



# **MCP Toolkit** *for* **Parishes**

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**Society for the Propagation of the Faith**  
**Archdiocese of Milwaukee**

# Table of Contents

## Toolkit for Parishes

|                                       |     |
|---------------------------------------|-----|
| Introduction .....                    | 1   |
| What's Included in This Toolkit ..... | 1-2 |
| Archbishop Grob's MCP Letter .....    | 3   |

## MCP Guidelines for Parishes

|  |   |
|--|---|
| MCP Overview .....   | 4 |
| Roles & Responsibilities (Parish, Mission Org, SPOF) ..... | 5 |
| Mission Appeal Guidelines .....                            | 6 |
| Donation Collection & Processing .....                     | 6 |
| Fund Distribution (87/13 Model) .....                      | 7 |
| Twinning Parishes Requirements .....                       | 7 |

## Parish Preference Form (PPF)

|   |     |
|---|-----|
| Overview and Information Collected..... | 8-9 |
|---|-----|

## Donation Processing

|   |    |
|---|----|
| Collecting and Processing Donations ..... | 10 |
| Parish Deposit Card .....                 | 11 |

## Appeal Preparation Resources & Forms

|  |       |
|--|-------|
| MCP Appeal Instructions for Visiting Missionaries .....        | 12-13 |
| MCP Agreement and Arrangement Form for Twinning Parishes ..... | 14-15 |
| Mission Group Promotional Materials .....                      | 16    |

## Checklists & Guides

|   |       |
|---|-------|
| Parish Checklist (Before, During, After Appeal) ..... | 17    |
| Resource Map for Parishes .....                       | 18-19 |

## Support & Contact Information

|                                     |    |
|-------------------------------------|----|
| Contact Information & Support ..... | 20 |
|-------------------------------------|----|



# Missionary Cooperation Plan (MCP) Toolkit for Parishes

Society for the Propagation of the Faith  
Archdiocese of Milwaukee

## Introduction

The Missionary Cooperation Plan (MCP) is an annual opportunity for parishes of the Archdiocese of Milwaukee to welcome mission representatives and invite parishioners to participate in the global mission of the Church through prayer and financial support. Through this program, parishes are connected more deeply to the universal Church and encouraged to live out their baptismal call to missionary discipleship.

The Society for the Propagation of the Faith (SPOF), part of World Mission Ministries, coordinates and facilitates the MCP across the Archdiocese. This toolkit is designed to guide parish leaders and staff through each step of the MCP process, ensuring that mission appeals are conducted smoothly, in accordance with Archdiocesan guidelines, and with the highest level of stewardship and accountability.

By following the procedures and best practices outlined in this toolkit, parishes can confidently fulfill their role in supporting mission work worldwide while providing a meaningful and well-organized experience for both parishioners and visiting mission representatives.

## What's Included in This Toolkit

This toolkit provides all the essential resources and guidance needed for parishes to successfully plan, host, and complete their Missionary Cooperation Plan (MCP) appeal. It is designed to support pastors, parish staff, and volunteers at every stage of the process.

### Inside this Toolkit, you will find:

- **MCP Guidelines for Parishes**  
A complete overview of policies, procedures, and expectations for participating in the MCP.
- **Step-by-Step Process Guide**  
A clear outline of the MCP process—from scheduling the appeal to submitting funds.
- **Parish Responsibilities Checklist**  
A practical checklist to help ensure all required tasks are completed on time.
- **Donation Collection & Processing Instructions**  
Detailed guidance on how to properly collect, record, and submit mission appeal funds.

- **Timeline & Key Deadlines**  
Important dates and timeframes to help parishes stay on track.
- **Twinning Parish Guidelines**  
Specific instructions for parishes with established mission partnerships.
- **Sample Communications & Bulletin Announcements**  
Ready-to-use materials to help promote the mission appeal within the parish.
- **Forms & Resources**  
Information on required forms such as the Parish Preference Form and Deposit Card, along with where to access them.
- **Contact Information & Support**  
Direct contact details for the MCP team for assistance at any stage of the process.

## **MCP Forms and Resources**

All necessary forms and additional resources are available on the **MCP Resources for Parishes** webpage: <https://www.worldmissionmke.org/missionary-cooperation-plan>



Dear Pastors, Administrators, and Parish Staff,

In 1954, Archbishop Albert G. Meyer introduced the Missionary Cooperation Plan (MCP) to provide a unified, coordinated approach to the many requests from missionary societies seeking assistance within the archdiocese. This plan continues to ensure that every parish plays an active and equitable role in supporting the Church's mission throughout the world.

The MCP advances two essential goals:

1. Supporting Missionary Fundraising: Engaging every parish to share financial resources equitably with mission groups serving those most in need.
2. Fostering Global Mission Awareness: Deepening parishioners' understanding and solidarity with our brothers and sisters across the world, strengthening the Church's universal mission.

As expressed in *Dilexi Te*, recently promulgated by Pope Leo XIV, the Church's mission springs from the heart of Christ's love—calling each of us to a deeper charity and a renewed responsibility to care for the poor. The Missionary Cooperation Plan is not optional; it is a concrete expression of our communion with the universal Church and a visible act of solidarity with those who bring the light of the Gospel to the margins.

The Society for the Propagation of the Faith (SPOF), which coordinates the MCP for the Archdiocese, depends on the full collaboration of every parish. Therefore, all parishes are expected to:

- Extend hospitality and provide a welcoming platform for missionary representatives.
- Promote the annual mission appeal among parishioners before and during the designated weekend.
- Submit collected MCP funds promptly to SPOF for proper distribution and accountability.

Beginning January 2026, there will be an adjustment in the parish mission appeal split—from 90/10 to 87/13—reflecting the first-ever increase to meet rising administrative and program support costs. This adjustment will allow SPOF to sustain the quality, coordination, and impact of the Missionary Cooperation Plan across the Archdiocese.

Full participation in MCP is an expectation of every parish and a witness of our shared missionary identity. Through this partnership, you not only strengthen the global Church but also renew the vitality of your own faith community by living out the Gospel command to love and serve.

Thank you for your continued cooperation and leadership in this vital mission effort. May the Lord bless your ministry and all those entrusted to your pastoral care.

With gratitude and blessings,

Most Reverend Jeffrey S. Grob  
Archbishop of Milwaukee

OFFICE OF THE ARCHBISHOP

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# Missionary Cooperation Plan (MCP) Guidelines for Parishes

## Overview

The Missionary Cooperation Plan (MCP) is an annual program of the Archdiocese of Milwaukee that connects parishes with approved mission organizations from around the world. Coordinated by the Society for the Propagation of the Faith (SPOF), the MCP provides parishioners the opportunity to learn about the global Church and support missionary work through prayer and financial contributions.

### Through the MCP:

- Parishioners encounter the universal Church.
- Mission organizations share their work and experiences.
- Parishes participate in global evangelization efforts.

### Key Participants

- **Parishes** of the Archdiocese of Milwaukee
- **Approved Mission Organizations** (religious, lay, and diocesan)
- **Society for the Propagation of the Faith (SPOF)**

## MCP Process

1. Parish submits Parish Preference Form (PPF)
2. Mission groups are assigned by SPOF
3. Mission group contacts parish to schedule appeal
4. Mission appeal takes place at parish
5. Parish collects and processes donations
6. Parish submits funds to SPOF
7. SPOF distributes funds to mission organizations



## Parish Responsibilities

### 1. Parish Preference Form

Parish input is provided through the Parish Preference Form (PPF), including:

- Parish contact information
- Preferred dates
- Language needs
- Special requests

### 2. Scheduling the Appeal

- Mission organizations will contact the parish to arrange a date.
- If not contacted by June 1, notify the MCP office.
- Final approval of assignments rests with the parish.

### 3. Preparation for the Appeal

- Prepare MCP envelopes if requested on the PPF.
- Use only official MCP envelopes (mission groups may not provide their own).
- Share bulletin announcements provided by mission groups at least two weeks prior.
- Provide appeal instructions to visiting missionary at least two weeks in advance.

### 4. Hospitality (Optional)

- Parishes are **not required** to provide lodging or transportation.
- Hospitality may be offered at the parish's discretion, especially for international visitors.

## Responsibilities of Mission Organizations

- Contact parish to schedule appeal
- Inform SPOF of arrangements
- Provide Letters of Suitability
- Submit bulletin materials in advance
- Follow all MCP rules regarding collections

## Responsibilities of SPOF

- Assign mission groups annually
- Ensure compliance and documentation
- Provide envelopes and deposit materials
- Receive and process funds
- Distribute funds within 60 days or by year-end
- Support parishes throughout the process

## Mission Appeal Guidelines

### Who Will Speak

- Priests, religious sisters/brothers, or lay missionaries
- Selected by the mission organization based on parish

### During the Appeal

- Mission representatives share their mission work
- A collection is taken (in-pew or envelope return)

### Important Rules

- Mission groups **may NOT**:
  - Distribute their own envelopes
  - Collect funds directly from parishioners

## Donation Collection & Processing

### How Donations May Be Collected

- In-pew collection during Mass
- Return of MCP envelopes the following week
- Online donations through the official MCP giving page

### Key Reminders

- All donations flow through the parish
- Do not send funds directly to mission groups (except twinning parishes)
- Use only official MCP materials
- Submit funds within 45 days
- Follow the 87/13 distribution guidelines

This ensures transparency, accountability, and the success of the Missionary Cooperation Plan across the Archdiocese.

### Required Processing Steps

1. All checks must be payable to the **parish**
2. Deposit all funds into the parish account
3. Complete the Parish Deposit Card
4. Issue **one parish check** for the total
5. Send check to SPOF within **45 days**

## Critical Rules

- Do **not** send funds directly to mission organizations
- If a check is written to a mission group, request that it be reissued payable to the parish
- Include mission group number in memo line of the parish check

## Online Giving

- Official MCP online giving links may be shared in parish communications
- Online donations are credited to the parish total

## Fund Distribution (87/13 Model)

The Missionary Cooperation Plan follows an **87% / 13% fund distribution model** to ensure both strong support for mission work and the effective administration of the program. After the parish collects and submits all donations to the Society for the Propagation of the Faith (SPOF), **87% of the total funds are distributed directly to the participating mission organization**, supporting their pastoral and humanitarian efforts. The remaining **13% is retained by SPOF** to cover the costs of coordinating the MCP, including program administration, processing donations, and supporting mission outreach across the archdiocese. For parishes with an approved twinning relationship, **87% may be directed to the twin mission**, while the **13% must still be submitted to SPOF**, ensuring continued support of the broader missionary efforts of the Church.

## Twinning Parishes Requirements

Parishes that are twinned with specific Mission groups must follow all MCP Guidelines and complete all required mission paperwork each year.

If your parish serves as the primary contact for the twinning relationship, the parish is responsible for ensuring that the forms are completed and submitted by the required deadline.

If hosting a twinning partner:

- Indicate preference for parish twin group on Parish Preference Form
- Submit all required documentation annually:
  - Agreement & Arrangement Form
  - Letters of Suitability/Good Standing
  - Follow the 87-13% fund distribution model for the appeal donations

## Contact Information

For assistance with any part of the MCP process:

- **Letzbia Laing-Martinez** – International Mission Engagement Coordinator  
414-758-2283 | laingmartinezl@archmil.org
- **Angela Bonell** – Accountant  
414-758-2281 | bonella@archmil.org



# Missionary Cooperation Plan (MCP)

## Parish Preference Form (PPF)

Society for the Propagation of the Faith  
Archdiocese of Milwaukee

### Overview and Information Collected

The Parish Preference Form (PPF) is distributed to pastors and parish staff, typically during the first week of January. It is shared as an Excel document pre-populated with information from previous years for review and updates.

The purpose of this form is to help match each parish with a mission group that best fits its needs, capacity, and preferences—ensuring a smooth and meaningful Missionary Cooperation Plan experience.

#### Parish Details

- Basic parish information (name, address, contact info)
- Number of weekend Masses
- Shared parish relationships

#### Parish Staff Contacts

- Key staff involved in MCP:
  - Pastor / Parish Director
  - Parish Office Administrator
  - Business / Finance Manager
- Anticipated staff changes that may impact scheduling

#### Mission Group Preferences

- Interest in:
  - Assigned mission group
  - Existing twinning relationship
  - Specific international mission organization
- Language needs for the appeal (e.g., English, Spanish)

#### Logistics & Planning

- Shared parish coordination preferences
- Special considerations (dates, needs, circumstances)
- Quantity of collection envelopes and mailing details

## Twining (If Applicable)

- Parish contact managing the relationship
- Preferred method for distributing collected funds
- Agreement to MCP guidelines and requirements

## Feedback & Insights

- Reflections on previous mission appeal:
  - Successes
  - Challenges
  - Questions or suggestions

## Final Review

- Confirmation of who reviewed and updated the form

|    | A  | B           | C                             | D                     | E                      | F                     | G            |
|----|--|-------------|-------------------------------|-----------------------|------------------------|-----------------------|--------------|
| 1  | <b>PARISH INFORMATION</b>  |             |                               |                       |                        |                       |              |
| 2  | <b>INSTRUCTIONS:</b><br>1. Download the file to your computer<br>2. Update any incorrect or incomplete information and note your current needs. (Details are based on last year's Parish Preference Form.)<br>3. Save the updated file to your computer by adding "2026MCP" after the pastor's name. Then email the completed form to <a href="mailto:laingmartinezl@archmil.org">laingmartinezl@archmil.org</a> . |             |                               |                       |                        |                       |              |
| 3  | PARISH Name  | Parish Code | Parish Address (Worship Site) | City, State, Zip Code | Mailing Address        | City, State, Zip Code | Phone Number |
| 4  | St. Lucy   | I11         | 3101 Drexel Ave.              | Racine, WI 53403      | 3101 Drexel Ave.       | Racine, WI 53403      | 262-554-1801 |
| 5  | St. Sebastian  | I19         | 3050 95th St.                 | Sturtevant, WI 53177  | 3126 95th St.          | Sturtevant, WI 53177  | 262-886-4398 |
| 6  | St. Richard Parish   | I24         | 1503 Grand Ave.               | Racine, WI 53403      | 1100 Erie St.          | Racine, WI 53402      | 262-637-8374 |
| 7  | St. Edward Parish  | I06         | 1401 Grove Ave.               | Racine, WI 53405      | 1401 Grove Ave.        | Racine, WI 53405      | 262-636-8040 |
| 8  | St. Joseph   | I10         | 1533 Erie St.                 | Racine, WI 53402      | 1532 N. Wisconsin St.  | Racine, WI 53402      | 262-633-8284 |
| 9  | Sacred Heart Parish  | I17         | 2201 Northwestern Ave.        | Racine, WI 53404      | 2201 Northwestern Ave. | Racine, WI 53404      | 262-634-5526 |
| 10 | St. John Nepomuk   | I09         | 1903 Green St.                | Racine, WI 53402      | 700 English St.        | Racine, WI 53402      | 262-634-5647 |
| 11 | St. Patrick Racine   | I26         | 1100 Erie St.                 | Racine, WI 53404      | 1100 Erie St.          | Racine, WI 53402      | 262-632-8808 |
| 12 |  |             |                               |                       |                        |                       |              |

|    | R   | S  | T   |
|----|---|--|---|
| 1  | <b>MISSION GROUP ASSIGNMENT REQUEST</b>   |  |   |
| 2  | <b>Options:</b><br>1. We do not have a special request, you may assign us a mission group.<br>2. We would like to request our twinning relationship.<br>3. We have a twinning relationship but would like to welcome a different group.<br>4. We would like to request a specific international mission organization/project. | 1. If requesting a twinning partner or international mission, provide the name.<br>2. If not, write <b>N/A</b> | <b>Language Requirements:</b><br>Indicate if you need Spanish speaker |
| 3  | Mission Group Assignment Request  | Name Twinning Group/Special Request  | Spanish   |
| 4  | We would like to request a specific international mission organization.   | Community of St. Paul - Casa San Jose, Cochabamba, Bolivia   |   |
| 5  | We would like to request a specific international mission organization.   | Community of St. Paul - Casa San Jose, Cochabamba, Bolivia   |   |
| 6  | We would like to request a specific international mission organization.   | Community of Saint Paul -Water, Gardens and Women Programs Bolivia-  |   |
| 7  | We would like to request a specific international mission organization.   | Community of Saint Paul -Water, Gardens and Women Programs Bolivia-  |   |
| 8  | We would like to request a specific international mission organization.   | Community Saint Paul of other Group  |   |
| 9  | We would like to request a specific international mission organization.   | Community of Saint Paul -Water, Gardens and Women Programs Bolivia-  |   |
| 10 | We would like to request a specific international mission organization.   | Community Saint Paul of other Group  |   |
| 11 | We would like to request a specific international mission organization.   | Community of Saint Paul -Health Care Program Dominican Republic-   | Spanish   |
| 12 |   |  |   |



# Missionary Cooperation Plan (MCP)

## Collecting and Processing Donations

### Collecting Donations

Parishes may collect donations for the Missionary Cooperation Plan (MCP) using one of the following methods:

- In-pew collection – Conduct a collection immediately following the missionary appeal. Donations may be made in cash or check.
- Envelope collection – Distribute envelopes prior to the appeal date and ask parishioners to return them the following Sunday. Checks should be made payable to the parish with 'MCP' noted in the memo line.
- Online giving – Donations may also be made by credit card. The Society for the Propagation of the Faith (SPOF) can provide the parish with a link to an online giving page upon request.

### Processing Donations

- If a check is made payable to the Mission Organization, please ask the donor to rewrite the check payable to the parish.
- Once the appeal is complete and all funds have been received, the parish should deposit the collected funds and submit one final check to our office.
- The final check should be made payable to: Society for the Propagation of the Faith – MCP, P.O. Box 070912, Milwaukee, WI 53207-0912. Please include your **group number** in the **memo line**.
- Twinning parishes follow the **87/13 rule**. If the parish manages finances directly for its twin mission, it may process 87% for the twin and send 13% to the Society for the Propagation of the Faith. Please indicate this clearly on the Parish Deposit Card.
- For clustered parishes, please specify whether funds from all parishes are being submitted in one combined check or as individual checks for each parish.
- Please send your check and deposit card within 45 days of your appeal.
- The MCP Parish Deposit Card will be mailed to the parish Business Manager. Additional blank cards can be obtained using the provided link.

### Important Reminders

- Do not make checks payable to the Archdiocese of Milwaukee.
- Do not make checks payable to the Office for World Mission or World Mission Ministries.
- Do not send funds directly to Mission Organizations.

### Contact Information

For questions regarding finances for the MCP process, please contact:

Angela Bonnell, Accountant

Society for the Propagation of the Faith

414-758-2281

[bonnella@archmil.org](mailto:bonnella@archmil.org)



# Missionary Cooperation Plan (MCP)

## Parish Deposit Card

Society for the Propagation of the Faith

### PARISH & MISSION GROUP INFORMATION

|                             |  |
|-----------------------------|--|
| Parish Name(s)              |  |
| Parish City                 |  |
| Parish Code(s)              |  |
| Mission Group Number        |  |
| Mission Group Name          |  |
| Business Manager/Bookkeeper |  |
| Phone Number & Email        |  |

### DEPOSIT INFORMATION

|                 |    |
|-----------------|----|
| Amount Enclosed | \$ |
|-----------------|----|

### TWINNING PARISH / SPECIAL MISSION (if applicable)

- 13% only (Parish sent 87% directly to the mission group)
- 100% of funds collected
- 100% – Wire transfer required (mission cannot deposit U.S. checks)

### IMPORTANT REMINDERS

- Do not send cash.
- Parishioners should make checks payable to the parish and write 'MCP' in the memo.
- Submit one parish check for the total amount collected within 45 days of the appeal.
- Do not send checks payable to the Archdiocese of Milwaukee or directly to the mission organization.
- Do not include MCP funds with other parish collections.

#### Mail this card with your parish check to:

Society for the Propagation of the Faith – MCP 2026  
P.O. Box 070912  
Milwaukee, WI 53207-0912

Make checks payable to: **Society for the Propagation of the Faith**  
Memo line: MCP 2026 + Mission Group Number

### Questions?

For questions regarding finances for the MCP process, please contact:  
Angela Bonnell, Accountant  
Society for the Propagation of the Faith  
414-758-2281 [bonnella@archmil.org](mailto:bonnella@archmil.org)



# MCP Appeal Instructions for Visiting Missionaries

Society for the Propagation of the Faith (SPOF), Archdiocese of Milwaukee

## 1. Parish Contact Information

**Contact Person:** \_\_\_\_\_

**Parish Office Phone:** \_\_\_\_\_

**Cell Phone (if needed):** \_\_\_\_\_

**Email:** \_\_\_\_\_

## 2. Promotional Materials

To promote the missionary group in the parish bulletin or digital platforms, send materials (summary, photo, flyer, etc.) to:

**Communications Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## 3. Arrival & Parking

**Please arrive** 15–20 minutes before each Mass.

**Parking Details:** \_\_\_\_\_

## 4. Seating & Appeal Placement

- You are invited to sit: \_\_\_\_\_
- Your appeal will take place:  
 During Homily    After Communion    Other: \_\_\_\_\_
- Introduced by:  Priest    Deacon    Reader

## 5. Appeal Guidelines

- Suggested length of appeal: \_\_\_\_\_ minutes
- Please remind the congregation:
  - **Donations will be collected via:**  MCP Envelopes    Second Collection
  - **Checks payable to:** [PARISH NAME]
  - **Memo line:** MCP





# Missionary Cooperation Plan (MCP)

## MCP Agreement and Arrangement Form

### Twinning Parishes & Special Requests

This form serves as a formal agreement between the parish, the mission organization, and the Society for the Propagation of the Faith (SPOF) regarding the planning and execution of the Missionary Cooperation Plan (MCP) appeal. By completing and signing this form, the parish acknowledges and agrees to follow all MCP guidelines and procedures.

|   |  |
|---|--|
| <b>Parish Name(s)</b>   |  |
| <b>Parish Code(s)</b>   |  |
| <b>Pastor/Parish Director</b>   |  |
| <b>Mission Group Name</b>   |  |
| <b>Mission Group Number</b>   |  |
| <b>Mission Group Contact Name</b>   |  |
| <b>Mission Appeal Date(s)</b>   |  |
| <b>MCP Envelopes Requested</b>  |  |
| <b>Name of Appeal Speaker</b>   |  |
| <b>Speaker Status:</b>  | <input type="checkbox"/> Parish staff/parishioner<br><input type="checkbox"/> Mission representative   |
| <b>Processing of Funds</b>  | <input type="checkbox"/> The parish will disburse 87% to the mission organization and remit 13% to the SPOF office.<br><input type="checkbox"/> The parish will remit 100% to SPOF Office for distribution |
| <b>Disbursement Method</b><br>Complete only if SPOF will distribute funds * | <input type="checkbox"/> <b>ACH Transfer</b> - For recipients with U.S. bank accounts<br><input type="checkbox"/> <b>International Wire Transfer</b> - For recipients with non-U.S. bank accounts          |

### Agreement and Acknowledgment:

We acknowledge that this MCP appeal is conducted in accordance with the guidelines established by the Society for the Propagation of the Faith. We understand that all collections are subject to the 87%/13% distribution policy and agree to comply with the selected funds handling option above. We further acknowledge that if the appeal speaker is a priest from outside our diocese, a suitability letter must be submitted prior to the appeal. We agree to ensure proper handling, reporting, and remittance of funds in a timely manner.

## Authorized Parish Representative:

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Role:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

## Submit completed form to:

Email: [laingmartinezl@archmil.org](mailto:laingmartinezl@archmil.org)

OR

Mail: Society for the Propagation of the Faith  
MCP Coordinator  
P.O. Box 0709121  
Milwaukee, WI 53207



## Missionary Cooperation Plan 2024

Brought to you by *The Society for the Propagation of the Faith*

# La Sagrada Familia

La Sagrada Familia (Holy Family) is the Archdiocese of Milwaukee's Sister Parish in the Dominican Republic. It has been the missionary outreach of our archdiocese since 1981!

The parish is located in the province of Azua, in the southwest region of the Dominican Republic. La Sagrada Familia covers 124 square miles and serves 19 communities.

To attend to the many needs of the parish, there are various ministries in place to support the community. The various ministries include a health clinic, physical therapy center, three nutritional centers (supporting 180 children), 3 training centers for women, building and repairing houses, water projects, a recycling program, senior ministry/food pantry, after school program, a Pastoral & Social Ministry for the Haitian community, retreat house/eco-lodge and a scholarship program for the youth and young adults.

Thank you for your support of our sister parish!

### HOW TO SUPPORT:

- Pray for our brothers & sisters in the missions.
- Learn more about the mission by visiting <https://tinyurl.com/lsmcpinfo> and <https://www.facebook.com/LSF11>
- Check: Please make checks payable to your parish.  
Memo line: Missionary Cooperation Plan
- Donate via online support page.

### DONATE



[tinyurl.com/lsmcp2024](https://tinyurl.com/lsmcp2024)

*Thank you for your prayers and generosity!*

wmo@archmil.org | 414-758-2280 | <https://www.archmil.org/offices/world-mission.htm>

## Mission Group Promotional Materials

The Missionary Cooperation Plan (MCP) provides parishioners with an opportunity to learn about the global Church and support missionary work through prayer and financial contributions.

MCP is more than just an annual collection. It is important to build awareness in our parishes about the significance of supporting the global Church through the assigned mission group.

Please use the promotional materials at least two weeks prior to the mission appeal.

### Bulletin Ads

Bulletin ads are available for download on the MCP website: <https://www.worldmissionmke.org/mcp-accepted-groups>

### Flyers

Mission groups are encouraged to prepare a one-page bulletin insert or flyer to share with parishes. This provides an opportunity to offer more detailed information about their mission.

If you would like to include a flyer in your bulletin, please request it directly from the mission group representative.



# Missionary Cooperation Plan (MCP)

## Parish Checklist

### MCP At-a-Glance Guide

#### **BEFORE THE APPEAL (Planning & Preparation)**

- Submit Parish Preference Form (PPF)
- Confirm assigned mission group and appeal date
- Coordinate details with mission representative
- Schedule Mass times and speaker logistics
- Assist with picking up MCP envelopes from the Pastoral Center (if applicable)
- Share bulletin announcement (2 weeks prior)
- Prepare staff/volunteers for collection process

#### **DURING THE APPEAL (Mission Weekend)**

- Welcome mission representative
- Ensure speaker is scheduled at all Masses
- Conduct in-pew collection (if applicable)
- Remind parishioners about envelope returns (if applicable)
- Promote online giving option (if available)

#### **AFTER THE APPEAL (Collection & Processing)**

- Collect returned MCP envelopes (following week)
- Verify all checks are payable to the parish
- Deposit all donations into parish account
- Record total funds collected

#### **FUNDS SUBMISSION (Within 45 Days)**

- Complete Parish Deposit Card
- Issue ONE parish check (total amount)
- Include mission group number in memo line
- Mail check and deposit card to SPOF

#### **FOR TWINNING PARISHES (If Applicable)**

- Confirm twinning documentation and forms are submitted
- Indicate twinning on forms and deposit card
- Allocate funds according to 87% / 13% rule



# Missionary Cooperation Plan (MCP)

## Resource Map for Parishes

Society for the Propagation of the Faith  
Archdiocese of Milwaukee

### Overview of Resources

*To support parishes in successfully planning and carrying out their Missionary Cooperation Plan (MCP) appeal, a variety of resources are available on the MCP webpage:*

[www.worldmissionmke.org/missionary-cooperation-plan](http://www.worldmissionmke.org/missionary-cooperation-plan)

### CORE GUIDES

#### Start here for understanding the MCP

- MCP Toolkit for Parishes
- MCP General Information
- MCP Guidelines for Parishes

### PLANNING & SCHEDULING

#### Use these to prepare and coordinate your appeal

- MCP Parish Preference & Feedback Survey
- MCP Mission Group Assignments
- MCP Mission Group Contact Information
- MCP Mission Appeal Calendar

### PROMOTION & COMMUNICATION

#### Help your parish prepare for the appeal

- MCP Mission Group Promotional Resources

### DONATION PROCESSING

#### Required for handling and submitting funds

- MCP Collecting & Processing Donations
- MCP Parish Deposit Card
- International Wire Transfer Form

## **TWINNING & SPECIAL REQUESTS**

### **For parishes with mission partnerships**

- MCP Twinning or Special Request Appeal Agreement & Arrangement Form

## **MISSIONARY DOCUMENTS**

### **Reference materials for mission representatives**

- MCP Appeal Instructions for Visiting Missionaries
- Sample Suitability Letter – Priest/Cleric
- Sample Suitability Letter – Non-Cleric

## **QUICK TIP**

- ✓ Always download the most current forms from the website
- ✓ Bookmark the MCP page for easy access throughout the year

## **NEED HELP?**

### **Society for the Propagation of the Faith**

Archdiocese of Milwaukee

**Letzbia Laing-Martinez**, Archdiocesan MCP Coordinator

Phone: 414-758-2283 | Email: [laingmartinezl@archmil.org](mailto:laingmartinezl@archmil.org)

**Angela Bonnell**, Accountant

Phone: 414-758-2281 | Email: [bonnella@archmil.org](mailto:bonnella@archmil.org)



# Missionary Cooperation Plan (MCP)

## Contact Information & Support

Please call or email our office for assistance at any stage of the MCP process.

### Applications, Scheduling, Guidelines, and General Coordination

**Letzbia Laing-Martinez**, Archdiocesan MCP Coordinator

Phone: 414-758-2283 | Email: [laingmartinezl@archmil.org](mailto:laingmartinezl@archmil.org)

*Contact for:*

- MCP Application
- Questions about MCP policies and guidelines
- Communication with parishes; scheduling or rescheduling appeal dates
- Missionary assignments and participation
- Any general questions about the MCP process

### Financial Questions and Payments

**Angela Bonnell**, Accountant

Phone: 414-758-2281 | Email: [bonnella@archmil.org](mailto:bonnella@archmil.org)

*Contact for:*

- Questions about collections and disbursements
- ACH or wire transfer details; financial documentation
- Payment timelines (mid-December distributions)

### Program Oversight and Special Situations

**Antoinette Mensah**, Director

Phone: 414-758-2282 | Email: [mensaha@archmil.org](mailto:mensaha@archmil.org)

*Contact for:*

- Escalated concerns or unresolved issues
- Matters requiring director-level approval