

TO: Pastors and Parish Staff  
FROM: Director  
Society for the Propagation of the Faith  
DATE:  
SUBJECT: **GUIDELINES FOR THE MISSIONARY COOPERATIVE PROGRAM**

*The following guidelines serve to ensure a successful Mission Cooperative Program for your parish as well as the missionaries involved.  
If you have any questions, please call our office.*

1. The missionary assigned to your parish will contact you before April 15th. If he/she does not, please notify our office. Please try to accommodate the missionary's schedule as much as possible-most have many appeals to make and need to keep the appeals here on successive weekends.
2. Missionary speakers have been given permission to preach only at those parishes assigned to them. Please inform us if other missionaries contact you for appeals.
3. No appeals may be made after the first Sunday of September.
4. The missionary assigned to the parish must make the Mission appeal. We do not condone "absentee" collections.
5. Missionaries have been informed that they are to arrive at least one half hour before Mass.
6. Use only those envelopes supplied by our office. You will receive them in May.
7. Missionaries may not:
  - Request names and addresses of your parishioners,
  - Distribute flyers or leaflets,
  - Make personal contact with your parishioners with the intention of soliciting funds privately.
8. If the pastor/parish staff notice anything suspicious or suspect an impropriety by the missionary assigned to you, notify our office immediately.
9. Your parish remittance check should be made out to the Society for the Propagation of the Faith. **Send it to our office at 400 E. Monroe St., Phoenix, AZ 85004**, within two weeks of the collection.
10. Five percent (5%) of the collection is deducted from this appeal to help cover mailings, envelope and administrative expenses, as well as helping other missionaries seeking assistance.

*Thank you for your cooperation*