

# 2016 MASS INTENTION FORM

The practice of requesting a Mass to be offered for loved ones, living or deceased, is a beautiful part of our Catholic tradition. We wish to allow as many families as possible to schedule Mass Intentions. We hope that the following policies will help us accomplish that goal.

1. All Mass requests must be made in writing on the Mass Request Form available at the main doors of the Churches. You may mail it to the Church or drop it in the collection basket at Church on Sunday. All requests will be honored on a first come, first serve basis and each order form will be numbered as it is received.
2. We will accept two (2) intentions per household, one weekend and one weekday Mass. In January 2016, we will open the Mass book up to the public for the remaining Masses. You may request additional Masses at that time.
3. A \$10 stipend, as determined by Diocesan policy, is to accompany each Mass request. Checks should be made out to the appropriate church. Requests for St. Anthony Chapel should be accompanied by payment made payable to Most Holy Name Church.
4. No Mass requests will be accepted by phone until Monday, November 16.
5. Please note the following guidelines for Mass requests:
  - a. Mass intentions cannot be scheduled for the following days: Holy Thursday, First Holy Communion Day, All Souls Day. These Mass intentions will be for the general intentions of our priests and parishioners.
  - b. Only one Mass request per priest may be scheduled per day.
  - c. One Mass every Sunday must be scheduled for the intentions of our parishioners known as "Pro Populo" (For the Parishes) as required by Canon Law and diocesan statute.
6. Mass requests will be granted as close to the requested date and time as possible. If it is not possible to comply with the primary request, the next closest date and time will be scheduled. If we move a request to a different date and or time, we will call you with the updates. Please be sure to print your phone number on the request form. There may be a reason that requires us to cancel a Mass already scheduled. If that is necessary we will contact you and try to find another date.
7. If we receive Mass intentions beyond those that we are able to schedule in a year's time, some intentions may have to be sent to priests who will be able to celebrate these Masses more expeditiously.
8. If you are anticipating a special family event in 2016, such as a silver or golden wedding anniversary or birthday and want to schedule a Mass for the celebration, please complete the request form at this time.

# Mass Request Form for 2016

*Please Print Clearly*

<u>Mass Offered For:</u>	<u>Date &amp; Time</u>	<u>can this be sent to the Missions?</u>
1. _____ By: _____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
2. _____ By: _____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no
3. _____ By: _____	_____	<input type="checkbox"/> yes <input type="checkbox"/> no

Offering Enclosed \$ \_\_\_\_\_ (You may use 1 check to cover many Mass Intentions)

PLEASE RETURN COMPLETED ALONG WITH CASH, CHECK, OR MONEY ORDER TO:

**Most Holy Name of Jesus Parish: 1700 Harpster St. Pittsburgh, PA 15212**

or

**St. Aloysius Parish: 3616 Mount Troy Rd. Pittsburgh, PA 15212**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

For Office Use Only

Received Number: \_\_\_\_\_