



POLICIES AND PROCEDURES

MCP 2020

Submission of your application indicates that your group, including all parties involved in assisting your group, understands and complies with all statutes and limitations of the U.S. PATRIOT Act enforcing accountability for all money sent here and abroad. By submitting a signed “MCP Application” form you acknowledge the below Policies and Procedures for the Mission Co-op in the Diocese of Orange. If you have any questions regarding these Policies and Procedures, please contact the Mission Office.

NONCOMPLIANCE WITH THESE POLICIES AND PROCEDURES MAY RESULT IN IMMEDIATE AND FUTURE DISQUALIFICATION FROM THE MISSIONARY COOPERATIVE PLAN

Program Requirements:

1. The mission group making the appeal must have a contact person in the U.S. to receive mailings.
2. The appeal presenter must have a good command of the English language and follow the guidelines provided for the appeal presentation. Fluency in Spanish or Vietnamese is also helpful.
3. Missionaries and parishes must accept their designated assignments. Please contact the pastor immediately after receiving your assignment to arrange the date for the appeal. **ALL APPEALS IN THIS DIOCESE ARE TO BE GIVEN BETWEEN JULY 1 AND SEPTEMBER 15.** Speakers are responsible for working out their own travel and lodging arrangements; not all parishes are able to provide accommodations. The date, the method of the appeal, and the use of envelopes provided are at the discretion of the pastor.
4. Priests should also make themselves available to celebrate mass or assist with confessions if needed.
5. If unable to make your appeal, please contact the Mission Office as soon as possible. We will find a suitable replacement and your appeal may be postponed for the following summer at the discretion of the Mission Office.

Document Requirements:

1. If selected, the following documents are required by the Mission Office (see address below):
 - a. Application: Fully completed
 - b. Testimonial Form: completed by the bishop, regional religious superior, or president of the board, affirming the good character of the speaker(s). A letter of suitability from one of those sources is also acceptable. In the case of multiple speakers, a testimonial form is required for each speaker.
 - c. Payment Information: Details payment instructions for distribution offunds.
 - d. Appeal Arrangement: Provides information on speaker(s) and dates arranged for appeal.

THESE DOCUMENTS ARE REQUIRED TO BE DATED, HAVE THE APPROPRIATE SEAL FOR AUTHENTICATION AS WELL AS CONTAIN A LIVE SIGNATURE. ONLY THE ORIGINALS ARE ACCEPTABLE AS WE CANNOT ACCEPT SCANNED COPIES.
2. Missionaries requiring a wire transfer must submit a copy of wiring instructions from their bank. This information must be supplied by the bank and be submitted on bank letterhead in addition to the payment information sheet. A phone call to verbally verify your bank wiring instructions will be scheduled the week of the transfer.
3. Send your assigned parish and the Mission Office a short biographical announcement for the bulletin, a recent and clear photograph of the speaker and any suitable pictures or printed material describing the mission work. We will use these for promotional purposes.

Financial Requirements & Restrictions:

1. MCP missionary participants **may not** distribute envelopes or other materials which solicit additional contributions after an appeal. You may not solicit subscriptions to mission magazine or newsletters, or attempt to sell other goods. The donation envelopes and collection are left with the parish. Names and addresses of donors should neither be requested by the missionary nor provided by the pastor.
2. All collection funds must be forwarded to the Mission Office - never directly to the MCP participant. Likewise, missionaries are not to accept direct donations from parishioners. Funds will be processed and sent via the instructions provided on the submitted payment information sheet (referenced above).
3. Funds can only be sent internationally via wire transfer. All domestic funds will be sent via check. Per Diocesan policy, funds cannot be sent to individual or personal accounts. There are no exceptions.

**PER MCP STANDARD PRACTICE, 10% OF FUNDS WILL BE KEPT TO COVER ADMINISTRATIVE EXPENSES.
MCP FUNDS WILL NOT BE DISTRIBUTED UNTIL THE BEGINNING OF DECEMBER IN THE YEAR OF THE APPEAL.**



FOR QUESTIONS OR CONCERNS, CONTACT US:
MARISSA CORNEJO-LEAHY, DIRECTOR
MLEAHY@RCBO.ORG OR MISSIONOFFICE@RCBO.ORG
PHONE: 714-282-3030 | FAX: 714-282-3032

