

## Mass Intention Policy & Process St. Anthony Catholic Church

### Summary/Announcement

The complete policy is available for parishioners in the parish office. The important details of the policy are summarized here:

- Intentions are scheduled through the parish office
- The customary gift (stipend) for a Mass intention is \$10
- Intention requests are subject to the acceptance of the pastor
- The scheduled dates are subject to change if the Mass schedule changes
- Mass Intentions cannot be accepted beyond what can be fulfilled within one year
- Mass Intentions may be transferred to the missions if they cannot be fulfilled in one year
- During November only parishioners may submit up to five intentions
- After November anyone may submit intentions until the schedule is full

### Policy

In accordance with approved practices of the Church, priests offering or concelebrating Holy Mass may receive a request to offer Mass for a specific intention. These intentions commonly are for the repose of a deceased person or for the intentions of a living person. These intentions are usually accompanied with a gift (stipend) for the priest. Both the *Code of Canon Law* and the Archdiocese of Indianapolis *Internal Control Policy* govern the principles and processes of stipends. This policy is the practical application of these principles at St. Anthony Catholic Church.

- Intention requests are subject to acceptance of the pastor.
  - Common Intentions Include:
    - For the Repose of N. or Deceased Members of the N. Family
    - For the Intentions of N. or For the Intentions of the N. Family
    - In Thanksgiving for xx Years of Marriage of N. and N.
    - For the Poor Souls
    - For Priests
- The stipend for Mass intentions is gratuitous, however, the customary offering is \$10 per intention.
- *Canon Law* prohibits the scheduling of multiple “stipened” intentions for one Mass.
- *Canon Law* requires the scheduling of one *Pro Populo (for the people)* intention on every Holy Day of Obligation (including Sundays).
- Stipend funds are segregated into a separate bank account and are subject to *Internal Control Policy* procedures in the same way as other Church accounts.
- Mass intentions are scheduled through the Parish Office according to the following process:
  - Mass Intentions are only scheduled one year at a time, namely the First Sunday of Advent through the Solemnity of Christ the King.
  - During November only parishioners may schedule up to five Mass intentions for the upcoming Liturgical Year.
  - After November, anyone may schedule as many Mass intentions as the schedule will permit.
  - Mass intentions cannot be scheduled more than one year in advance.
  - Mass intentions that exceed what the schedule permits will be forwarded to the missions or to retired priests at the discretion of the pastor as required by the *Internal Control Policy*.
  - Once an intention is scheduled, it will not be changed, unless the Mass schedule changes.
  - The schedule of Mass intentions is subject to change according to the Mass schedule and there is no promise that they will be said of the scheduled day due to priest illness, schedule change, vacations, etc. Attempt will be made to contact the concerned parties ahead of time, but that is not always possible.