

# **Mission Cooperation Plan (MCP) Application Guidelines and Policies**

Office for the Missions | Diocese of San Diego, Diocesan Pastoral Center

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Thank you for your interest in applying for the Mission Cooperation Plan (MCP) in the Diocese of San Diego. These guidelines and policies will help you to apply to our program and give assistance with the application process. If you have any questions or need clarifications please contact the Missions Office, so that we can assist you.

Please note that the deadline to apply for MCP 2025 is December 1, 2024. Any applications received after the deadline will not be accepted. We consider the MCP program to be our effort to animate and educate the faithful of the Diocese of San Diego concerning the mission endeavors of our Universal Church.

## **How to apply:**

☞ Fill out the Application Form by providing the information required in its entirety. By submitting a signed MCP Application, you acknowledge and promise to abide by the MCP Policies and requirements.

☞ Submit an original Letter of Request from the local Bishop or Superior granting permission to participate in the MCP in the Diocese of San Diego. The letter must be on the official letterhead, signed and sealed.

☞ An email address and phone/cell phone number of US based contact representative of the mission is required.

☞ All the paperwork must contain an original signature, date (not electronic) and the stamp or seal of the Bishop or Religious Superior of your (arch) diocese, institute or society.

☞ You may submit a PDF copy of your original application (MCP Application and Letter of Request) via email. But the original copy should be submitted via regular mail.

**Note: Receipt of the Application does not indicate selection for the MCP. Selected applicants will be contacted/notified via email by the end of February 2025**

## **Policies:**

☞ By submitting a signed MCP Application you acknowledge and comply with the Policies of the Missions Office for the Diocese of San Diego. Please contact the Missions Office if you have any questions regarding these policies.

☞ Non-acceptance of these Policies may result in immediate and future disqualification from the MCP program.

## **Program requirements:**

☞ The mission group making the appeal MUST have a contact person in the US to receive mailings, information and for any emergency contact.

☞ The appeal presenter must have a good command of the English language and follow the guidelines provided for the appeal presentation. Fluency in Spanish and Vietnamese is also helpful.

☞ Applicants should accept their designated assignments. Please contact the pastor immediately after receiving your assignment to arrange the date for the appeal. You need to confirm the date with the pastor and inform the final arrangements to the Missions Office.

☞ The name provided in the application form as presenter should only be the one to do the mission appeal presentations at the parish. If a change of person is necessary due to emergencies it should be notified to the Missions Office early enough and permission obtained so also if you have a second presenter.

### Things to remember

☞ All appeals in this diocese are made between **May and Mid-September**. Speakers are responsible for working out their own travel and lodging arrangements as parishes are not responsible for providing these.

☞ You may request for accommodation at the assigned parish at the generosity of the pastor. Kindly make sure that you do not stay more than the days required unless specially requested by the pastor.

☞ Each parish will use the envelopes provided by the Missions Office.

☞ Priests should also make themselves available to celebrate Mass or assist with confessions if needed.

☞ If unable to make your appeal, kindly contact the Missions Office as soon as possible. We will find a suitable replacement and your appeal may be postponed for the following year at the discretion of the Missions Office.

☞ You need to inform the Missions Office once the date and other arrangements are confirmed.

### Very important

☞ MCP missionary participants should NOT distribute envelopes or other materials such as business cards with emails/website, flyers with QR codes, online donation information, Social Media information etc. which solicit additional contributions after the appeal. You may NOT solicit subscriptions to mission magazine or newsletters, or attempt to sell other goods.

☞ If a parishioner hands over an envelope or cash, it needs to be left with the parish. Names and addresses of donors should neither be requested by the missionary nor provided by the pastor.

☞ All collected funds must be forwarded to the Missions Office, never directly to the MCP participant. Likewise, missionaries are not to accept direct donations from the parishioners.

☞ Payment Information is required upon request from the Missions Office. Funds will be processed and sent using this payment information.

☞ We will use wire transfer for sending funds internationally and checks for domestic. As per the diocesan policy no funds will be sent to individuals or personal accounts.

☞ A 10% of the funds will be kept to cover the administrative and other expenses of the Missions Office. Funds will be distributed from early November until mid-December in the year of the appeal.

Send your application to; [joy.chan@sdatholic.org](mailto:joy.chan@sdatholic.org)

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