



**DIOCESE OF ALLENTOWN**  
**THE PONTIFICAL MISSION SOCIETIES**

*Propagation of the Faith*

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## **Missionary Cooperative Program Regulations**

**Please give a copy of these regulations to the missionary who is actually making the appeal. Failure to adhere to any and all of these regulations will result in not being accepted for assignment in the Diocese of Allentown in the future.**

If you are invited to participate in the Missionary Cooperative Program, please be conscious of the commitment you are agreeing to. Because we have many small parishes staffed by just a pastor, often the pastor uses the occasion of the Missionary Cooperative weekend to take annual leave. A last-minute cancelation by the missionary causes great difficulties in covering the schedule. The missionary priest is expected to be the principal celebrant for all parish Masses for the entire weekend, and also to be available for the Sacrament of Penance (confessions).

### **THE DATE**

**The pastor selects the date of the appeal.** Please make an initial contact with each pastor at the parish(s) you are assigned to. Ask him for a date suitable for him for the appeal; many pastors already have a date selected. In general, the appeal should be made between June 1st and August 31st. The dates and arrival details should be reconfirmed with the parish 2-4 weeks before the scheduled appeal.

When a missionary cannot honor a confirmed date, the missionary should notify the host parish and the Missions Office immediately. An alternate date should be scheduled, if possible.

## THE APPEAL

The Missionary Cooperative Program offers you the opportunity to share your missionary zeal with the faithful of the Diocese of Allentown and show them God's love in action. We have noted that the organizations receiving the largest collections **have presenters with a clear and easily understandable speaking voice** and an uplifting story, often about specific people, who have been helped in your mission.

The missionary **must speak English clearly and fluently**. Parishioners respond more generously when they clearly understand the mission needs.

Most parishes will publish information about the missionary and mission in their parish bulletin, which helps to build a relationship between you and the faithful and allows the parishioners to come prepared to donate. Please submit bulletin information to the parish office at least 4 weeks in advance of the appeal date.

It is best to give only one presentation that includes both the Scriptures and the appeal. The appeal should flow from the readings and the liturgy of the day. Please keep the presentation to 10-12 minutes. The missionary should preface their appeal by identifying the diocese, community, or program being represented.

## TIPS FOR A SUCCESSFUL APPEAL

The #1 request from parishes is to send missionaries who can speak English understandably. Please keep the homily to 10-12 minutes.

Foreign missionaries should be in the US for at least a few days before their first mission appeal. Priests should celebrate a public Mass on those days to become comfortable with celebrating Mass before the appeals weekend.

Please give a copy of these MCP Regulations to the missionary making the appeal. Some important points have been overlooked because this information is not communicated to the missionary, resulting in misunderstandings and confusion.

Please know that if you do not cooperate with our guidelines, we may share this information with Missionary Cooperative Program offices in other dioceses, which may affect your future participation. Reasons for not being invited back:

- Last-minute cancelation (without reasonable cause) or no-show
- Undue delay in returning documentation (schedule, affidavits) by the requested dates
- Distributing envelopes or soliciting names/addresses in the parishes
- Imposing on a pastor's hospitality (see "Accommodations & Travel")

## ACCOMMODATIONS & TRAVEL

When applying to the MCP in Allentown, please keep in mind the cost of travel. The missionary should be somewhat nearby, so no large travel costs will negate the benefit of the parishioners' generosity.

Because of space limitations, parishes can only accommodate one missionary priest. It is not possible for the missionary to stay longer than the weekend. Missionaries usually arrive on the Saturday of the appeal and leave after their last liturgical assignment on Sunday, unless flight arrangements require a stay until Monday. If so, arrangements need to be made with the pastor for the additional night during your initial contact.

**If the missionary is a Woman Religious**, it will be necessary for the missionary to arrange and pay for lodging at a nearby hotel or stay with local friends/family, unless there is a convent in the parish or nearby.

Sometimes the mailing address of the church is different from the actual location. Please be sure to confirm the physical location of the parish and give that information to the missionary making the appeal. More information about the individual parishes may be found on the Diocese of Allentown website: <https://www.allentowndiocese.org/find-parish>.

Because the Allentown Diocese is spread out over 5 counties, public transportation is generally not always possible. In considering whether to accept participation in the Diocese of Allentown MCP, please keep in mind that it is preferable for the missionaries to provide their own transportation. It should not be expected that transportation would be provided for other trips during the missionary's visit, or for between assignments, or to take the missionary from one parish to another assigned parish.

Please let the pastor know of any special needs, especially mobility or special diets. Missionaries need to have their own health/hospital insurance.

## COLLECTION AND DISBURSEMENT OF FUNDS

The only envelope to be used for the appeal is the official diocesan MCP envelope. Mission groups are not permitted to provide any envelopes which are to be returned directly to the missionary. Under no condition may envelopes be removed from the parish where the collection is taken.

Subscriptions for magazines may not be solicited, nor may other items (such as native crafts, religious items, etc.) be sold.

The full amount of each collection (including checks made out to the community/diocese making the appeal) is sent by the pastor to the diocesan Office of Pontifical Missions. A small percentage is retained by the Missions Office.

The diocesan director will transmit the net proceeds to your US contact around mid-February. Final checks are only made payable to a community/diocese, and never to an individual priest. **If your diocese/community does not have a bank in the US that will be the repository for the MCP funds, please do not apply to the MCP.**

After your appeal, no other appeal by mail or otherwise will be made by you in the Diocese of Allentown. The missionary will also not make personal appeals for his favorite charity or institution, nor will he solicit funds for his personal use.

## SPECIAL NOTE: LETTER OF GOOD STANDING AND SUITABILITY

A letter of good standing and statement of suitability for ministry from a Diocesan Bishop, Provincial Superior, or leadership of your lay organization, is required for each individual assigned to speak.

Each missionary and priest that comes to give the appeal must be in good standing with his diocese or religious community; has never been suspended or otherwise canonically disciplined; have no criminal record, nor have had criminal charges brought against him/her; exhibited behavior which called into question his/her fitness or suitability for ministry due to alcohol, substance abuse or other causes. In addition, this missionary or priest has no other particular mental or physical attribute, condition, and/or past situation which would adversely affect performance of the sacred ministry.

**Please see Exhibit A**