

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. In our Catholic Parish, there are many requests for scheduling such Mass intentions. As a way to allow as many parishioners and friends as possible to schedule Masses, the following guidelines are put forth to help accomplish this goal. **Please complete this Form for Mass requests!**

Please read the following guidelines carefully:

1. We will accept your intentions from each donor. We pledge to fulfill these intentions here at St. Ann's during 2016/2017.
2. Requests will be honored on a **first-come, first-serve** basis in the order in which the form is received at the Parish Office. Mass 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; however, we cannot guarantee that these Mass requests will be celebrated immediately.
3. A £10 stipend, as determined by diocesan policy, is to accompany each Mass request.
4. **No** Mass request will be taken over the telephone at the Parish Office.
5. **Please** note the following guidelines for Mass requests:
 - a. Mass intentions may be requested for Sundays, most holidays and weekdays throughout the year.
 - b. Mass intentions cannot be scheduled for the three days of the Sacred Triduum: Holy Thursday, Good Friday or Holy Saturday. Also, Mass intentions will **not** be accepted for the following: Christmas, Easter, and All Souls Day. These Mass intentions will be for the general intentions of our priests and parishioners.
 - c. Only one Mass request per priest here at St. Ann's may be scheduled per day.
 - d. One Mass every Sunday and holiday must be scheduled for the intentions of our parishioners known as "Pro Populo" (For the People) as required by Canon Law and diocesan statute.
6. 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*. IF we move a request to a different date and or time, we will mail a copy of your form with the updates to you. PLEASE print your address CLEARLY!
7. Lengthy listings cannot be published in the Newsletter and must be edited for the sake of brevity. Since the purpose of publishing the intention in the Newsletter is to notify the family and friends of the intention, we suggest the omission of middle initials, titles, etc. Please indicate if the person for whom the Mass is requested is living or deceased.

Received Number: _____



PLEASE PRINT OR TYPE ALL INFORMATION!

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 | _____ |

PLEASE RETURN COMPLETED FORM ALONG WITH DONATION: CHECK OR MONEY ORDER

Name: _____

Address: _____

Phone: _____

<u>For Office Use Only</u>
