



Missionary Cooperative Program (MCP) Application

PLEASE READ the ENTIRE Document!

(And do NOT return the requirements pages with your application.)

INITIAL REQUIREMENTS

Updated 4/2/2026

(NOTE: Meeting these requirements does NOT guarantee the mission will be accepted as there are only 35 available spots in the program and typically 150 or more missions apply.)

The requirements below are being implemented to further increase the security of financial transactions between the Archdiocese of Denver and the missions that participate in the Missionary Cooperative Program.

A. Mission Office Location and Mission Contacts

- Each mission that is accepted to the MCP **must have a mission coordinator who lives in the United States.** This makes communication easier between the Archdiocese of Denver and the mission coordinator.
- Each mission is **required to have a designated, authorized secondary contact person** in addition to the mission coordinator. This person is needed as an added layer of security and as backup in case the mission coordinator cannot be reached.

B. Transfer of Funds

1. **Via WIRE**

- a. If a mission is accepted and the funds raised are to be wired to the mission, the Archdiocese of Denver Pastoral Outreach Office will contact the mission coordinator once MCP funds are received, to get **verbal verification** of the bank wire information.
- b. The authorized secondary contact person that is named in the mission's MCP application will also be asked to verify the bank wire information when the Archdiocese of Denver determines additional verification is necessary.
- c. Before the total amount of MCP funds received for a mission are wired to the mission, the Archdiocese of Denver Accounting Office may do a **test wire** to see if the money is received by the correct bank/mission. The mission coordinator will inform the Pastoral Outreach Office whether the funds have been received by the mission and, if received, the amount of the funds that were wired. Once this is done, the balance of the MCP funds for the mission will be wired using the same bank wire transfer information used for the test wire.

2. **Change of Banking Information**

- After the mission coordinator provides bank wire transfer information or the mission's W-9 form to the Archdiocese of Denver, **if the mission needs to change this information:**
 - The mission coordinator must provide the original bank wire transfer information or original W-9 form as well as the updated information to the Pastoral Outreach Office.
 - The Pastoral Outreach Office will contact the mission coordinator to get verbal confirmation of this change. The change will also be verified by the Pastoral Outreach Office with the mission's authorized secondary contact person.

C. **Accountability Report for Use of Funds**

- **A mission that participates in the MCP is required to provide an accountability report to the Archdiocese of Denver Pastoral Outreach Office to verify that the funds received from the MCP are being used as stated in the mission's application.** (Note: this requirement became effective with the 2026 MCP.)
 - This report will be **due from the mission coordinator twelve months after the funds have been received** by the mission. **If this report is not received by that time, the mission will not be eligible to apply for future MCPs.**
 - **The report must include** a written explanation of how the funds were used as well as receipts or paid invoices of how the funds were used and pictures of buildings (schools, churches, clinics, etc.) or water wells or any other items being constructed with the funds.

If you have any questions, contact Robbyn Celestin, Pastoral Outreach Operations Manager, at robbyn.celestin@archden.org or 720-535-1752.



Date _____

Missionary Cooperative Program (MCP) Application
Applications are accepted July 1 – October 1 of current year
for the following year's MCP

Name of (arch)diocese, eparchy, community and province, or lay association:

Name of diocese and country where mission is located: _____

Mission Coordinator Requirements: Mission coordinator must reside in the United States.

Mission Coordinator Name and Address:

Telephone number: _____ Email address: _____

Mission Secondary Contact Requirements:

It is preferred that the secondary contact person associated with the mission also reside in the United States. If there is no such person, then this person must be the Bishop of the diocese where the mission is located, or the Superior or an Executive of the mission, even if he/she does not live in the United States.

Secondary Contact Name and Address, please include this person's Title (Bishop, Superior, President, etc.)

Telephone number: _____ Email address: _____

Letter of Introduction REQUIRED

Please include a **Letter of Introduction** from the local Ordinary, community's Superior, or board president which grants authority to the **mission coordinator and secondary contact person** to represent the diocese or mission for MCP appeals.

Reference within the Archdiocese of Denver

If the mission coordinator is **not** from the Archdiocese of Denver, is there a priest, religious, or other representative **within the Archdiocese of Denver** that could serve as a reference for the mission and its MCP application? Yes ___ No ___ If yes, please provide the following information for this person:

Name, Title, and Address:

Telephone Number: _____ **Email Address:** _____

TELL US ABOUT THE MISSION PROJECT

How will appeal donations be used to help the poor and to promote the works of the Propagation of the Faith?

TELL US ABOUT YOUR SPEAKER(S)

Name of speaker(s) who will be doing the appeals: _____

Speaker's point of origin for traveling: _____

In the Archdiocese of Denver, over 40% of our parishes are Spanish speaking. Do you have a speaker fluent in Spanish who can communicate clearly? Yes ___ No ___ Do you have a speaker fluent in Polish or Vietnamese? Yes ___ No ___ **NOTE: If you mark that you have a speaker who speaks these languages, that speaker or those speakers MUST be the speaker(s) who is/are sent to do the mission appeals.**

Does the speaker have a friend, relative, or community member living in the Denver area that will assist the speaker with travel and housing needs? Yes ___ No ___ If yes, name of city: _____

Does the speaker have a driver's license? Yes ___ No ___

Is the speaker willing to drive to rural and mountain parishes? Yes ___ No ___

Check the box below for the maximum number of parishes the speaker would like to schedule:

1 2 3

If your mission has participated in MCPs in other U.S. or Canadian dioceses, list the locations here:

TELL US HOW DONATIONS ARE TO BE SENT TO YOUR MISSION

What is the preferred payment method: **U.S. check** **International Wire Transfer**

If appeal proceeds are to be sent by check, please complete the following information:

Legal name of the non-profit organization: _____

The non-profit is registered in the state of: _____

The IRS Tax Identification Number ("EIN") for the 501(c)(3) non-profit: ____ - _____

If the missionary organization does not have a checking account in the United States, appeal donations will be sent via bank wire transfer to the country where the mission is located or to an account at the Vatican Bank. **A W-9 or bank wire transfer information will be required if mission is chosen to participate in the MCP.**

SUBMIT THE APPLICATION

All MCP applications are accepted July 1 – October 1 of current year to be considered for the following year's MCP. PLEASE NOTE: Only 35 applicants 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.

Selected missions will receive an invitation letter with parish assignments by the end February of the appeal year. Due to the large number of applications received, you will only hear from us if your mission is accepted.

Send the completed application and Letter of Introduction, to:

Robbyn Celestin

at: robyn.celestin@archden.org

or at:

**Archdiocese of Denver
Pastoral Outreach Office
1300 S. Steele St.
Denver, CO 80210**

**(Note that the above address is new,
effective 3/20/2026)**

For additional information, email Robbyn at the above email address
or call her at 720-535-1752.

Thank you for all that you do for Christ's Holy Church!