

## 2024 MASS INTENTION REQUEST FORM

**PLEASE FOLLOW THE DIRECTIONS on the other side of this form.**

### **PLEASE PRINT**

Mass intention for \_\_\_\_\_

Requested by: \_\_\_\_\_

Preferred date: \_\_\_\_\_ Time: \_\_\_\_\_

Alternative date: \_\_\_\_\_ Time: \_\_\_\_\_

☐ No preference of date

☐ permission to forward \*

☐ Parish has Mass stipend

☐☐

### **PLEASE PRINT**

Mass intention for \_\_\_\_\_

Requested by: \_\_\_\_\_

Preferred date: \_\_\_\_\_ Time: \_\_\_\_\_

Alternative date: \_\_\_\_\_ Time: \_\_\_\_\_

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☐ permission to forward \*

☐ Parish has Mass stipend

☐☐

### **CONTACT PERSON:**

PHONE: \_\_\_\_\_

*For office use only*

Amount enclosed: \_\_\_\_\_

☐ Check # \_\_\_\_\_ ☐ Cash

Date received: \_\_\_\_\_

☐ Mass Book ☐ computer

*\*Mass may be sent to the Diocesan Mission Office or to one of our retired diocesan priests.*

# ***Our Lady of Grace Church***

***1011 Mt. Pleasant Road***

***Greensburg, PA 15601***

***724-838-9480***

***[www.ourladyofgracechurch.org](http://www.ourladyofgracechurch.org)***

## **Guidelines for Scheduling Mass Intentions for 2024**

1. Each registered parish household may submit one (1) 2024 Mass Intention Request Form to schedule only **two (2) weekend Masses and two (2) weekday Masses** for a total of four (4) Mass Intentions, based on availability.
2. You can use the form to either request new Mass intentions or to schedule Mass intentions that were previously submitted to the parish office, but were not scheduled. (Just indicate on the form that the office has the stipend.)
3. Because of the amount of requests that we receive and the number of Masses that we can accommodate, we suggest that you group deceased family members together.
4. To schedule a wedding anniversary Mass intention during 2024 you must use the Mass Intention Request Form.
5. **NO** Mass intentions can be scheduled Tuesdays, Thursdays, Holy Thursday, Good Friday, or Easter Vigil.
6. According to Church Law, our pastor is obliged to offer one Mass intention for all the people entrusted to him each Sunday. This “Mass of the People” will be scheduled on an alternating basis between our partner parishes of St. Benedict and Our Lady of Grace.
7. All Mass requests **must be submitted in writing** using the 2024 Mass Intention Request Form. The suggested stipend in the Diocese of Greensburg is \$10 per Mass. This stipend must be included with the form at the time of scheduling.
8. You may return the completed form and stipend to the parish office in one of the following ways: in person during regular business hours; by mailing it; or by placing it in the weekend collection basket in an envelope clearly marked “Mass Requests.” Masses will be scheduled in the order that request forms are received.
9. Parish organizations such as the Cercemaggiore, Rosary Altar Society, Music Ministry, etc. may schedule **only** one (1) annual Mass for their deceased members by submitting a 2024 Mass Intention Request Form.