



## Tips for a Successful Missionary Visit

### 2023 Missionary Cooperation Plan

#### **Scheduling**

The designated contact person will reach out to schedule an appeal weekend in June, July or August. The appeal date is negotiated between the parish and the missionary representative. Please do not schedule the appeal later than Sunday, September 24, 2023.

Announce the date of your missionary speaker's visit to the parish community ahead of time in the bulletin, Mass announcements, social media and on your parish's website. Please make use of the suggested mission appeal resources online at [WeAreMissionary.org/coop](https://www.WeAreMissionary.org/coop). The missionary representative will send a description of the mission cause at least a month ahead of time. If they do not, notify the Global Mission Office.

Please know that the Global Mission Office reserves the right to restrict or cancel mission appeals at any time.

#### **Hospitality**

The parish is not required to provide the appeal speaker overnight accommodations. If the speaker makes this request and the parish is unable to accommodate, please refer them to the Global Mission Office. If you have trouble communicating with the missionary representative, please contact the Global Mission Office for assistance.

Especially if the pastor will be away when the missionary arrives, please designate someone to welcome the missionary speaker. A parish representative should be in contact with the appeal speaker a week or two before to discuss when exactly the missionary will arrive and to confirm information about Mass times, church location(s) and appeal expectations. Upon arrival, the missionary will present a letter with the seal of the Society for the Propagation of the Faith as proof of his or her authorization. If the mission appeal speaker is a member of the clergy, the parish will also receive an endorsement letter from the Archbishop's Delegate for Externs and International Priests.

#### **Message**

Consider including intercessory prayers for global missions in your appeal weekend liturgies and using other prayer resources available online at [WeAreMissionary.org/coop](https://www.WeAreMissionary.org/coop). The missionary representative is expected to share stories of the mission Church and to invite participation through prayer and financial offerings. If your missionary makes a poor presentation or does not follow instructions, please notify the Global Mission Office.

#### **Collection**

You will receive Mission Co-op collection envelopes direct from Overt Press. If you have any concerns, please contact the Global Mission Office. No missionary cause may use their own envelopes, collect any funds/donor information or solicit sponsorships. Checks from individual donors should be made out to the parish.

Proceeds from the collection are to be sent within one month to the *Global Mission Office, 3525 South Lake Park Avenue, Chicago, IL 60653*. Parish checks should be made out to *Global Mission Office, with MCP 2023* on the memo line. If individual donors make checks out to the collection, please send them along with the parish check. Note that the appealing cause receives 90% of the collected funds. 10% is retained by the Global Mission Office to offset the cost of facilitating these appeals. The Global Mission Office is not funded or subsidized by the Archdiocese of Chicago.

#### **Evaluation and Questions**

Please complete the Missionary Cooperation Plan Evaluation Form once the appeal weekend has passed. It is important for the office to know about your experience. If any of your information has changed or there are any questions, please contact Megan Mio at 312.534.3310 or [mmio@archchicago.org](mailto:mmio@archchicago.org).