

MASS INTENTION REQUEST FORM

PLEASE FOLLOW THE DIRECTION on the other side of this form.

PLEASE PRINT

Mass intention for _____

Is the person(s) for Mass intention living or deceased? _____

Requested by _____

Preferred date _____ Time: _____

Alternative date _____ Time: _____

No preference of date

Permission to forward

PLEASE PRINT

Mass intention for _____

Is the person(s) for Mass intention living or deceased? _____

Requested by _____

Preferred date _____ Time: _____

Alternative date _____ Time: _____

No preference of date

Permission to forward

CONTACT PERSON:

NAME: _____

ADDRESS: _____

PHONE: _____

For office use only

Amount enclosed: _____

Check # _____

Cash _____

Date received: _____

Mass Book

Guidelines for Mass Intentions Include:

1. Universal Church discipline as contained in the Code of Canon Law (canons 945 – 958) of the 1983 Code of Canon Law strictly regulates the offerings made for the celebration of Mass.
2. Canon Law does not permit us to keep Mass intentions forever, only those Masses that can be celebrated by our priests within a calendar year. Consequently, some intentions may have to be sent to the Saint Paul Seminary or the Missions for distribution to other priests who will be able to celebrate those Masses.
3. A Mass intention may be requested for a Mass for: a deceased loved one; a living person who is sick or suffering; a living person who is celebrating a birthday, anniversary or other special moment in their life; in thanksgiving to God (including the Lord Jesus or the Holy Spirit); in thanksgiving for a prayer from a Blessed or a Saint; or for a prayer intention.
4. A Mass intention may not be requested for a prayer intention that contradicts Catholic moral teaching.
5. Lengthy intention listings cannot be published in the Bulletin and must 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 intention, we suggest the omission of middle initials, titles, etc. Each intention is limited to either two names or one group. Please be sure to indicate if the person for whom the Mass is requested is living or dead.
6. A maximum of seven (7) intentions per year from any one individual may be scheduled at the parish with no more than two (2) scheduled for a weekend Mass. Additional Masses may be requested; however, they may be sent to the Saint Paul Seminary or Missions.
7. A maximum of seven (7) Masses per year may be scheduled at the parish for any one intention. Additional Masses may be requested; however, they may be sent to the Saint Paul Seminary or the Missions.
8. Requests will be honored on a first-come, first serve basis in the order in which the request is received at the parish offices.
9. A \$10 stipend, as determined by the new Archdiocesan policy, is to accompany each Mass request. Intentions will not be recorded until the stipend is received. Canon Law requires that all stipends taken for Mass Intentions be said for the intention as designated.
10. Requests for Mass Intentions must be made by filling out the form at the parish office. Completed forms with stipends may be dropped in the weekly collection basket or mailed to the parish office.
11. Please note that Mass intentions may be requested for Sundays, most holiday and weekdays throughout the year. Mass intentions cannot be scheduled for Holy Thursday, Easter Vigil, All Souls Day (November 2) or Christmas Eve. One Mass every Sunday must be scheduled for the intentions of our parishioners known as Pro Populo (For the People) as required by Canon Law. Scheduling of multiple 'stipended' intentions for one Mass is prohibited by Canon Law.
12. Mass requests will be granted as close to the requested date and time as possible. If it is not possible to comply with the primary request, the next closest date and time will be scheduled.
13. The schedule of Mass intentions is subject to change according to the Mass schedule and there is no promise that they will be said on 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.