



DIocese OF SPRINGFIELD IN ILLINOIS

OFFICE FOR THE MISSIONS

MISSION COOPERATION PLAN (MCP) APPLICATION FOR 2024

Missions must submit a new application each year.

DEADLINE: December 31, 2023

MCP ID#: _____
YOUR 3-DIGIT MCP ID# IS REQUIRED ON ALL
CORRESPONDENCE REGARDING MCP.
IF YOU DO NOT HAVE AN MCP ID#
PLEASE EMAIL THE OFFICE FOR THE MISSIONS

HOW INTERESTED PARTIES APPLY

An application, along with a letter of request, is required for participation in the Missionary Cooperation Plan. **Send it to the Office for the Missions by December 31, 2023 for the 2024 application year.** This letter should contain information about the missionary institution or diocese along with the name, address and phone number of the US contact person. All applicants must have a US contact. Applicants are not automatically renewed in successive years. A **new letter** of application must be submitted each year. Last year's application is not valid to use.

All applicants must have approval from their bishop or major superior and be in good standing with the Society for the Propagation of the Faith.

PART 1 (please complete all information)

Name of Group/Organization: _____

Institution Type: Archdiocese, Diocese, Prelature, Vicariate Religious or Congregation Organization

Name of Bishop/Superior/Director: _____

Address/City/Country: _____

Phone: _____ Fax: _____

Email: _____

Web Address (if available): _____

List a local contact in the United States (US): _____

Address: _____

City/State/Zip Code: _____

Phone: _____ Fax: _____

Email: _____

PART 2 (please print legibly and complete all information)

Name of country where (arch)diocese or project is located: _____

If a religious community, or organization, countries in which you work:

PART 3

Please select the most likely description(s) of your mission speaker(s):

priest/bishop deacon religious sister religious brother lay missionary

Would your institution be able to provide speakers of various languages to make parish appeals?

Please check all that apply. English French Latin Spanish Other _____

Have you applied or been accepted into the Missionary Cooperation Plan for the Diocese of Springfield in Illinois in the past three years? Please select all that apply:

Applied: 2021 2022 2023 Accepted 2021 2022 2023

What is the maximum number of weekends the speaker is available to schedule? Please note that one weekend could entail multiple parishes if the parishes are clustered. 1 weekend OR 2 weekends

PART 4 (please print legibly and complete all information)

Does your institution have other relationships with the Diocese of Springfield in Illinois? If so, please explain: (examples: a Catholic agency, education, or other relationships with our parishes or diocesan offices.) (800 characters)

Does your diocese or mission society receive a grant from the Propagation of Faith? yes no

If yes, please describe the grant amount received and a purpose for the grant (700 characters):

Please briefly describe the general missionary purpose of the institution (500 characters):

How and where will MCP funds be used: (500 characters)

If requested, would you be willing to share your missionary experience with groups within the parish, aside from your appeal during Mass? yes no

PART 5

CATHOLIC IDENTITY

Supply one of the following:

1. If the lay organization or religious community/province is listed in The U.S. Official Catholic Directory, tell us the diocese, section or page number, and edition (year), where we can find its inclusion:

2. For lay organizations and religious communities established in a foreign diocese, please send a photocopy of the page in which it is listed in the home country's Bishops' Conference or Official Catholic Directory.
3. For a mission not yet included in an official Catholic directory in any country, please provide an explanation of the group's connection to the Church. A lay association must be a subordinate organization of the Catholic Church to be eligible for participation in the mission appeal program. This information can be included as part of a Bishop's Letter of Recommendation explained below.

ABOUT THE MISSIONARY COOPERATION PLAN:

PLEASE INITIAL TO INDICATING THAT YOU AGREE

FAILURE TO DO SO COULD COMPROMISE THE ACCEPTANCE OF YOUR APPLICATION

• As soon as possible, but **no later than April 15**, contact the Office for the Missions to accept your assignment. **By May 1**, accepted applicants are responsible for contacting the assigned parishes to begin setting up a mutually acceptable date for the appeal. A listing of those dates must be forwarded to the Office for the Missions, 1615 W. Washington St., Springfield, IL 62702 or mcp@dio.org when the dates are determined.

_____ (initial)

• Missionary groups must accept all assigned parishes within the parish grouping. Mission appeals are to take place during all Sunday Masses. _____ (initial)

• Any assignments not accepted by **April 15**, with dates forwarded to the Office for the Missions by **June 1**, will be assumed as not accepted and then assigned to another mission organization. _____ (initial)

• The following weekends are closed to mission appeals:

May 18/19 and June 29/30, 2024

All assignments must be completed by **September 1, 2024** _____ (initial)

• **Missionary groups must send their best communicator.** It is to the benefit of the mission organization that the speaker be able to communicate clearly in English and make a dynamic, persuasive appeal.

_____ (initial)

• A Letter of Good Standing or Statement of Suitability for Ministry from a Provincial Superior, Diocesan Bishop or leadership of your lay organization for each individual assigned to speak must arrive in the Office for the Missions by **May 22, 2024**. _____ (initial)

• Send background information on your mission work to the assigned parishes ahead of your scheduled visit. This allows the parish to place information in the bulletin to introduce and welcome you. _____ (initial)

• **Missionary Speakers are expected to have a driver's license and provide their own transportation while in our diocese. Parishes are not responsible for transportation including to and from airports, or lodging.**

_____ (initial)

• **Missionary organization pew collection envelopes, pamphlets and flyers are not allowed.** Missionary groups may not distribute pre-printed envelopes or attempt to collect names and addresses of parishioners for mailing lists or phone solicitations. Non-compliance will result in disqualification from future participation in MCP appeals in the Diocese of Springfield in Illinois. _____ (initial)

• **The missionary organization may not request that a letter be read at Mass with a collection be taken in lieu of a personal appearance.** _____ (initial)

• The manner of taking up the collection must have the approval of the pastor. No missionary group may employ professional soliciting agencies while making an appeal in the parishes of the Diocese of Springfield in Illinois. At the time of the appeal, there should be no sale of merchandise, no subscriptions to magazines or periodicals promised or solicited, and NO child sponsorships or other relationships solicited. _____ (initial)

• Any sum of money given directly to the missionary speaker is considered part of the Missionary Cooperation Plan and must be left with the pastor. The Office for the Missions is the official entity that sends a letter and check to missionary organizations for all funds received for the missionary appeal. _____ (initial)

• Ten percent (10%) of funds collected from the appeals will be deducted for administrative expenses _____ (initial)

• **The missionary organization must have a stateside method for receiving revenue checks from us. Our diocese will not wire transfer funds.** _____ (initial)

• **Please do not request Mass stipends through the Mission Cooperative Plan.** _____ (initial)

PART 6

APPLICATION PACKET CHECKLIST:

*(Please verify checklist below is complete and postmarked **by December 31, 2023**)*

- web based application filled out completely (any blank fields will result in application being returned)
- digital signature and initials on hardcopy of this application
- original "letter of request," stamped and signed from local bishops/superior/board president.
- Have you already mailed a "letter of request?" _____
- application packet (application + letter of request) must be submitted by **December 31, 2023.**

Name: _____ **Signature:** _____ **Date:** _____