

Standard Operating Procedure

For Parish Staff handling Mission CO-OP program

The Pontifical Mission Society is headquartered in Rome to assist the Pope in his outreach to World-wide Missions. Msgr Routhier is our Diocesan Director.

Mission Appeals are held during the late Spring through early Summer months. A letter to the parishes that are scheduled to host a Mission Co-op Appeal should arrive at the parish office from the Diocesan Propagation of the Faith office by November of the previous year. That letter contains the assignment information and should be kept somewhere safe and easily accessible.

Expectations for each hosting parish:

1. Provide housing when needed, for women religious and lay missionaries.
2. Take up a collection for the missionary at the Mass when the appeal is presented. Checks for the mission should be made out to the parish.
3. Forward a check in the total amount collected, made payable to "Propagation of the Faith", to the Diocesan Propagation of the Faith Office. Or note clearly in a summary of many payments being made in one check that you have a Mission Co-op donation included!
4. This appeal must be made during the current year and should be completed before October. Spring is best – before new pastor/administrator assignments happen.

Note: Chrissy would like each parish to create a liability account specifically for Mission Co-Op so the checks won't get lost in the general 2059 "other collections" account.