's **Missionary Cooperation Plan** a success for each participating Mission group and their speakers who bring God's hope-filled message of "*Good News*" to the poorest and neediest of our brothers and sisters throughout the world.

### **PARTICIPATION**

Every parish in the Archdiocese of Philadelphia is assigned one Mission Group appeal as part of the annual Missionary Cooperation Plan [MCP]. Please make copies of the Appeal Weekend Guidelines and share them with everyone at the parish who will be involved in making this a **successful** appeal weekend. For the participating Mission Groups, this is an important weekend to help make a difference in the lives of the people they support and their ministries.

The appeal is made by a Mission Group speaker because they can speak from personal experience about the Mission work of the Diocese, Religious or Lay Ministry Organization that he or she represents. This enhances *Mission Education* which is one of the most important purposes of the MCP Appeal Weekend. If you asked for a specific type of speaker [priest, brother, sister or layperson] for MCP, our office staff has tried to accommodate this request.

Mission Groups are expected to supply a speaker to preach the appeal at all of the parish Masses, including evening Masses. All who come to the parish should hear the message.

Contact the Office of the *Society for the Propagation of the Faith* at 215-587-3944 or email at [pofaith@adphila.org](mailto:pofaith@adphila.org) **if you have not been contacted** by your Mission Group by **the end of April**.

### **PARISH APPEAL WEEKEND SCHEDULING**

- Mission Group representatives will initiate communication with pastors to arrange a suitable weekend for the mission appeal. The Mission Group was provided your weekend preferences from the Missionary Cooperation Plan Speaker form that was sent to you in late January. As the Pastor, you select the appeal weekend date, not the Mission Group.
- **The Appeal Weekend should be made during the months of June through August.** Appeals are not to be made when other Archdiocesan collections are scheduled [Peter's Pence & Campaign for Human Development].
- If the Mission Group speaker can not make the scheduled date at the last moment due to unforeseen circumstances, they are required to inform BOTH the assigned parish *and* the *Society for the Propagation of the Faith* [215-587-3944] or email [pofaith@adphila.org](mailto:pofaith@adphila.org). **Mission Group representative should give the Pastor an emergency contact number for the person making the appeal.**

### **ACCOMMODATIONS**

Mission Group speakers may wish to **stay in the parish** where he or she is making the appeal. **It is the responsibility of the speaker to contact you, the Pastor, in advance to make sure that the parish can provide lodging.** The Mission Groups have been asked to contact pastors at least one month in advance of the Mission Appeal Weekend to request lodging. As part of the MCP guidelines, Mission Groups also understand that pastors are not obligated to provide lodging.

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. Pastors are not required to cover the mission group speaker's cost of transportation.



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### ACCOMODATIONS [*Continued*]

The Mission Group speakers are expected to provide their own transportation to their assigned parishes and between parishes. You 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 speaker to request this kindness of the pastor well in advance, at least one month prior, of his or her arrival in the Archdiocese.**

### SPEAKERS AND THE APPEAL

To encourage the best results for the Mission Appeal Weekend, please make a preliminary announcement on the weekend preceding the collection and display the materials that will be sent to you from the Office of the *Pontifical Mission Society for the Propagation of the Faith*.

The parish sends the proceeds of the appeal collection directly to the Office of the *Pontifical Mission Society for the Propagation of the Faith*. **The Mission Group speaker should not take the collection.** The collection **is not to be sent from the parish directly to the Mission Group organization.**

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 happens.

As approved by His Eminence, Cardinal 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 have been asked to send you, in advance of their visit, information 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 *Propagation of the Faith* will send general MCP promotional materials that the parish can use for the Appeal Weekend. This will arrive about one month prior to the Appeal Weekend. Contact our office if your MCP promotional materials have not been received.

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 opportunity of participating in the MCP.