



Mass Request Form—2019

\$10.00 Stipend for each Mass Intention

Mass Scheduling day is Saturday, **October 20, 2018** — 8:00 am to 9:30 a.m.

First Floor of the School

Absentee forms may be turned in to the office after October 29.

Your **Last Name, First Name** : _____ Date: _____

Phone: _____ Email Address: _____

PLEASE PRINT CLEARLY—Use upper and lower case letters as they pertain the correct spelling.
FIRST INTENTION

For: _____

Requested by: _____

Date and Time of Mass:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

SECOND INTENTION

For: _____

Requested by: _____

Date and Time of Mass:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Sanctuary Candle Request - \$10.00

Sanctuary candle will burn in memory/honor of loved one for one week beginning each Sunday.

For: _____

Requested by: _____

Week of Sunday: _____

Guidelines:

1. Mass offering is \$10.00 per intention and is due at the time the Mass is scheduled.
2. Each envelope holder may offer 2 Mass intentions per year.
3. Due to the smaller number of weekend Masses, one weekend Mass is permitted per envelope holder.
4. Holidays, Holy Days and Wednesday evening count as a weekend Mass.
5. The pastor reserves the right to change any Mass dates or times.
6. Christmas & Easter Masses are for the Living and Deceased of the Parish. **No** Mass intentions will be taken for these days.

Payment

Number of Masses: _____ Total Donation: \$ _____ Date Rec: _____ Rec. By: _____

Number of Sanctuary Candles: _____ Check #: _____ Cash: _____ Init.: _____



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Mass Scheduling Day 2019

To help make the process of scheduling Masses easier for everyone, please fill out the scheduling form on the reverse side and bring it with you on October 20. Please have alternate dates picked in case the date you want is unavailable.

- Total of 2 Masses per envelope holder.
- 1 weekend Mass only (holidays, holy days and Wednesday evening count as weekend Masses) per envelope holder.
- Absentee Mass reservations taken after October 29 by mail.
- Mass scheduling on October 20 is for **parishioners only**.
- One sanctuary candle/envelope holder is permitted.
- There is no limit to number of luminaria reserved (see separate form and separate payment).
- Non-parishioners may schedule Masses and candles after October 29 (by mail or in person at the rectory).

On the day of Mass scheduling:

- Dates and times are given on a first come first serve basis.
- You will be asked to sign in at the door, proceed to the School Library to complete forms and then called up in order based on the time you arrived.
- Several dates are not available as they are pre-reserved for parish functions.

THANK YOU!