

# PROCEDURE FOR REQUESTING MASSES, BREAD & WINE or SANCTUARY LAMP in 2021

We will process all requests based on postmark. Daily we will empty the locked drop box inside the PAC door and date stamp the form.

1. **Use the form** below and **enclose your check** made payable to **“St. Benedict Parish.”** Since monies are sorted into different bookkeeping accounts, Mass requests must be paid for in one check; a second check needs to be issued for sanctuary lamp and/or bread & wine. **DO NOT** include donations for other purposes (e.g. CMA, Christmas outreach) with this check. The check cannot be processed for multiple bookkeeping accounts  

The expected donation for each Mass requested is \$10. Sanctuary lamp charge is \$5. Bread & wine donation is \$15.
2. At St. Mary’s all persons are limited to requesting 2 Masses per deceased person per year.
3. At St. Mary’s only one Mass per week can be scheduled for the same deceased person.
4. It is critical that as you complete the form , please provide three possible dates for your request to be honored.
5. Place an **X** to the left of any Mass intention if you need the Mass card to be sent to you or the family of the deceased. Provide the address in the blank space on the reverse side of this form.

**NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **ZIP** \_\_\_\_\_

MASS INTENTION	REQUESTED BY	MASS TO BE OFFERED at St. Bridget’s (B) or St. Mary’s (M)	If you are requesting a Saturday Mass, indicate 9 AM or 5:30 PM	1st CHOICE date & time	2nd CHOICE date & time	3rd CHOICE date & time

## REQUESTS for BREAD & WINE

### and/or SANCTUARY LAMP

**for 2021.** Weeks run from Sunday through Saturday. When making your request choices print just the Sunday date. Indicate Bread and Wine (**BW**) or Sanctuary Lamp (**SL**) and at which parish St. Bridget’s (**B**) or St. Mary’s (**M**)

BW or SL	B or M	In memory of In honor of	REQUESTED BY	DATE 1st CHOICE	DATE 2nd CHOICE	DATE 3rd CHOICE

\_\_\_\_\_

\_\_\_\_\_ To our home address: \_\_\_\_\_ or to the following address:

\_\_\_\_\_ Please send a Mass card for the Mass we have requested for

\_\_\_\_\_

\_\_\_\_\_ To our home address: \_\_\_\_\_ or to the following address:

\_\_\_\_\_ Please send a Mass card for the Mass we have requested for

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1. Complete this form.
2. Attach check to the form.
3. Return form.

Either, at ST. MARY'S, place form in the top slot of the locked box on the wall inside the back door of the PAC. (*This locked box is checked daily. All requests are date stamped.*) Or, return by mailing to 95 North Main Street, 14424 at ST. BRIDGET'S, place form in weekly collection basket Or, return by mailing to 95 North Main Street, 14424

Mass requests will be honored in the order they are received. Receipt of payment, along with date for Mass requested, will be sent to the person completing the form.