

Policy Regarding the Sale of Items by Missionary Groups

Approved 9/26/2014

ALL parishes are requested to please read and follow the policy described below. The policy is intended to promote greater accountability and transparency of funds given from parishes to missionary groups based outside of the diocese. If there are questions or suggestions, please contact the Mission & Social Concerns Office at Catholic Charities of Dallas.

1. The Office of Mission & Social Concerns will vet and approve missionary groups requesting to sell items as requested by a parish. All other groups requesting approval should be informed that the sale of items by a missionary group is not a regular program of the diocese. Missionary groups may apply for participation in the Missionary Cooperative Plan.
2. Parishes who are approached by a missionary group directly should complete the "[Missionary Request Form](#)" and send it to the Office of Mission & Social Concerns (Fax: 214-520-6595 or mgagne@ccdallas.org). If a parish has an **existing relationship** with a group, the parish may place a special request that the group be approved to sell items. Mission & Social Concerns will respond to the group accordingly and gather suitability forms, safe environment, and payment information.

Suitability forms, as stated in diocesan policy on Visiting Speakers, must be either a form from the diocese of the mission group, or Letters of Suitability from the Superior of the community or the Bishop of the visitor's home diocese. Forms must be stamped with an official seal and be **dated within six weeks of the event**.

3. Following an approval, the parish Pastor must assign a Parish Designee to oversee the processing of money.
4. The mission group will sell items at the parish as indicated by the parish Pastor. The Parish Designee must be present at all times to oversee the exchange of money and to collect the money at the end of the sale.
5. The money should then be sent from the parish to the Diocese of Dallas for deposit and accounting, and the amount will be sent from the Diocese to the mission group by check or wire transfer.

Please contact Michelle Gagne if there are any questions regarding this procedure.

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