

# Timeline for Parish Hosting a Missionary

2024 Missionary Cooperation Program (MCP)  
Department of Catechesis and Evangelization - Mission Office  
Diocese of Joliet

**1. MARCH: Missionary Groups will be notified of their acceptance into the Diocese of Joliet MCP**

**2. MARCH-MAY: Contact established between Missionary Group and Parish to set a mutually convenient date for the appeal.**

Missionary Groups are given their assignment lists. They are advised to contact you immediately to schedule appeal dates. Make sure to **schedule your appeal between June 1 and September 30**. Adhere to this timeframe unless you, *the parish*, request a later date due to special circumstances. Arrangements must be made by May 15th.

**3. MAY:** The missionary group must send a letter of suitability/good standing for each person giving a mission appeal by **May 31, 2024** to the Diocese of Joliet Office of Mission

Procedure for Missionaries – Reference for Parishes

**Visiting priests from outside the diocese:** Priests from other dioceses wishing to minister in the Diocese of Joliet must provide a letter of suitability. The Chancellery, David Salvato, JCD [dsalvato@dioceseofjoliet.org](mailto:dsalvato@dioceseofjoliet.org), and Maria Turone [mturone@dioceseofjoliet.org](mailto:mturone@dioceseofjoliet.org) will contact you about the status of your Missionary's letter of suitability:

- Name
- Event (Missionary Cooperation Plan)
- Date(s) of event
- Location (Name of church, etc.)
- Attestation to the good standing of the priest in his incardinated diocese (safe environment training etc.)

a. **Sisters, brothers, and laity serving in the U.S. or abroad must:**

- have authorization of a major superior, pastor, head of a religious organization, or mission organization leadership.
- submit a letter for each speaker attesting that they are in good standing with no canonical or criminal charges against them. *(If the person is serving in the United States or in another country that does background checks, the letter should state that one has been done with no problems arising.)*

**Please Note:** A new suitability letter for each person giving an appeal must be sent to our office each year (whether or not the person has given appeals in previous years). The letter(s) must be received by our office by May 31, 2024, before the appeal takes place. Sample Suitability letters are posted on our MCP website page.

**4. JUNE-SEPTEMBER: Allow assigned Missionary groups to hold appeal at your parish**

**5. BEFORE APPEALS: At least three weeks before your appeal, send information about your mission to the parish for inclusion in their bulletins/newsletters.**

**6. AFTER APPEALS**

- Please try and get your total MCP check to The Office of Mission within **90 days of the appeal**.
- We request that you send us a brief report on how the appeal(s) went (*appeals successfully completed, failure to do an appeal, challenges, etc.*)

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**Our Contact Information:**

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