

2019 Mass Intention Request Guidelines

Mass requests for 2018 will be accepted by mail beginning September 15, 2018. Masses will be filled by postmark date starting with September 15th. Requests postmarked before the 15th will be returned to you unopened.

Mass intentions will be filled for the following mass times:

Weekdays: Monday-Friday at 7:00am, Tuesday and Friday at 8:15am (when scheduled),

Weekends: Saturday 5:00pm (vigil), Sunday – **We have two Mass times only on Sundays (8:00am & 10:30am) and one will be for the intention “For the Parish” leaving only one available each Sunday.**

On occasion it may be necessary to move an intention. We will make every attempt to contact you and inform you of the change.

Request Guidelines:

- You may request up to **two** dates per intention for 2019.
- We are currently listing two separate mass intentions per mass with the permission of both parties. Please indicate if you will allow another person to have an intention on your date. If you do not indicate we will consider that a yes.
- Only one request per intention may be designated for a weekend.
- Intentions will be filled according to the date we receive the request.
 - Currently credited intentions are filled as needed as there are open dates beginning January 1, 2019. Unused Mass credits can only be kept on the books for two years then must be turned over to the Diocese.
 - *You* are responsible for checking the bulletin for the credited mass intentions which have been fulfilled.
- Please feel free to request masses for intentions already listed on credit.
 - Guidelines are the same as above
 - Please note on your written request that you are requesting masses for an intention which is already on credit.
 - Please contact the Parish Office (402-556-1456) to check the credit balance for an intention as it is possible that masses have been filled in as needed.

Written Requests:

Please print clearly and be sure to include ***your name, address, phone number and email address if you have one***. Please use the request form if possible. As your requests are filled, a letter listing dates and times fulfilled for 2019 will be sent to you.

When listing your intentions(s) please include:

- First and last name of intention
- **Living or deceased**
- Date and time of mass (*first and second choice, if you have a preference. If not, first available opening*)
- Include a minimum offering of \$10 per intention

Effective November 1, 2018, walk in requests will be accepted.

Please be mindful that we want to accommodate anyone who wishes to have a mass offered for a loved one at St. Thomas More and with a limited number of masses available that becomes difficult especially considering the amount of deaths we have each year and the mass intentions that are offered after a funeral. We try to schedule as many of those as we can during the first year or two after a funeral. We will be scheduling two separate Mass intentions for each date and time unless you specifically request no. Remember that if you give an offering to the endowment fund for a loved one instead of scheduling a regular mass intention they are remembered at mass each time the intention is for the endowment fund and this is perpetually. If your loved one has already been enrolled in the endowment fund by you or someone else they automatically get six masses a year as the intention comes up listed as endowment fund. Thank you for your consideration.

2019 Mass Intention Request Form

Your Name _____

Your Address _____

Your Phone # _____ Your email _____

First & Last Name of Intention _____

Living (L) or Deceased (D)

Date & Time of mass _____ First Choice
_____ Second Choice

First & Last Name of Intention _____

Living (L) or Deceased (D)

Date & Time of mass _____ First Choice
_____ Second Choice

First & Last Name of Intention _____

Living (L) or Deceased (D)

Date & Time of mass _____ First Choice
_____ Second Choice