

**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: \_\_\_\_\_

- No preference of date
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**CONTACT PERSON:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

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***

# **Guidelines for Scheduling Mass Intentions**

1. Each registered parish household may submit one (1) Mass Intention Request Form to schedule only one (1) weekend Mass and one (1) weekday Mass for a total of two (2) Mass Intentions., based on availability.
2. You can use the form to either request new Mass intentions or to schedule Mass intentions that you submitted to the parish office and were not scheduled. Just indicate this 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, 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 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 in an envelope clearly marked “Mass Requests” to the parish office during regular business hours, mailing it, or placing it in the weekend collection basket. Masses will be scheduled in the order that request forms are received.
9. Parish organizations such as the St. Gianna Sodality, Cercemaggiore, Rosary Altar Society, and Ushers may schedule **only** one (1) annual Mass for their deceased members by submitting a Mass Intention Request Form.