

Missionary Cooperative Policy
Diocese of Salina
(Revised as of February 8, 2018)

(Whenever the word "Pastor" is used, it is meant to apply also to "Parish Life Coordinator")

In the spirit of the Gospel, each year Missionary organizations representing various parts of the world and the United States are invited to present their appeal in the Diocese. The parishes assigned to any given group will include parishes of varying sizes.

VERY IMPORTANT:

If the following policies are **NOT** followed the mission group **may not be invited to return to the Diocese of Salina.**

1. A Letter of Testimony (using only the Salina Diocesan form) must be provided to the Diocese of Salina for each presenter **no later than 30 days** before the presenter's first presentation. **Note:** Presenter emergency substitutions must be cleared by the Salina Diocese Bishop's office directly. In the event that a definite presenter cannot be identified, the mission group must provide a Letter of Testimony for each possible presenter. If a Letter of Testimony is **not** received then the presenter may **NOT** present. In addition, a copy of the Letter of Testimony should be carried on his/her person.
2. Presenters are responsible for providing their own automobile for travel to the assigned parish or parish group. The Diocese of Salina is a rural diocese in western Kansas. For presenters traveling by airplane, please note that the arrival airport may be several hundred miles from the parish of the appeal. Public transportation is virtually non-existent in our diocese; the only way to travel is by car. It is presumed that any missionary representative wishing to make an appeal in the Salina Diocese **must provide their own vehicle to travel to and from the parishes assigned.** **Parishes are not responsible for making travel arrangements.**
3. Presentations are to be scheduled according to this policy. Mission groups must inform the Salina Diocese Propagation of the Faith office of their presentation schedule at least **30 days** in advance of their scheduled presentation in parishes.

The dates for the presenting of the mission appeal are to be determined by the pastor after he has been contacted by the Missionary organization. Pastors will cooperate in every way to make it possible for the missionary to cover all the parishes within a reasonable time. The Sundays that should be chosen for this appeal are the **Sundays following Easter**, exclusive of the Sundays which are slated for Diocesan Collections. If possible, all appeals should be completed by September 1, unless special arrangements have been made between the missionary organization and the pastor. (Special Diocesan Collections from Easter through September are: Peter's Pence (first Sunday of July) and Catholic Charities (second Sunday of August))

4. Any Missionary priest assigned to make the appeal will enjoy the faculties of the Diocese and may serve as a substitute for the Pastor on the Sunday on which he makes the appeal and during the preceding or following week, if mutually agreeable arrangements are previously made.

Accommodations

5. Arrangements to stay over beyond the weekend of the appeal must be made with the Pastor of each parish **prior to** the Missionary's arrival.
6. Please note that the use of parish telephones, especially for international calls, is strictly prohibited unless explicit permission has been given by the Pastor. **Any unauthorized expenses incurred by a parish will be withheld from the final mission payment.**

Travel

7. If the Missionary Group, because of the expense of traveling from headquarters to the parishes assigned, prefers, on occasion, not to send a missionary representative to the parish, special arrangements may be made with the Pastors of the parishes to have the appeal made by the Pastor as long as he agrees with that arrangement, and in whatever manner is agreed upon by the Pastor.

Scheduling

8. Missionary priests are asked to **NOT** change the dates once they are set, as many diocesan priests use this time for vacation. It is also imperative that if sending a priest, he be capable of presiding in the Roman Rite.
9. Each presenter must be respectful of previously scheduled liturgical events in the parish.

Presentation

10. Before making the appeal, the Missionary is required to announce the following (either as stated or in his/her own words):

“With the permission of your Bishop, I am here today as a member of the (Name of the Missionary Organization) to speak to you of the special needs and problems of our mission area and to appeal for your prayers and material support. It is the Bishop’s wish that every Catholic in the diocese shall have the opportunity to learn about and to contribute each year to a special mission project in addition to the general Mission Sunday appeal in October.”

11. Since the purpose of the Missionary Coop Program is to educate our people regarding the needs and work of the missions, the missionary representative is encouraged to speak about the work of their specific missions.

Other Materials

12. The diocese provides special envelopes for this collection; therefore, **mission groups DO NOT provide their own envelopes.** All envelopes collected are to remain with the Pastor to be forwarded to the Diocesan Propagation of the Faith office.
13. Missionaries may be available to speak to the school children or other groups for educational or vocational purposes, if the Pastor wishes.
14. The missionary is not to establish any auxiliary or branch of his/her particular organization in the parish, nor may he/she solicit memberships for any fee that would entitle the member to spiritual benefits of the work of this missionary organization, nor may any appeals for magazine subscriptions be made. (Copies of such magazines may be distributed if the Pastor permits.) Any of the above would tend to rival the already established memberships in the Society for the Propagation of the Faith.

After the Appeal

15. The total amount collected should be sent to the Diocesan Director of the society for the Propagation of the Faith (address below) **not directly to the mission group.** After deducting a 10% fee for the diocesan expenses, the Diocesan Director will forward the amount to the headquarters of the missionary organization. Please note that there are several reports that must be compiled once all of the appeals in the diocese have been completed. Therefore, no money will be forwarded until all of the parishes have submitted their collections.
16. It is permitted for the parish to give directly to the missionary the customary offering or stipend for any extra or substitute services which he/she may give to the benefit of the parish.
17. The Salina Diocesan Office encourages comments, criticisms, or recommendations from Pastors or from any representative of the Missionary Groups which might assist in promoting and fulfilling the purpose of this Missionary Cooperative Program. For this purpose we are enclosing Evaluation forms. Please complete and return these to the address listed below.

Please retain this page for your records and return all requested materials to the following address:

**Rev. Steve Heina, Director
Society for the Propagation of the Faith
PO Box 980
Salina, KS 67402-0980 FAX: 785-827-6133**