



1. **The goal of the Mission Cooperative Program of the Archdiocese of Toronto is to provide for the education of Missionaries and for food and medical care for the poor. All appeals must be based on this mandate.**
2. Missionaries must apply to the Archdiocese of Toronto by completing a form through an online application portal (link provided) no later than **January 24, 2025**. **All applications must be endorsed by the local Bishop**. Successful applicants will be notified in early March of their inclusion in the Program.
3. Mission speakers will be assigned to speak in at least two parishes. Once accepted, Mission speakers should contact their assigned parishes by **May 30, 2025**, to schedule a mutually agreed weekend for the Appeal to take place. **Advise the Mission Coop office by email of the appeal schedule once confirmed.**
4. **Presentations from Mission speakers shall take place during the months of July and August. If possible, to avoid confusion, please try not to schedule your appeal on August 16-17 as the second collection for that weekend is allocated for the Canadian Missions.**
5. **Speakers are required to provide documentation attesting to their good standing with their respective Diocese/ Religious Order/ Organization by May 30, 2025. Local priests who have active ministry in the Archdiocese of Toronto, must provide a letter from the Bishop or Superior designating him to speak on behalf of that Diocese/ Religious Order/ Organization. Please refer to the attached Guidelines for Speakers for further details.**
6. The Mission speaker, if a priest, should discuss with the pastor to allow him to present the appeal during the homily, and to assist with hearing confessions and the celebration of the Holy Mass. Appeals made by non-ordained religious and laity should be made following a short homily of the Mass. **Please be concise and plan to make your appeal speech within 6-8 minutes only. If it goes beyond, ask the consent of the pastor prior to the mass.**
7. Mission speakers should arrange for their own transportation to and from their assigned parishes, as well as to and from the airport. Though some parishes may be able to extend this courtesy, parishes are not obligated to do so. International travel-related arrangements and expenses are the responsibility of the missionaries.
8. Speakers are responsible for their own accommodations and activities while in Canada. Priest speakers may request to be accommodated at the parish rectory on the Saturday night, depending on room availability and the pastor's approval. Parishes may extend their hospitality beyond the weekend of the appeal, but they are not obligated to do so.
9. We suggest Nuns to please arrange accommodations through their Order, local counterpart, or at a nearby Convent, or with family and friends. Lay speakers are to make their own arrangements.
10. If a Mission speaker can present in a language other than English, this should be noted at the time of application.
11. The Archdiocese of Toronto will provide envelopes to parishes for the mission appeal. **Missionaries should not bring or distribute their own collection envelopes.**
12. **Names and addresses of parishioners are not to be taken by the missionary, and solicitation of funds apart from the Appeal at Mass is not permitted. No funds are to be collected personally by the Mission Speaker on the appeal weekends. All funds must go through the parish collections under the Mission Cooperative Program.**
13. The missionary may provide a brief description about the mission appeal to the parish, requesting for possible inclusion in the bulletin. If you plan to do this, kindly send it in plenty of time ahead of your appeal schedule.
14. If the speaker is unable to make the presentation, the Parish is under no obligation to hold a collection for the Mission Cooperative participant.



15. **Funds collected from the Mission Appeal will be forwarded by the Archdiocese of Toronto to the participating Missionary in the Spring of 2026.** This will allow the parishes and our office to include all collections received throughout the year intended for your mission appeal and be counted in the final total amount. Please provide us with the preferred mode of payment by filling-out the required form.
16. To comply with Canada Revenue Agency requirements, participants of the Mission Cooperative program are required to provide a report outlining the use of the proceeds from the Appeal. **This report** must show that the proceeds were used for the purpose approved in the application and **must be received by the Development Office no later than December 31, 2026.** Future participation of the program will be contingent upon the receipt of this report.

Note: Religious Orders/Lay Organizations that have Registered Charity Status with Canada Revenue Agency and have provided us in writing with both their charitable registration number are not required to provide us with a report. But for our records and appreciation of our parishioners and donors, it would be best if a report is copied to the Archdiocese of Toronto.

17. We encourage the missionaries to please send us feedback about the mission appeal experience at the parishes, as well as send letter of gratitude and appreciation directly to the host parish.

Likewise, feedback about the mission appeal from pastors and parishioners will be noted for consideration in future applications and selection process.