



## 2025 MISSIONARY COOPERATION PLAN

# Tips for a Successful Missionary Visit

### Scheduling

The designated contact person will reach out to schedule an appeal weekend in June, July, August or, if necessary, September. The appeal date is negotiated between the parish and the contact person. Please do not schedule the appeal later than Sunday, September 28, 2025.

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. Use the suggested mission appeal resources available online at [WeAreMissionary.org/coop](https://www.WeAreMissionary.org/coop). The missionary representative should send a description of the mission cause at least a month ahead of time. Keep important information organized by following the enclosed check-list.

### Hospitality

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

Designate someone to welcome the missionary speaker. A parish representative should be in contact with the appeal speaker 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 pastor will also receive an endorsement letter from the Archbishop's Delegate for Externs and International Priests.

### Message

Consider including one or more intercessory prayers for global mission 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 Appeal collection envelopes direct from Overt Press. If you have any concerns, please contact the Global Mission Office. Checks from individual donors should be made out to the parish. No missionary cause may use their own envelopes, collect any funds/donor information or solicit sponsorships.

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 2025 on the memo line. If individual donors make checks out to the collection or the mission cause, please send them along with the parish check. Note that the appealing cause receives 85% of the collected funds. 15% 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 to share your experience. If any of your information has changed or there are any questions, please contact the Global Mission Office Director, Megan Mio, at **312.534.3310** or [mmio@archchicago.org](mailto:mmio@archchicago.org).