

DIOCESE OF PHOENIX
GUIDELINES FOR PREACHING IN
THE MISSION COOPERATIVE PLAN

1. ALL arrangements must be made to originate from the diocesan office of the Propagation of the Faith. This assures that assignments are made in the fairest possible manner thereby spreading the results of appeals as equitably as possible to all mission areas of the world. **A letter requesting participation must be received by the Diocese of Phoenix Mission Coop Office no later than December 31st.**
2. Missionaries who have been selected to participate will receive a confirmation letter from the Diocese of Phoenix Mission Coop Office. They are to contact pastors to set preaching dates, then complete and return the enclosed response sheet (green sheet) by **April 15, 2009**, otherwise we will give your assignment to another missionary.
3. Efforts should be made to have The MISSIONARY COOPERATIVE PLAN APPEAL during the months of June, July and August.
3. No envelopes may be used for the collections EXCEPT those supplied by the Society for the Propagation of the Faith office. These envelopes will be supplied to the parishes prior to the collection. The envelopes are to be left with the Pastor, who will return them to the Propagation office along with the unused ones.
5. Wherever possible, individuals with personal experience in mission lands should do the preaching. This is obviously beneficial to the parishioners' understanding of mission as likewise to the resulting collection. Mission appeals must be made by the missionary assigned to the parish. We do not condone absentee collections.
6. NO PERSONAL CONTACTS may be made by visiting missionaries for the purpose of collecting funds from private parties without the expressed knowledge and permission of the Most Reverend Ordinary. If the Pastor parish staff notice anything suspicious or suspect any impropriety by the missionary assigned, they are asked to notify our office immediately.
7. The check covering the amount collected must be sent to the Propagation of the Faith office by the Pastors within two weeks after the date of the collection. The check should be made payable to the Society for the Propagation of the Faith.
8. Missionary Societies may NOT solicit subscriptions for any missionary magazine through the MISSIONARY COOPERATIVE PLAN APPEAL.
9. When contact is made with the Pastor and arrangements are completed it is suggested that some information regarding the speaker and/or the mission be sent to the parish for use in the parish bulletin and pulpit announcement prior to the appeal.
10. When you arrive in Phoenix, please contact the pastor and inform him of your arrival. Plan to arrive at the parish at least one half hour before the first Mass begins.
11. Speaker/Missioners must be fluent in the language(s) of the assigned parishes. Please avoid "high pressure" appeals and antagonistic styles of preaching.
12. No names and addresses of parishioners may be taken.
13. No promotional brochures or flyers may be handed out. Missionaries are not permitted to handle the collection basket.
14. Please note that five percent (5%) is deducted from the appeals to be used for other missionaries requesting assistance as well as specific administrative expenses.