



2024 Missionary Cooperative Appeal (MCA)

Thank you for your interest in participating in the 2024 Missionary Cooperative Appeal for the Diocese of Sacramento. Please know that we consider speakers invited to our parishes to be partners in our efforts to animate and educate the Catholics of the Diocese concerning the mission endeavors of our Universal Church.

To be considered for the Missionary Cooperative Appeal, the following requirements are to be followed:

- A “Letter of Request” must have been submitted by September 30th for the mission to be invited to apply to participate in the MCA. The “Letter of Request” must include the following:
 - A description of the work done by your (arch)diocese, mission, or organization.
 - A listed U.S based contact representative for the (arch) diocese, mission, or organization.
 - Why your (arch)diocese, mission or organization should be considered for participation in the MCP.
 - How MCP funds will be concretely used.
 - Who will directly benefit from these funds.
 - Specify that you are authorized to function legally as a 501-3-C or similar identity.
 - Letter must be stamped with an original signature of your (Arch)diocese, religious congregation, or lay organization.
- A complete MCA application must be submitted by December 1st. Any blank field will result in the application being returned.
- If you are accepted to participate in the MCA, you **must** submit an original “Letter of Good Standing” at least 1 month before the date scheduled for you to speak at a parish. See the **Requirements for Letters of Good Standing in Appendix A**.

Things to keep in mind:

- Receipt of this application does not indicate acceptance in the MCA.
- If accepted and invited to participate in the MCA, you must adhere to the MCA Policies set forth by the Diocese of Sacramento (see **Appendix B**)
- The Diocese of Sacramento is geographically large, you understand that you may need to travel long distances between assigned parishes.
- Participating organizations are responsible for arranging their own transportation and lodging while visiting the Diocese of Sacramento. Your representative should be able to drive or coordinate transportation.

A complete application must be received and postmarked by **December 1st** and mailed to:

Society for the Propagation of the Faith
Attn: Missionary Cooperative Appeal
2110 Broadway, Sacramento, CA 95818

Failure to submit a complete application and supporting documents by the December 1, 2023, deadline will cause the mission organization to not be considered for the 2024 MCA.

When will you be notified? Applicants will be notified of our decision by February 2024

Questions? Please contact Robert Montes, Coordinator, via email at rmontes@scd.org or by phone at 916-733-0253.

Part I: General Information of The Group/Organization

Disclaimer: The Diocese of Sacramento reserves the right to modify this application and requirements as needed. There is no guarantee that every mission organization that applies will be selected to participate.

MCA: Appendix A – Letter of Good Standing

The Diocese of Sacramento requires all speakers invited to speak within the boundaries of the Diocese to submit a Letter of Good Standing. Below are the guidelines for the Letter of Good Standing. For any questions, please contact Robert Montes at rmontes@scd.org or 916-733-0253.

- For Priests, Deacons, Religious Clergy: An original Letter of Good Standing must be from the diocesan Bishop or the Religious Superior and dated within the last **6 months**.
 - Letters of good standing should mention the specific date(s) and location(s) of the speaking event(s) and should include the following language:
 - He is a person of good moral character and reputation.
 - I know nothing which would in any way limit or disqualify him from this ministry.
 - I am unaware of anything in his background which would render him unsuitable to work with minors or vulnerable adults.
 - I am unaware of any incident in which he may have been involved which would adversely affect his performance as a priest/deacon.
 - To the best of my knowledge, he does not have a current, untreated alcohol or substance abuse problem, nor does he have a current untreated emotional or mental health problem.
 - He is in compliance with our policies and procedures related to the protection of children and young people.
 - Title and brief description of the proposed workshop(s) or topic(s).
- For the Laity (including Non-Clergy Religious): An original Letter of Good Standing must be from the diocesan Bishop or from the Diocesan Apostolic Movement or group and dated within the last **6 months**.
 - Letters of good standing should mention the specific date(s) and location(s) of the speaking event(s) and should include the following language:
 - He/She is a Catholic in good standing with the Arch/Diocese/Province of provide name.
 - He/She is a person of good moral character and reputation.
 - He/She is in compliance with all of our Safe Environment requirements for the protection of minors and vulnerable adults.
 - I know of nothing that would in any way limit or disqualify him/her from ministry, including with minors and vulnerable adults.
 - Curriculum Vitae (CV) or Resume to include education and ministerial experience.
 - Title and brief description of the proposed workshop(s) or topic(s).

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MCA: Appendix B – Policies

The Diocese of Sacramento sets forth the following Policies and Guidelines for the Mission Cooperative Appeal.

For any questions, please contact Robert Montes at rmontes@scd.org or 916-733-0253.

1. **To be considered for the Mission Cooperative Appeal, the following requirements must be met:**
 - a. A “Letter of Request” must have been submitted by **September 30th** for the organization to be invited to apply to participate in the MCA.
 - b. A complete MCA application must be submitted by **December 1st**. Any blank field will result in the application being returned for further information and/or denied.
 - c. If you are accepted to participate in the MCA, you **must** submit an original “Letter of Good Standing” at least 1 month before the date scheduled for you to speak at a parish. See the **Requirements for Letters of Good Standing in Appendix A.**
 - i. Failure to submit a Letter of Good Standing will result in disqualification from the current MCA.
 - ii. *The Diocese of Sacramento has the discretion to deny any speaker and/or organization from participating in the MCA upon review of the Letter of Good Standing.*
2. **Adherence to social and moral teaching of the Catholic Church**
 - a. Organizations who are invited to participate in the Mission Cooperative Appeal **must** adhere to the social and moral teaching of the Catholic Church, and not engage in activities in conflict with the central principles of Catholic social and moral teaching. This includes, but is not limited to, promotion or support of abortion, same-sex marriage, euthanasia, racism, discriminatory measures toward immigrants, or use of the death penalty.
 - b. Failure to adhere to the social and moral teaching of the Catholic Church will disqualify the organization from participation in the current MCA and potentially future MCAs. *The Diocese of Sacramento has the right to make such determination at any point of the MCA.*
3. **Distribution of MCA Funds:** Funds collected by parishes during MCA weekends will **not** be given directly to the missionary. All funds collected during the MCA are pooled and distributed to participating missions in equal shares by the end of the calendar year.
4. **Restriction in fundraising and marketing activities:**
 - a. Participating organizations will not take names, addresses, encourage magazine subscription or hand out promotional materials for the purpose of fundraising outside of the MCA.
 - b. Participating organizations may not use their own special envelopes for the collection of MCA funds.
 - c. Participating organizations may not sell items, religious and non-religious, during the MCA.
5. **Transportation and Lodging:** Participating organizations are responsible for arranging their own transportation and lodging for their missionary. The Diocese of Sacramento encourages parishes and missionaries to communicate before the missionary’s arrival to determine if the parish can assist.

Disclaimer: The Diocese of Sacramento reserves the right to amend these policies at any time.

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