



ARCHDIOCESE OF ST. LOUIS

*Cardinal Rigali Center
20 Archbishop May Drive
St. Louis, Missouri 63119*

Mission Office

*p) 314.792.7655
f) 314.792.7669
missions@archstl.org*

Dear Parish Bookkeeper,

Thank you in advance for your help in the transmission of funds from the parish for the Missionary Plan of Cooperation, a program of the Mission Office of the Archdiocese of St. Louis!

The date of this collection for the parish is determined by the Pastor in consultation with the assigned Missionary Group. This appeal is to be scheduled between May and September.

Please note that the funds are **not** to be given directly to the Missionary who makes the appeal, nor sent to the Mission Group represented.

Additionally, all parishioner checks should be made out to your parish. If you receive a check made out to the mission group, missionary plan of cooperation, or otherwise, you may forward the check to our office for deposit and credit to your parish.

Proceeds from the collection may be forwarded to the Archdiocesan Finance Office in any of the following ways:

1. Net Teller Online using the account number 7 + your Parish# + 11
2. Forwarding the collection by ACH
3. A check made payable to the **Archdiocese of St. Louis**, memo: **Missionary Cooperation Collection**. Please mail the check to: Mission Office, 20 Archbishop May Dr. St. Louis, MO 63119

Please remit the funds within 30 days for reporting and distribution purposes.

Sincerely,

Kim Specht
Director

