



POLICY FOR MISSION APPEAL

The Archdiocese of Vancouver recognizes its responsibility to respond to missionary appeals and will accept missionaries to come to the Archdiocese to solicit donations. In order to fulfill this mission, this policy governs all missionary appeal projects.

Under the *Canada Revenue Agency Act*, a registered charity may carry out its charitable purposes in only two ways:

- it can be an *active* and *controlling* participant in a project that directly achieves a charitable purpose, as outlined below, or
- it can make gifts to other Registered Canadian Charities (e.g., World Mission Sunday, Holy Childhood Association or the Canadian Catholic Organization for Development and Peace, etc.).

In order to comply with Canada Revenue Agency regulations, all missionary appeal projects shall be based on the application to fund a specific item or initiate a new project. We do not subsidize or reimburse spending on an existing project.

Missionary priests applying to come to preach in the Archdiocese will be requested to comply with all of the policy requirements and have the endorsement of their Bishop. Missionaries who have visited one year will not be considered for the following two years. Missionaries may not distribute envelopes, sign-up sheets, assemble mailing lists, sell magazine subscriptions, or solicit by any other means during the appeal. Publications may, however, be distributed.

All requests to participate in the Mission Appeal Program will be considered by the Archdiocesan Mission Appeal Committee consisting of the Program Administrator, the Archdiocesan Director of the Pontifical Missions Societies, the Director of the Holy Childhood Association, the Archdiocesan Controller, and a representative of the Presbyteral Council named by the Archbishop. Their decisions will be based on the following:

- Religious Institutes and Societies of Apostolic Life with works in the Archdiocese will generally be given more favourable consideration.
- Mission territories from which significant members of Vancouver Catholics have come will also receive more favourable consideration.

- Projects shall be considered only if they benefit the community at large.
- The Archdiocese will not contribute to seminaries or houses of formation, since it assists them directly to the Society of St. Peter the Apostle, which distributes funds for these purposes equally on a worldwide basis.

Monies donated for missionaries who solicit funds in parishes will be deposited in the parish account, and receipts will be provided to donors by the parish. The parish will remit the total amount of the collection to the Archdiocesan Mission Appeal Committee. As determined by the Presbyteral Council, 85% of these donations will be forwarded to the Agent named in the Agent's Agreement for a specific project.

The remaining 15% of all funds donated will be retained as a 'holdback fund' that will be held for one year in case a natural disaster or humanitarian cause is identified that the Archbishop would like to help fund to. If such situations do not arise, the funds will be added to the next Archdiocesan World Mission Sunday Appeal for the Society for the Propagation of the Faith and require no further tracking.

This policy should be made known to parishioners at the time of a mission appeal.

Procedure

Approval of New Projects

- The *Charitable Project Approval Form* shall be signed as approved by the Mission Appeal Committee Director and the Archdiocesan Controller.

Requests for funding a charitable project shall include:

- completed *Charitable Project Request Form*, with a description of the charitable purpose the funds shall be used for, and indicating timing requirements for any new projects; and
- the total amount required for that project with details grouped by stages or categories in the event partial funding is possible. This should include enough detail to indicate clearly proposed purchases.

Agent's Agreement:

An Agent's Agreement is required when an employee from the Archdiocese of Vancouver is not on site to monitor the spending. It shall:

- be prepared by the Mission Appeal Program Administrator following the approval by the Committee;
- clearly indicate what will be purchased with the funds raised;
- clearly state that alternate spending requires prior approval; and

- clearly state that the Archdiocese of Vancouver reserves the right to discontinue funding if the terms of the agreement are not met, and at any other time.

Final confirmation of spending from the Agent shall include:

- a completed *Confirmation of Spending* form, indicating the amount received in local currency and the disbursement of diocesan funds;
- photocopies of cheques written or vendor invoices paid; and
- photographs and other documentation to support the figures.

Liability Insurance

- The missionary is responsible for obtaining medical insurance for a minimum amount of \$50,000 for himself/herself for the duration of his/her stay in Canada and provide the Mission Appeal Committee of the Archdiocese of Vancouver proof of coverage before he/she arrives here.

This Policy is approved by:



Most Reverend J. Michael Miller, CSB
Archbishop of Vancouver