



The Missionary Cooperative Program

Applicants must be: 1) a Catholic (arch)diocese or eparchy, or 2) a recognized Catholic missionary society in good standing serving in foreign countries or in dioceses in the United States designated as missionary by the U.S. Conference of Catholic Bishops' Home Missions Office.

1. Guidelines & General Requirements for Application

Missions must submit a new application each year. The mission coordinator should request participation by submitting a letter on official letterhead or an *MCP Application Form*. **The MCP Application Form is the preferred method for applying to the program.**

Please include the following information:

- ✓ The **name of the mission** and the country/diocese where the mission is located. For religious congregations, please include the name of the province.
- ✓ An **email address** for the mission representative in the U.S.
- ✓ **Information on the speaker(s) who will visit the parishes.** *Note:* The Archdiocese of Denver has many Spanish-speaking parishes. Please let us know if you have a bi-lingual speaker who is native or fluent in Spanish. We also have Masses said in Vietnamese and Polish.
- ✓ **How are donations used for the Propagation of the Faith?** You are welcome to send a brochure or pre-printed information sheet that describes the needs of the mission along with the application letter.
- ✓ **Catholic Identity.** *Note:* *This information request does not apply to dioceses, or groups that have participated in the Archdiocese of Denver MCP within the last 10 years.* Supply one of the following:
 - If the lay organization or religious community/province is listed in **The U.S. Official Catholic Directory**, tell us the diocese, section or page number, and edition (year), where we can find its inclusion.
 - For lay organizations and religious communities established in a foreign diocese, please send a **photocopy of the page** in which it is listed in the home country's Bishops' Conference or Official Catholic Directory.
 - For a mission not yet included in an official Catholic directory in any country, please provide an explanation of the group's connection to the Church. A lay association must be a *subordinate organization* of the Catholic Church to be eligible for participation in the mission appeal program. This information can be included as part of a Bishop's Letter of Recommendation explained below.

If the application does not include all the above information, the application will NOT be considered for acceptance into the MCP.

2. Include a Letter of Introduction or Recommendation

A diocesan representative should include a copy of a signed and stamped letter from the local Ordinary (bishop) that grants authority to the representative to coordinate the mission appeal on his behalf in the United States. If the group is a religious community, please provide a letter from the Superior General that grants authority to the representative to coordinate the appeals. For a lay association, a letter of recommendation from the local bishop acknowledging the works of the group in his diocese is strongly encouraged.

About the Missionary Cooperation Program

- Pre-printed pew envelopes must include instructions that parishioners are to make checks payable to the parish, not to the group. Also, missionary groups may not hand out pre-printed envelopes or materials that in any way attempt to collect names and addresses of parishioners for future mail or phone solicitations.
- Solicitation for sponsorship of specific/named individuals (i.e., orphans, students, seminarians, etc.) is not allowed.
- The MCP appeal weekend requires a speaker to appear *in person* at the Masses to make an appeal for prayers and financial assistance. Groups may not request that a letter be read at the Masses and a collection taken in lieu of a personal appearance.
- ***The Archdiocese of Denver and its parishes do not provide for or reimburse travel costs, shuttle service to or from the airport, or lodging accommodations.*** It is the speaker's responsibility to provide for his or her own housing arrangements as well as transportation between parish sites and to and from the airport.
- Five percent (5%) of funds collected from the appeals will be deducted for administrative expenses.

3. Send the Application

Thank you for your application to the Archdiocese of Denver Missionary Cooperative Program. **All applications should be received by November 1st to be considered for the following year.** Accepted groups will receive a letter with parish assignments in mid to late January. Please be advised that you will only hear from us if your mission group is accepted.

Mail the application along with a *Letter of Introduction* to:

**Archdiocese of Denver
Missionary Cooperative Program
2830 Lawrence St.
Denver, CO 80205**

OR

email them to the email address below.

Questions? Please email robbyn.celestin@archden.org or call 720-535-1752.