



# ARCHDIOCESE OF MIAMI

*Mission Office*

## **MISSIONARY COOPERATIVE PROGRAM 2018**

### **General Information and Guidelines**

The *Missionary Cooperative Program* engages the faithful of the Archdiocese of Miami in prayer and action with the global community. Each year the Archdiocese of Miami through the Mission Office invites 30- 34 missionary congregations, dioceses and lay organizations to our parishes, as part of the Mission Cooperative Program. It is an opportunity for our parishes to collaborate with missions throughout the world, and also to promote the missionary call among the faithful here in the Archdiocese.

**Please carefully review the mission appeal process and dates for submitting documents, especially the items in red which in the past have posed the greatest challenge for applicants.**

### **APPLICATION PROCESS**

- Application Form for MCP 2018(see *MCP Application PDF online*) is due no later than December 1, 2017. A contact in the USA may submit an application on behalf of another missionary entity, however the direct contact phone and email for the mission entity **must** also be included in the application.
- Applications can be sent to the Mission Office via email or fax (305)762-1249.
- NO LATE APPLICATIONS WILL BE CONSIDERED.
- Submit the Application Form, and limit supporting documents about the mission to one page.
- It is essential that the mission entity have the ability to communicate via email.
- **It is essential that the speaker be able to communicate in English. Also please be aware that most of our parishes also celebrate Mass in Spanish or other language. We are unable to guarantee that a mission entity will receive a cluster of English only parishes. We urge you to review these language considerations before applying. Passing over the Spanish masses in a parish may negatively impact the outcome of the collection.**
- Applications are reviewed in December 2017 and determinations made in early January 2018.  
*Applications are reviewed and selected so that a diversity of missions, geographical areas, and vocational experiences are represented. Preference is given to locally represented congregations, institutions and dioceses who have priests serving in the ADOM. No mission is eligible for repeated visits in consecutive years.*
- Missions that have been accepted into the 2018 MCP, will be notified with an acceptance letter in January or February 2018. If you do not receive an invitation letter by the beginning of February 2018, please feel free to submit another application for the following MCP 2019.
- A mission that has participated in the MCP of one given summer will not be eligible to apply again until at least one MCP year has passed. Mission applications are not kept on file from one year to the next.

#### **BEFORE APPLYING PLEASE NOTE:**

South Florida is an expensive location to visit in the summer time.

***THE MISSION ENTITY IS RESPONSIBLE FOR ALL TRANSPORTATION AND LODGING ARRANGEMENTS AND EXPENSES.***

**Many of our parishes are not able to provide this and are not required to do so.**

## **ONCE THE MISSION CAUSE HAS BEEN INVITED:**

The *Invitation Letter* includes important Procedures that must be followed. The Certificate of Suitability/Atestatio Form is included, and must be returned to us before a parish list is issued. This document is often a challenge for many mission entities. Please take note of the requirement before applying for the MCP.

- Once an applicant has been approved the following items are sent via mail and email:

1. ***Invitation Letter***
2. ***Mission Appeal Procedures*** page governing the process for making the mission appeal
3. ***Certificate of Aptitude Form or Atestatio for lay/religious*** to be completed for **every speaker** that will be making the appeals, **only the original versions** should be sent by mail only, no later than March 1<sup>st</sup> 2018.

- a) *Members of religious congregations must have signature and seal of their Superior, diocesan clergy must have seal and signature of their bishop, and **lay persons must have the signature and seal of their local bishop.***
- b) *A list of parish assignments will only be issued once the Certificate of Suitability or Atestatio for lay speakers is received and approved by our Chancellor.*

### **CERTIFICATE OF SUITABILITY OR ATESTATIO**

**Original version is Required.  
With the original signature and seal, for each person who will give an appeal.**

- Once the Certificates of Suitability and/or Atestatio for the speakers has been received, we will then send an email to the mission representative with the following:

1. A list of 2 or 3 parishes with contact information to schedule appeal dates. **Parishes are NOT required to provide lodging or transport. (Please consider this expense before applying to our program)**
2. ***Appeal Schedule Response Form*** to be completed once the mission appeal dates are confirmed, and sent by email or fax to the Mission Office no later than April 15, 2018,
3. ***Payment Information Form*** – should be completed with one preferred payment method.
4. ***Speakers cannot conduct their mission appeal unless all of these documents are received in our office by the due date of April 15, 2018.***

- ✓ All mission appeal visits must be scheduled between May 1<sup>st</sup> and September 30<sup>th</sup>, 2018 --ONLY. No appeals should take place after September 30<sup>th</sup>, 2018.
- ✓ The representative should only mention the cause that was invited, when communicating with the parish and during the appeal visit. To avoid confusion, please use only the name of the invited mission, when scheduling and speaking during the mission appeal itself.
- ✓ The collection is conducted by the parish. It is then sent to the ADOM-Mission Office once the mission appeal is over. The speaker may not bring envelopes, conduct separate collections outside of the parish or any fundraising events during the mission appeal visit, nor collect names for compiling donor lists.
- ✓ The MCP Program is meant to provide a one-time support to a diversity of missions, therefore during the mission appeal visit, the representative may not solicit additional parishes for appeals, mass stipends, nor seek long-term twinning relationships.

*We are grateful for your missionary service which motivates and challenges all of us towards a more profound commitment in mission. Your inspiring service is a sign of God's hope at work in the world.*