



## 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 may 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 because it provides important information that helps determine whether or not a mission will be accepted into the MCP.** **NOTE: If your mission participated in last year's program, you cannot apply again to the program until two years from now. For example, if your mission participated in 2025 you cannot apply again until 2027 for the 2028 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.
- ✓ **The names, addresses, email addresses, and telephone numbers for the official mission representative in the U.S. and an authorized secondary contact for the mission.** The secondary contact must be appointed by the bishop, superior, or in the case of a lay organization, an executive.
- ✓ **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 the donations will be 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 mission is listed in **The U.S. Official Catholic Directory (OCD)**, provide the diocese, section, or page number and the edition (year) where the mission is listed OR provide a photocopy of the mission's listing in the OCD. **NOTE: The OCD edition the listing appears in cannot be more than 3 years old.**
  - 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. **NOTE: The Bishop's Conference or OCD listing cannot be more than 3 years old.**
  - **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*

**A diocesan representative must 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.

### Additional Requirements and Information

- 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

**All applications must be received by October 1<sup>st</sup> to be considered for the following year.**

**PLEASE NOTE: Only 35 applications are approved each year to participate in the following year's program. If this limit is reached prior to the October 1 deadline, no more applications will be accepted for the following year's program.**

Accepted groups will receive a letter with parish assignments in mid to late February. **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:**

**Robbyn Celestin  
Archdiocese of Denver  
Pastoral Outreach Office  
2830 Lawrence St.  
Denver, CO 80205**

**OR**

**email them to Robbyn at the email address below.**

Questions? Please send an email [robbyn.celestin@archden.org](mailto:robbyn.celestin@archden.org)  
or call 720-535-1752.

Thank you for your application and all you do for His Holy Church.