

MISSIONARY COOPERATION PLAN PROCEDURES, 2024 CATHOLIC DIOCESE OF SAGINAW, MICHIGAN USA

Important Details for Hosting Parishes and Visiting Missionary Groups

The parish visits by religious orders of priests, sisters and brothers, as well as lay groups and mission dioceses (hereafter collectively referred to as the “missionary group”) have proven to be a meaningful and inspiring experience over the years. It is imperative that if mission awareness is to be promoted and active participation by parishioners is to be realized that the same procedures must be implemented for each weekend visit. Therefore, we require strict adherence to the following guidelines:

1. The Pastors/Directors of Parish Life and the missionary group set up mutually agreed upon dates when the visit and appeal are to be made. It is important that housing and transportation are also discussed with the host parishes.
 - The parishes are not expected to provide housing and meals, for the speaker.
 - The parishes are not responsible for picking up or transporting the missionary to and from the airport or other destinations, unless clear and mutually agreed upon arrangements are made well in advance.
 - After setting up the dates, the missionary group immediately sends the schedule to the Office of Parish Life and Evangelization.
2. The visiting representative of the missionary group must conform to the regular liturgical practices of the host parish. The visit is twofold – to preach the word, *using the Scripture readings of the Day*; and to share information and experiences related to the visiting person.
 - A homily preached by an ordained, or a talk given by a religious or layperson, should be short and to the point. It should not be longer than eight to ten minutes.
 - The Pastor/Directors of Parish Life may introduce the visitor before Mass and allow him/her to share personal information and mission experiences.
 - The visitor may have a short talk after Communion or after Mass.
 - The visitor may meet the parishioners at a special reception after Mass.

It is highly recommended that the Missionary Group send out flyers and/or brochures describing his/her missionary group for inclusion in the parish bulletins at least one (1) month prior to the visit. Another good advertising tool is to set up a display of posters, photos or brochures in the gathering area of the Church.

3. When appointing members for these mission appeals, it is very important that the missionary group send a person who speaks English clearly, who is capable of preaching the Word and enthusiastic about their visit. It is a proven fact that the more engaging the speaker, the better the response!
4. An important part of the visit is the financial appeal.

- Envelopes for this purpose will be provided by the Office of Parish Life and Evangelization to the parishes upon request. Please call the mission office to request envelopes.
 - All monies collected go to the parish and then are **sent to the Office of Parish Life and Evangelization within four weeks of the visit**. Please do not hold any monies beyond four weeks.
 - The standard procedure is for checks to be made out to the parish. If a donor makes the check payable directly to the mission group, these checks are to be immediately forwarded to the Office of Parish Life and Evangelization for processing. No checks should be held back. When all visits are completed, the Office of Parish Life and Evangelization sends one check to the missionary group.
 - Visiting missionaries are not allowed to sell any items, including religious articles, nor are they allowed to request or accept personal funds or advertise other programs.
 - Visiting missionaries are not to request any money from the collections.
5. The normal appeal period runs from spring to early summer. If your appeal cannot be held during the regular time, please be sure to avoid the following dates and times:
- The month of December (Advent)
 - World Mission Sunday (October 19/20, 2024)
 - Catholic Campaign for Human Development (November 16/17, 2024)

Thank you for your cooperation. If you have any questions about the procedures or encounter any difficulties, please contact

Maria Coss
Mission Coordinator
Catholic Diocese of Saginaw
5800 Weiss St
Saginaw MI 48603-2799
Phone: 989-797-6646
Fax: 989-797-6643
Email: mcoss@diosag.org