

# **SAINT MARY MAGDALENE PARISH**

## **† MASS INTENTION REQUEST FORM †**

*Requesting a Mass to be offered for loved ones (living or deceased) has been an important part of our Catholic tradition. In continuing with this practice while attempting to be as accommodating to the entire Saint Mary Magdalene Parish family as possible, the policies listed below will be in effect to schedule Masses.*

Please read carefully and adhere to the following guidelines:

1. When requesting a Mass, please note:

- a) Mass intentions CANNOT be scheduled for the following days:  
***Holy Saturday, Easter Sunday, Christmas Day, All Souls' Day, Mother's Day, and Father's Day.***
- b) Each week, one Saturday (*anticipated*) or Sunday Mass will be scheduled for the intentions of our parishioners, known as "Pro Populo" (For the People), as required by Canon Law and Diocesan statute.

2. Please print names CLEARLY and LEGIBLY so that names can be entered in the Mass intention book correctly. Lengthy intentions cannot be published in the bulletin and will be edited for the sake of brevity. Further, since the purpose of publishing the intention in the bulletin is to notify family, friends, and other parishioners, a last name of the intention is required.

Please remember to indicate if the person for whom the Mass is requested is living or deceased.

3. A \$10 stipend, as determined by Diocesan policy, is to accompany each Mass request, whether in person or by mail. Mass requests cannot be taken over the phone with the stipend sent in at a later time. NO EXCEPTIONS!

Please make check payable to: **Saint Mary Magdalene Parish** on the stipend check when requesting a Mass.

**OVER →**

**Mass Schedule:**

- **Saturday (anticipated)**
  - **4:00pm – St. James Church**
  - **5:30pm – St. Bede Church**
- **Sunday**
  - **8:00am – St. Bede Church**
  - **9:00am – Mother of Good Counsel Church**
  - **10:00am – St. James Church**
  - **11:00am – St. Bede Church**
- **Daily Mass**
  - **9:00am (Monday – Saturday) – St. Bede Church**



*PLEASE PRINT ALL INFORMATION CLEARLY AND LEGIBLY*

***WEEKDAY or WEEKEND Mass Intention***

Requested For: \_\_\_\_\_  
*In Memory of OR In Honor of (Circle One)*

Requested By: \_\_\_\_\_

Mass Date: \_\_\_\_\_

Mass Time: \_\_\_\_\_



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*PLEASE RETURN COMPLETED FORM ALONG WITH CHECK/CASH TO:*

*St. Mary Magdalene Parish † c/o Terri Price † 509 S. Dallas Avenue † Pittsburgh, PA 15208*