



Mission Cooperation Plan (MCP) Application Guidelines and Policies

Office for the Missions, Diocese of San Diego, Diocesan Pastoral Center
P.O Box 82386, San Diego CA 92138, DLai@sdcatholic.org

Mission Cooperation Plan (MCP) Guidelines – Diocese of San Diego

Thank you for your interest in applying to the Mission Cooperation Plan (MCP) in the Diocese of San Diego. These guidelines and policies will assist you in applying to our program and provide support during the application process. If you have any questions or need clarification, please contact the Missions Office so that we may assist you.

We consider the MCP program to be an effort to animate and educate the faithful of the Diocese of San Diego about the missionary endeavors of our Universal Church.

Please note that the deadline to apply for MCP 2027 is **December 1, 2026**. Applications received after this date will not be accepted.

How to Apply

- Complete the Application Form in full, providing all required information.
- Submit an original Letter of Request from the local Bishop or Religious Superior granting permission to participate in the MCP in the Diocese of San Diego. The letter must be on official letterhead and must be signed and sealed.
- Provide the email address and phone number of a U.S. based contact representative for the mission (mandatory).
- All documents must include a signature, date (electronic signatures are acceptable), and the stamp or seal of the (Arch)Bishop or Religious Superior of your Diocese, Institute, or Society.
- A PDF copy of the original application (Application Form and Letter of Request) may be submitted via email. However, submission of the original documents by regular mail is strongly encouraged.

Note: Receipt of your application does not indicate selection for the MCP. Only selected applicants will be notified via email by the end of February 2027.

Policies

- By submitting a signed MCP application, you acknowledge and agree to comply with the policies of the Missions Office of the Diocese of San Diego. Please contact the Missions Office if you have any questions regarding these policies.

- Failure to accept these policies may result in immediate and future disqualification from the MCP program.
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Program Requirements

- The mission group making the appeal **must** have a U.S. based contact person to receive mailings, information, and to serve as an emergency contact.
 - The presenter must have a good command of the English language and follow the guidelines provided for the appeal presentation. Knowledge of Spanish or Vietnamese is also beneficial.
 - Applicants are expected to accept their assigned parishes. Upon receiving your assignment, promptly contact the pastor to arrange the date for the appeal. Confirm the date with the pastor and inform the Missions Office of the final arrangements.
 - The individual listed as the presenter in the application must be the one who conducts the appeal. If a change is necessary due to an emergency, the Missions Office must be notified immediately, and permission must be obtained. This also applies if a second presenter is involved.
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Things to Remember

- All appeals in the Diocese take place between **May and mid-September**. Speakers are responsible for arranging their own travel and lodging, as parishes are not obligated to provide accommodation.
 - You may request accommodation at the assigned parish at the pastor's discretion. Please ensure that you do not stay longer than necessary unless specifically invited by the pastor.
 - Each parish will use the envelopes provided by the Missions Office.
 - Priests are encouraged to make themselves available to celebrate Mass and assist with confessions if needed.
 - If you are unable to fulfill your assigned appeal, please contact the Missions Office as soon as possible. A suitable replacement will be arranged, and your appeal may be postponed to the following year at the discretion of the Missions Office.
 - You must inform the Missions Office once the appeal date and other arrangements have been finalized.
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Very Important

- MCP participants **must NOT** distribute envelopes or any additional materials (such as business cards, flyers, QR codes, website links, online donation information, or social media details) that solicit further contributions beyond the official appeal.
- You may not solicit subscriptions to mission magazines or newsletters, nor attempt to sell goods.

- If a parishioner offers an envelope or cash, it must be left with the parish. Missionaries must not request or collect donor names or contact information, nor should such information be provided by the pastor.
 - All collected funds must be forwarded to the Missions Office—never directly to the MCP participant. Missionaries are not permitted to accept direct donations from parishioners.
 - Payment information must be provided upon request from the Missions Office. Funds will be processed and sent using the details provided.
 - Funds will be distributed via wire transfer for international recipients and by check for domestic recipients. In accordance with diocesan policy, funds will not be sent to individuals or personal accounts.
 - Ten percent (10%) of the funds collected will be retained to cover administrative and related expenses of the Missions Office. Funds will be distributed between early November to mid-December of the appeal year.
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Submission Information

Email: **DLai@sdcatholic.org**

Office for the Missions

Diocese of San Diego

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San Diego, CA 92138