
MISSIONARY COOPERATIVE PLAN – DIOCESE OF DAVENPORT

TO: PRIESTS, BOOKEPPERS AND PARISH STAFF
FROM: MISSIONARY COOPERATIVE PLAN
SUBJECT: GUIDELINES FOR THE MISSION COOPERATIVE PLAN
DATE: JULY 1, 2016

The following guidelines serve to ensure a successful Mission Cooperative appeal for your parish as well as the missionaries.

If you have any questions please contact the office of Social Action, at
guerrero@davenportdiocese.org
ferris@davenportdiocese.org

1. The missionary assigned to your parish will contact you before May 30th if he/she does not, please notify the office of Social Action immediately.
2. Missionary speakers have been given permission to speak only at those parishes assigned to them. Please notify this office if other missionaries not assigned contact you for appeals.
3. ***A Letter of Good Standing/Letter of Suitability*** must be mailed to your parish. This letter should be on letterhead with the seal. If there is no record of this letter on file the speaker should **NOT** be allowed to speak and no collection should be taken. This requirement applies to all individuals coming to speak for the MCP in the Diocese of Davenport.
4. All appeals must be presented in the parishes no later than **September 15. (any concerns contact Kent Ferris) ferris@davenportdiocese.org**
5. At the time of setting up the appointment with the Missionary please inform them that they are to arrive at least half or an hour before mass or whatever works best for you.
6. If envelopes are used by the Missionary they must be left in the parish.
7. The Missionary may **NOT**:
 - Request names and addresses of your parishioners
 - Make appeals for magazine subscription from your parishioners
8. **DO NOT SEND CHECK DIRECTLY TO THE MISSION.** Please make remittance check payable to the Diocese of Davenport and in the Memo Line write Missionary Cooperative Plan and include Missionary Name. Please submit your collection to the Diocese of Davenport by **November 1**. Please mail to Diocese of Davenport.

Thank you for your cooperation – Kent Ferris