



# MISSIONARY COOPERATION PLAN (MCP)

*Supporting the Global Church:  
A Practical Guide to the MCP for Parish Leaders*





# Opening Prayer

Loving God,

As we begin this time together,  
we remember Your command:

*“Go therefore and make disciples of all nations.”* (Matthew 28:19)

Help us to recognize our role in this mission  
and to respond with faith and generosity.

Guide our minds and hearts today,  
so that all we do may reflect Your love  
and support those who bring the Good News to the world.

We ask this through Christ our Lord.

Amen.

# Agenda

What is MCP?

Roles &  
Responsibilities

MCP Process

Planning &  
Preparation

Donations &  
Financial  
Stewardship

Best Practices

Resources &  
Support



# Introduction

The Missionary Cooperation Plan (MCP) is an annual program coordinated by the Society for the Propagation of the Faith that allows mission congregations, lay mission organizations, and mission dioceses to share their work and invite prayer and financial support from Catholics in the Archdiocese of Milwaukee.



# From Christ's Love to Our Shared 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.

*Archbishop Jeffrey Grob*



# Key Participants

As determined by the Archbishop:

*“Full participation in MCP is an expectation of every parish and a witness of our shared missionary identity.”*

Participants include:

- Parishes
- Mission Organizations
- Society for the Propagation of the Faith (SPOF)



# MCP Toolkit for Parishes

The MCP Toolkit for Parishes guides parish leaders through MCP process with stewardship, accountability, and organization.

It includes:

- Step-by-step process
- Donation instructions
- Forms & resources



# Roles & Responsibilities

- Parish: scheduling, hosting, collecting funds
- Mission Organization: communication, materials, compliance
- SPOF: coordination, oversight, fund distribution



# MCP Process

- Submit Parish Preference Form
- Assignment of mission group
- Schedule appeal
- Conduct appeal
- Collect donations
- Submit funds
- Distribution of funds



# Parish Responsibilities

- Submit the Parish Preference Form (PPF)
- Schedule appeal
- Prepare materials
- Promote appeal
- Process funds



# Mission Organization Responsibilities

- Schedule appeal
- Provide materials
- Follow MCP rules
- Communicate with parish
- Conduct the appeal

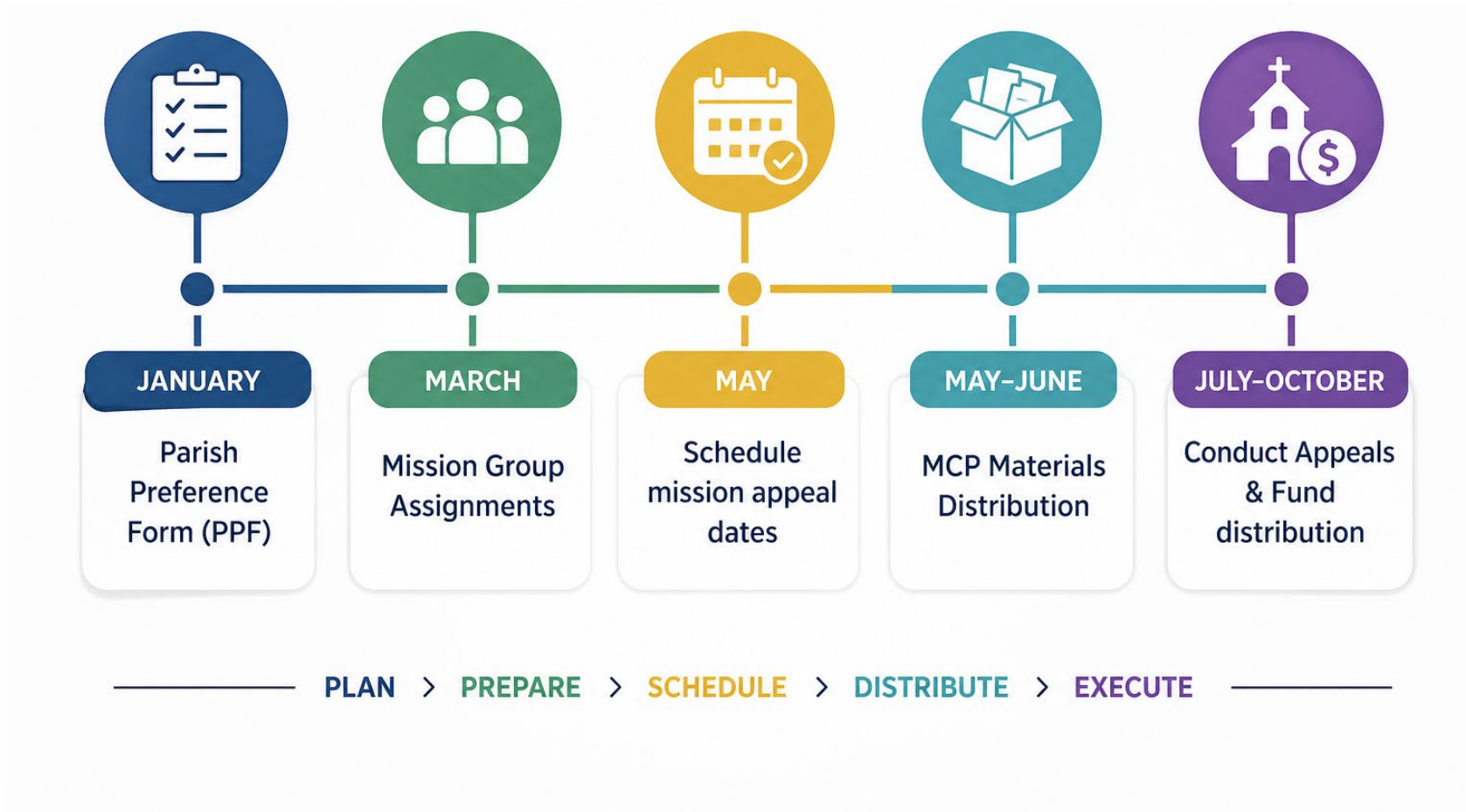


# SPOF Responsibilities

- 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



# MCP Timeline





# Mission Appeal Presenters

## **Who Will Speak**

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

## **During the Appeal**

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



# Mission Group Assignments

Mission group assignments are based primarily on responses submitted through the Parish Preference Form (PPF):

- Preferred appeal dates
- Language needs
- Scheduling considerations
- Requests for specific mission groups

Parishes have final approval of the assignment before being contacted by the mission group representative.



# Twinning Parishes

## What is a Twinning Parish?

- A twinning parish is one that has established a partnership with an international parish, village, or mission organization. These partnerships are built on mutual support, rooted in Catholic Social Teaching and global solidarity.



# Twinning Parishes & MCP

Parishes with a twinning relationship may request their partner as the preferred group for the MCP appeal under the following conditions:

- Indicate the preference on the Parish Preference Form.
- Submit all required documentation before the appeal date.
- Provide Letters of Suitability or Good Standing.
- Twinning partnerships must follow the MCP financial guidelines, including the 87/13 distribution rule.



# Parish Preference Form

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 (parish contact information, preferred dates, language needs, special requests).

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 Preference Form

	A	B	C	D	E	F	G
1	<b>PARISH INFORMATION</b>						
2	<p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Download the file to your computer</li> <li>2. Update any incorrect or incomplete information and note your current needs. (Details are based on last year's Parish Preference Form.)</li> <li>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>.</li> </ol>						
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							



# Parish Preference Form

	R	S	T
1	<b>MISSION GROUP ASSIGNMENT REQUEST</b>		
	<b>Options:</b> 1. We do not have a special request, you may assign us a mission group. 2. We would like to request our twinning relationship. 3. We have a twinning relationship but would like to welcome a different group. 4. We would like to request a specific international mission organization/project.	1. If requesting a twinning partner or international mission, provide the name. 2. If not, write <b>N/A</b>	<b>Language Requirements:</b> Indicate if you need Spanish speaker
2	Mission Group Assignment Request	Name Twinning Group/Special Request	Spanish
3			
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			



# Appeal Preparation

- 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.



# Promotional Materials

- 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.



# Donation Collection

## **How Donations May Be Collected**

- In-pew collection during Mass
- Return of MCP envelopes the following week

## **Online Giving**

- Official MCP online giving links may be provided by SPOF
- Online donations are credited to the parish total



# Donation Processing

- All checks must be payable to the **parish**
- Deposit all funds into the parish account
- Complete the **Parish Deposit Card**
- Issue **one parish check** for the total
- Send check payable to SPOF within **45 days**
- Include mission group number



# 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



# Fund Distribution

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.

- 87% to mission organization
- 13% to SPOF to cover the costs of coordinating the MCP



# Twinning Parishes

For twinning parishes:

- 87% may be processed directly for the twin mission.
- 13% must be sent to the Society for the Propagation of the Faith.
- Indicate this arrangement on the **Parish Preference Form** and the **Parish Deposit Card**.



# MCP Tools

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

- MCP Toolkit for Parishes
- MCP Parish Preference Form
- MCP Mission Group Assignments
- MCP Mission Group Contact Information
- MCP Mission Appeal Calendar
- MCP Mission Group Promotional Resources
- MCP Appeal Instructions for Visiting Missionaries
- MCP Twinning Parish Agreement & Arrangement Form
- Sample Suitability Letter – Priest/Cleric
- Sample Suitability Letter – Non-Cleric
- MCP Parish Deposit Card
- International Wire Transfer Form
- ACH Transfer Form



# Support & Contact

## Applications, Scheduling, Guidelines, and General Coordination

- **Letzbia Laing-Martinez**, Archdiocesan MCP Coordinator  
Phone: 414-758-2283 | Email: [laingmartinezl@archmil.org](mailto:laingmartinezl@archmil.org)

## Financial Questions and Payments

- **Angela Bonnell**, Accountant  
Phone: 414-758-2281 | Email: [bonnella@archmil.org](mailto:bonnella@archmil.org)

## Program Oversight and Special Situations

- **Antoinette Mensah**, Director  
Phone: 414-758-2282 | Email: [mensaha@archmil.org](mailto:mensaha@archmil.org)



# Closing Prayer

Heavenly Father,

Thank You for this time of learning and reflection.

As we go forth, strengthen our commitment to support missionaries  
and to share in the mission of the Church.

May our work be a sign of solidarity,  
bringing hope and the light of the Gospel to the world.

We ask this through Christ our Lord.

Amen.