

2009 GUIDELINES FOR SCHEDULING MASS INTENTIONS

1. **The Mass Record Book will open Monday, November 3.**

No masses will be scheduled for next year prior to this date, **except** Silver and Golden Wedding Anniversaries. These can be scheduled beginning now.

All mass requests must be made in writing. Please do not mail or bring your mass requests to the rectory until November 3. Use the form on the reverse side of these directives. All requests will be honored in the order they are received. **Scheduling will take place in the Annex on November 3rd beginning at 9:00 a.m.**

Parishioners included on our shut-in list may call the rectory office November 1 or mail them. Mailed requests (with stipends) will be recorded later in the day on November 3rd or on November 4th.

Mass stipends must be received, from those who call, within a week of scheduling masses.

Mass stipends are \$10.00 and should be made when requesting masses.

No mass will be affixed a date in the mass book without a stipend.

All parishioners need to be mindful that one weekend Mass is required to be said for the intention of the Living and Deceased of the Parish.

Masses celebrated on Thanksgiving, Christmas, Easter, Mother's Day, Father's Day, and All Souls Day will be for the intention of the Living and Deceased of the parish.

Our Current Mass Schedule, which is subject to change, is:

Saturday Evening: 5:00PM

Sunday Morning: 7:30AM, 9:00AM, 11:00AM

Weekdays: 7:00AM, 9:00AM (9:00AM only mid-June thru mid-September)

Should a mass be canceled for a particular reason, such as a funeral, the person who schedules the intention will be contacted.

GUIDELINES FOR SCHEDULING MASSES ON SPECIFIC DATES:

Diocesan guidelines permit only one name per mass request. However, we will honor requests that name parents or siblings together, such as: "*John & Mary White*" or "*Joe, Sue and Henry Brown*".

Only THREE masses for an individual can be scheduled in a calendar year. Additional masses for an individual may be added at a later date. This is determined by the number of requests received.

Of the three mass requests for an individual, only one can be assigned to a weekend (Saturday evening/Sunday morning) mass. Because of this, we suggest the following:

- a. Family members should discuss mass intentions together to avoid hard feelings. The intention could read "*John and Mary Smith,*" *requested by their children and families.*
- b. **Or,** since many parishes do not have sufficient mass requests, some may be sent to these parishes, or to retired priests, with specific dates which the priests are more than willing to fulfill.
- c. Requests by families will be honored before those requested by friends of the family.

Only four masses may be scheduled by an individual the first week the mass book is opened (November).

Of these four masses, an individual may request only TWO weekend masses during this first week. (Some weekend Masses may be made available for those experiencing an unexpected illness or death in the family.) Afterwards, a person may seek additional intentions provided they meet the above guidelines.

2009 MASS INTENTIONS REQUEST FORM

Your Name _____ PHONE _____

Mass Intention _____

Requested by: _____

Date _____ Time _____

Alternate Date _____ Time _____

Mass Intention _____

Requested by: _____

Date _____ Time _____

Alternate Date _____ Time _____

Mass Intention _____

Requested by: _____

Date _____ Time _____

Alternate Date _____ Time _____

Mass Intention _____

Requested by: _____

Date _____ Time _____

Alternate Date _____ Time _____

Only four Advent Candles are available for requests and will be taken as first come first serve.

Sanctuary Candle req. _____ *Date* _____

Requested by: _____

Flower req. _____ *Date* _____

Requested by: _____

We will do our best to honor request, but please be advised: Scheduled Masses may need to be moved to another day due to the availability of the priests. You will be called if any changes are made.

Date Received _____ Received by _____

Stipends must be paid in full when scheduling. Cash _____ Check number _____

Total amount paid \$ _____

Mass Stipend \$10 Sanctuary Candle \$10 Flowers \$40