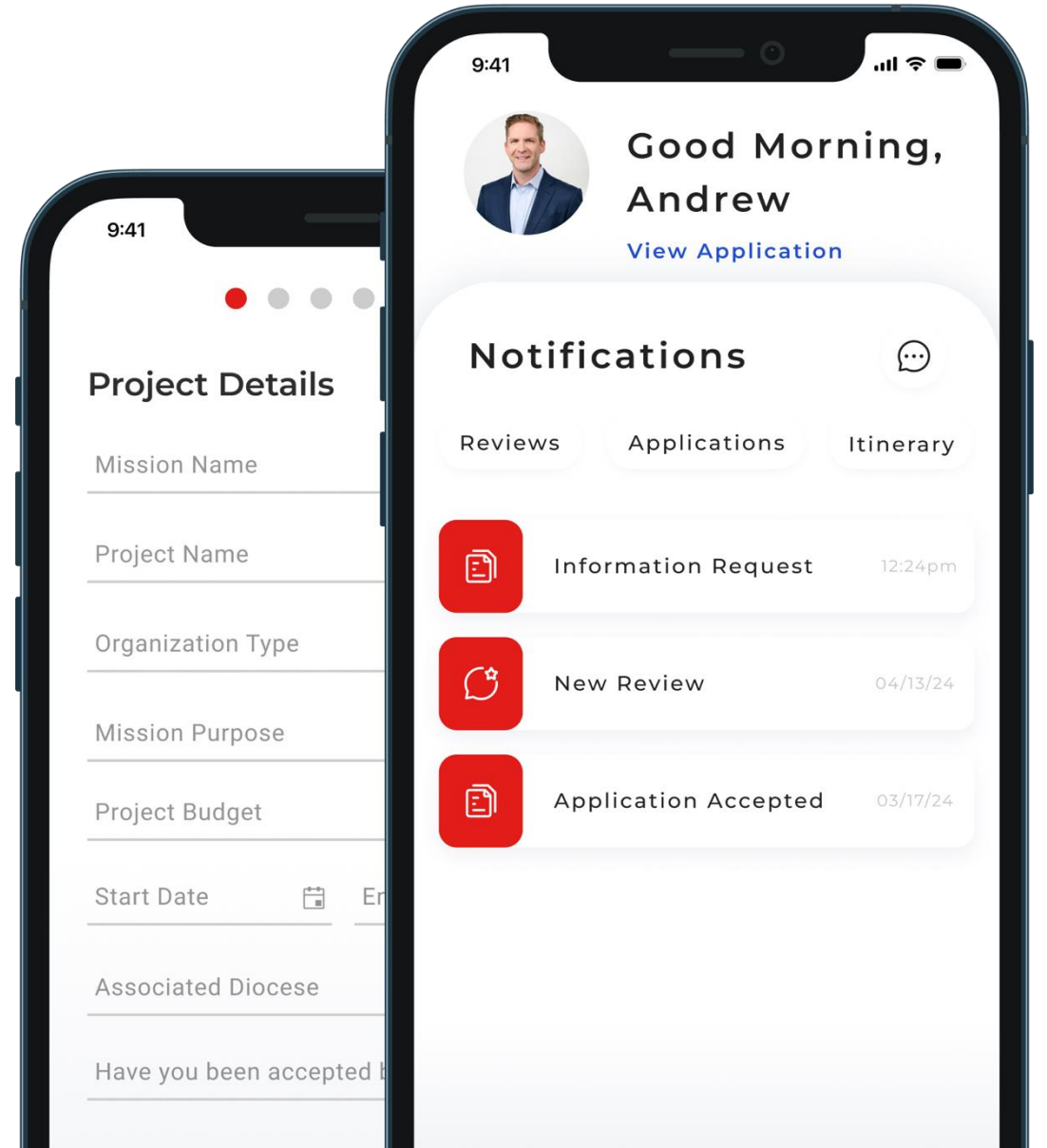Intro

Help Guide

MCP+ Mobile App

MCP+ Checklist

Mobile Devices

The app supports iOS devices running version 14 and above and Android devices running version 11 and above. To ensure smooth performance, your device should have at least 2GB of RAM and sufficient storage space for app installation and updates.

Browsers

For the best experience, use the app's integrated browser. If you need to access the system through a mobile browser, ensure it is updated to the latest version, such as Safari, Chrome, or Edge.

Registration

A Microsoft account is required to register and use the app. The registration process is quick and straightforward, allowing you to create an account and start using the system immediately.

Valid Email

A valid and active email address is necessary for account setup and ongoing communication. To avoid delays, use an email address that matches your diocese or parish records for verification purposes.

Table of Contents

Member Profile

Applicant Type* ▾

Language* ▾

Gender* ▾

Birth Date ✕

Address* ✕

City* ✕

State... ✕

Zip... ✕

CONTINUE

Personal Information

Your profile displays key personal details such as your name, email address, and phone number. Keeping this information accurate ensures smooth communication and access to system features. You can also upload or update a profile photo to personalize your account.

Role and Affiliation

This section identifies your role in the system, such as Coordinator or Speaker,. Only coordinators can complete the application. If your role or affiliation changes, you can update this information accordingly.

Profile Management

Use the profile section to make updates whenever necessary to keep your information current. Regularly reviewing your profile ensures that all details remain accurate and aligned with system requirements, avoiding potential access or communication issues.

Project Details

Mission Name   ×

Project Name   ×

Organization Type   ×

Mission Purpose   ×

Project Budget

Start Date   📅   End Date   📅

Associated Diocese   ×

Have you been accepted before?   ▾

Back   CONTINUE

Mission Name and Project

Review the mission's name and project description to understand the purpose and scope of the mission. This section provides an overview of the key objectives and expected outcomes for the mission.

Organization Type and Purpose

Identify the organization type (e.g., parish, diocese, or external organization) and the specific purpose of the mission. This helps clarify the mission's goals and align them with your diocese's objectives.

Budget and Travel Availability

Review the allocated budget and travel requirements, including availability and potential limitations. Ensure these align with your organizational goals and capabilities.
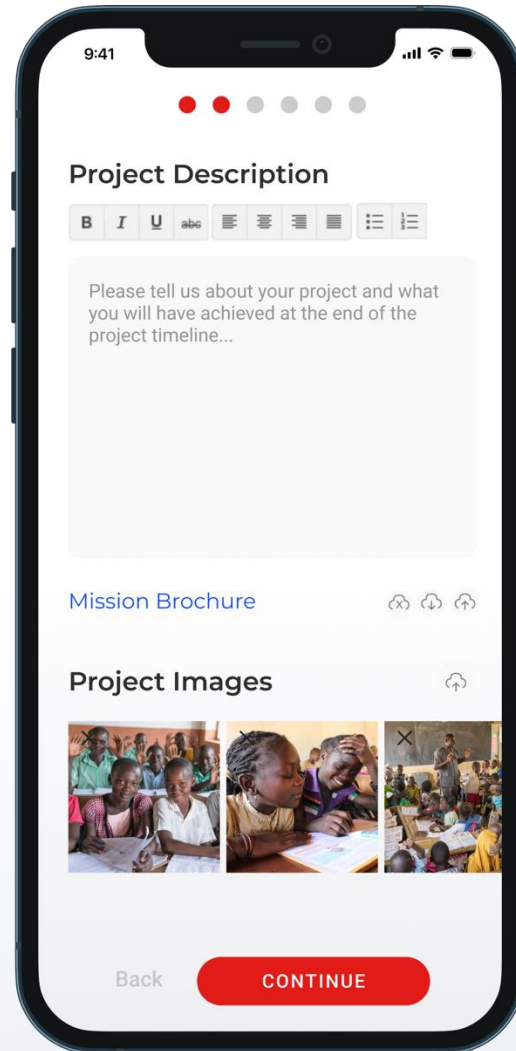
Marketing Summary

The description provides a concise marketing overview of the mission, highlighting its goals and appeal. This summary helps stakeholders understand the mission's purpose at a glance.

Brochure

A downloadable brochure is included to offer detailed information about the mission. This resource can be shared with potential supporters or participants to generate interest and engagement.

Images

High-quality images related to the mission are available to provide visual context. These images enhance understanding and help convey the mission's impact and scope.

Mission Address (phone screen)

Mission Address

Address*

City*

State/Province

Postal Code

Country

U.S. Contact

Contact Name

Phone Number

Address*

City*

State/Province

Back   **CONTINUE**

Mission Address

Provide the physical address where the mission activities will take place. This ensures accurate documentation and helps participants understand the mission's location.

US Contact Information

Include a designated US-based contact person who can assist with communication and logistical support. This contact will be crucial for coordinating mission activities and addressing any immediate needs.

Financial Assistance

The US contact may also handle financial matters related to the mission, ensuring smooth transactions and accountability. This support helps streamline mission operations.

Payment Information

Account Holder ✕

Address* ✕

City* ✕

State/ Province ✕

Postal Code ✕

Country ✕

Account Number ✕

Routing Number ✕

Bank Name

Upload blank check for verification ⬆

Please upload your W9 ⬆

Back **CONTINUE**

Bank Account Details

Enter the bank account information where mission funds will be deposited. Ensure all details are accurate to avoid payment delays or errors.

Blank Check Verification

Provide a scanned or photographed copy of a blank check for verification purposes. This helps confirm the accuracy of the bank account details submitted.

W9 Form Submission

Upload a completed W9 form to comply with tax requirements. This ensures that payments are properly documented and reported.

Recommendation Letter

Please download the Recommendation Letter template and have this signed by your bishop or ecclesiastical superior. The signed document can be uploaded here.

Recommendation Template

Upload Recommendation

Recommendation Approver

Name*

Title*

Organization*

Back   CONTINUE

Document Template Download

Download the recommendation letter template from the system. This ensures all required information is included and formatted correctly.

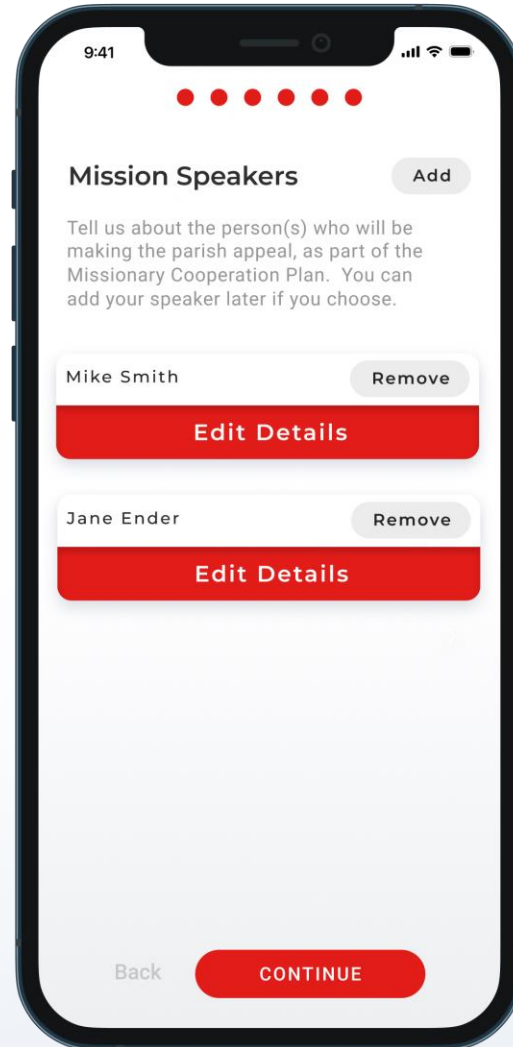## Completion and Signature

Have the document completed and signed by your Ecclesiastical Superior. This step verifies your organization's legitimacy and ensures your mission activities are approved.

Upload the Completed Document

Once signed, upload the completed recommendation letter to the system. This finalizes the verification process and allows you to proceed with your mission activities.

Mission Speakers

Tell us about the person(s) who will be making the parish appeal, as part of the Missionary Cooperation Plan. You can add your speaker later if you choose.

Mike Smith — Remove
Edit Details

Jane Ender — Remove
Edit Details

Back | CONTINUE

Add Speaker Details

Enter the names and contact information for each speaker participating in the mission. Ensure all information is accurate and up to date.

Upload Required Documents

For each speaker, upload their letter of suitability and safety training certificates. These documents are mandatory to confirm the speaker's qualifications and compliance.

Manage Speakers

Speakers can be added or removed from the list as needed. This flexibility allows you to keep the speaker roster aligned with the mission's requirements.

Speaker Information

First Name

Last Name*

Email Address

Mobile Phone

Address

City

State/Province

Postal Code

Country

Language

Overnight Accommodations*

Close   NEXT

General Contact Details

Provide the speaker's basic contact information, including their name, phone number, and email address. This ensures easy communication and coordination throughout the mission.

Languages

List the languages the speaker is fluent in to help match them with parishes that align with their linguistic capabilities. This ensures effective communication during speaking engagements.

Overnight Stay Requirements

Indicate whether the speaker requires an overnight stay. This information is essential for planning accommodations and aligning schedules with the hosting parishes.

Letter of Suitability

Please download the Letter of Suitability template and have this signed by your bishop or ecclesiastical superior. The signed document can be uploaded here.

Letter of Suitability

Approver

Name*

Title*

Organization*

I Don't Have It (Upload Later)

Back   **NEXT**

Document Purpose

The Letter of Suitability serves as official verification of the speaker's credibility and adherence to required standards. It ensures that the speaker is recognized and authorized for mission activities.

Completion by Appropriate Authority

This document must be completed and signed by a recognized church authority. This provides assurance of the speaker's qualifications and alignment with ecclesiastical guidelines.

Upload for Verification

Once the letter is signed, it must be uploaded to the system. This step finalizes the speaker's verification process and enables them to participate in mission engagements.

Safe Environment Training

Have you completed Safe Environment Training as defined by the diocese? If yes please upload your certificate below.

Issuer

Issuer Website

Issued Date

Contact Email

Contact Phone

I Don't Have It (Upload Later)

Back   **ADD**

Training Requirement

Safe Environment Training is mandatory for all speakers every three years. This ensures adherence to best practices for maintaining a safe and respectful environment, particularly around parishioners and children.

Purpose of Training

The program focuses on fostering safe behaviors and awareness, helping to protect vulnerable individuals in mission activities. This aligns with church policies and ethical standards.

Verification of Completion

Speakers must complete an approved training program, such as those provided by Virtus. Upload the certificate of completion to the system as proof of compliance.
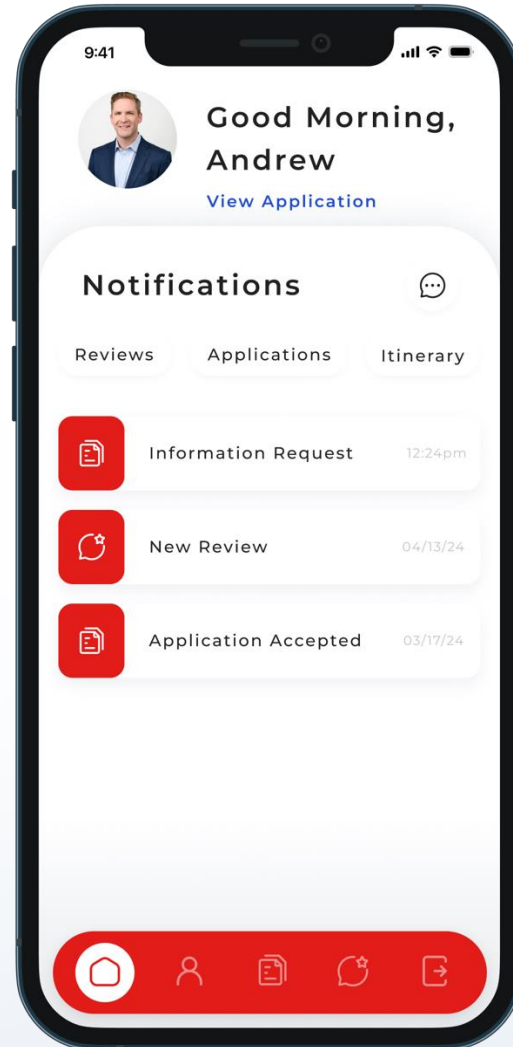
Mission Notifications

The dashboard provides a centralized view of all notifications related to your missions. This ensures you stay updated on important actions and updates.

Categorized by Type

Notifications are organized into categories: Reviews, Applications, and Itineraries. This structure makes it easy to locate and manage relevant information quickly.

Stay Informed

Regularly check the dashboard to monitor mission progress, respond to updates, and address pending tasks. This helps maintain smooth and timely mission operations.
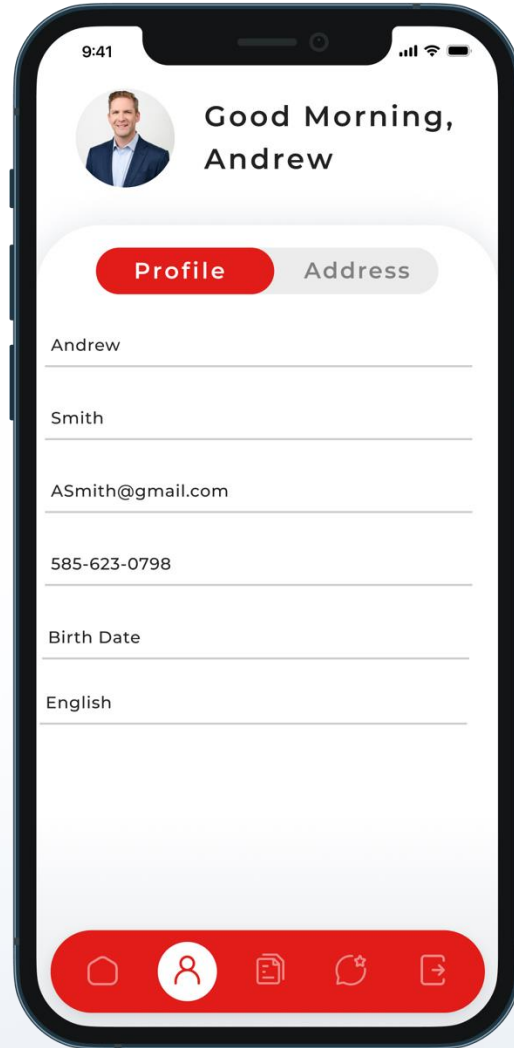
Update Contact Information

Easily edit your contact details, including your phone number and email address. Keeping this information accurate ensures clear and effective communication.

Edit Address Details

Update your current address to reflect any changes. This helps maintain accurate records and ensures correspondence is sent to the correct location.

Upload or Update Headshot

Add or update your profile headshot to personalize your account. A professional photo enhances identification and builds trust during mission engagements.