

# MISSIONARY PLAN OF COOPERATION GUIDELINES

## Mission Office Archdiocese of St. Louis

*Failure to adhere to our set guidelines may result in disqualification for future appeals.*

### TRANSPORTATION

- Procuring and paying for transportation to the parish is the responsibility of the Missionary, not the responsibility of the parish.

### LODGING

- Procuring and paying for lodging is the responsibility of the Missionary, not the responsibility of the parish.
- The parish may choose to provide lodging at the rectory for the weekend of the appeal if the visiting Missionary is a Priest, Religious Brother or Layman. However, this is always the decision of the parish and not to be expected by the Missionary.
- If Missionaries are provided lodging by the parish, Missionaries should not expect lodging beyond the weekend of the appeals. **Arranging and paying for lodging beyond the weekend of the appeal is the responsibility of the Missionary.**
- If the Missionary is a Woman Religious or Laywoman, it would then be necessary for the Missionary to arrange and pay for lodging at a nearby hotel or with local friends/family.
- It is inappropriate for the Missionary to charge the parish for long-distance phone calls.

### DONATIONS

- **Proceeds of the collection are not to be given directly to the Missionary, nor should the Missionary provide his or her own collection envelopes.**
- Checks should be made to the parish, and the parish should remit the collection through the Archdiocesan Finance Office.
- Collection envelopes are available for the Missionary Plan of Cooperation appeals by request. Parishes may request envelopes by calling (314) 792-7655 or emailing [missions@archstl.org](mailto:missions@archstl.org).
- It is recommended to have a second collection for the visiting missionary. This helps avoid any confusion concerning which donations are for the appeal and which are for the parish.