

MASS INTENTION FORM

The practice of requesting a Mass to be offered for loved ones, living or deceased, is a beautiful and wonderful part of our Catholic tradition. At Saint Simon the Apostle Church, there are many requests for scheduling Mass intentions. As a way to allow as many parishioners and friends as possible to schedule Masses, the following policies are put forth to help accomplish this goal. **Please complete this Form for Mass requests for the current year only.**

Please read the following guidelines carefully:

1. We pledge to fulfill these intentions here at St. Simon's during the current year.
2. Requests will be honored on a first-come, first serve basis in the order in which this form is received in the Parish Office. Mass intention requests at other times during the year will be dealt with as most serious obligations, and we will make every effort to schedule them as soon as possible.
3. A \$10 stipend is to accompany each Mass request.
4. Please note the following guidelines for Mass requests:
 - a. Mass intentions cannot be scheduled for the following days: Holy Thursday, Holy Saturday, Easter Sunday, Christmas, Mother's Day, Father's Day and All Souls Day. These mass Intentions will be for the parishioners.
 - b. One Mass every Sunday or once per week must be scheduled for the intentions of our parishioners known as "Pro Populo" (For the People) as required by Canon Law and diocesan statute.
5. Mass requests will be granted as close to the requested date and time possible. If it is not possible to comply with the primary request, the next closest date and time will be scheduled. If we move a request to a different date and time, we will mail a copy of your form with the updates to you. PLEASE print your address CLEARLY! There may be a reason that requires us to cancel a Mass already scheduled. If that is necessary, we will contact you and try to find another date.
6. Lengthy intentions cannot be published in the Bulletin and will be edited for the sake of brevity. Since the purpose of publishing the intention in the Bulletin is to notify the family and friends of the intentions. Please indicate if the person for whom the Mass is requested is living or deceased.
7. If you are anticipating a special family event during the current year, for example, a silver or golden wedding anniversary or birthday and want to schedule a Mass for the celebration please complete the form as well.

PLEASE PRINT OR TYPE ALL INFORMATION CLEARLY!!

Name of Person for Whom Mass is requested:

Date & Time:

- | | | |
|----------|-------------------|-------|
| 1. _____ | living / deceased | _____ |
| 2. _____ | living / deceased | _____ |
| 3. _____ | living / deceased | _____ |
| 4. _____ | living / deceased | _____ |
| 5. _____ | living / deceased | _____ |
| 6. _____ | living / deceased | _____ |
| 7. _____ | living / deceased | _____ |

PLEASE RETURN COMPLETED FORM ALONG
WITH CASH, CHECK OR MONEY ORDER TO:

**ST. SIMON THE APOSTLE CHURCH
1010 GREEN POND RD.
GREEN POND, NJ 07435**

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE NUMBER: _____