



# The Roman Catholic Archdiocese *of* Washington

## **OFFICE OF MISSIONS**

---

### **Mission Cooperative Appeal Plan Guidelines for Mission Speakers**

Please note that "Letters of Inquiry" are no longer required. If a letter or email of inquiry is sent, the Office of Missions will direct you to fill out the online application and upload all required documents.

#### **Letters of Good Standing and Endorsement Information**

##### **For (Arch)Dioceses**

Attach an original letter stating the purpose of the mission appeal on official letterhead of the (arch)diocese.

- The letter should include the original signature of the (arch)bishop and his seal or stamp. • The letter should include reasons why your (arch)diocese should be considered for participation in The Roman Catholic Archdiocese of Washington's Mission Cooperative Appeal Plan and concretely identify how funds will be used.

**For missionaries serving in the United States:** The letter must affirm that the mission speaker:

- has completed a safe environment program.
- has completed a criminal background check with no problems arising.

**For missionaries serving internationally:**

1. If the sending country does background checks the letter should state that one has been done with no problems arising.
2. The letter must affirm that the mission speaker:
  - is in good standing.
  - has no canonical or criminal charges filed against him/her.
  - is of good morals and integrity.

##### **For Religious Orders**

Attach an original letter stating the purpose of the mission appeal on official letterhead of the order.

- The letter should include the original signature of the general/provincial/superior with the order's seal or stamp.
- The letter should include reasons why your order should be considered for participation in The Catholic Archdiocese of Washington's Mission Cooperative Appeal Plan and concretely identify how funds will be used.
- The letter should also attest that the mission speaker is in good standing with no canonical or criminal charges.
- If not associated with The Roman Catholic Archdiocese of Washington, attach an original letter of endorsement from the bishop of the diocese where you are associated signed with his seal or stamp.

### **For missionaries serving in the United States**

The letter must affirm that the mission speaker:

- has completed a safe environment program.
- has completed a criminal background check with no problems arising.

### **For missionaries serving internationally**

1. If the sending country does background checks the letter should state that one has been done with no problems arising.
2. The letter must affirm that the mission speaker:
  - is in good standing.
  - has no canonical or criminal charges filed against him/her.
  - is of good morals and integrity.

### **For Lay Mission Groups**

Attach an original letter stating the purpose of the mission appeal on official letterhead of the lay mission group.

- The letter should include the original signature of the director of the lay mission group with the lay mission group's seal or stamp (if the organization has one.)
- The letter should include reasons why your lay mission group should be considered for participation in The Roman Catholic Archdiocese of Washington's Mission Cooperative Appeal Plan and concretely identify how funds will be used.
- The letter should also attest that the mission speaker is in good standing with no canonical or criminal charges.
- If not associated with The Roman Catholic Archdiocese of Washington, attach an original letter of endorsement from the bishop of the diocese where you are associated signed with his seal or stamp.

**For missionaries serving in the United States:** The letter must affirm that the mission speaker:

- has completed a safe environment program.
- has completed a criminal background check with no problems arising.

### **For missionaries serving internationally:**

1. If the sending country does background checks the letter should state that one has been done with no problems arising.
2. The letter must affirm that the mission speaker:
  - is in good standing.
  - has no canonical or criminal charges filed against him/her.
  - is of good morals and integrity.

### **Travel Information and Accommodations**

- Prior to applying, international mission groups must verify that any person who making the appeal and traveling to the United States holds a valid and current U.S. visa.
- The speaker is expected to provide his/her own transportation (car rental, taxi, train, buses etc.)

- **Host parishes are not responsible for long distance calls, airline tickets, airport pickups, or car rentals of missionaries.**
- Speakers are responsible for seeking their own lodging arrangements.
- It is the responsibility of the speaker to relay all travel information to the Office of Missions and host parishes.

## Donation Information

- All donations collected on behalf of the mission group will be gathered by the host parish and forwarded to The Roman Catholic Archdiocese of Washington's Office of Missions within two weeks after the appeal. The Office of Missions will distribute mission appeal funds to the participating mission groups.
- Missionaries are not to accept the funds collected in a particular parish. If a parish accidentally sends a check directly to the mission group, please contact the parish and have them reissue the check to the Office of Missions.
- No wires will be sent.
- Mission speakers will not accept any money from host parishes at the time of their mission appeal.

## Scheduling

- Mission Appeal weekends will be scheduled between May 1 and October 31.
- It is to the mission group's benefit if the person making the appeals speaks fluent English and has public speaking experience. Many parishes also celebrate Mass in Spanish.