

Holy Name of Mary Church
Mass Intention Policy
(Updated 9/2023)

The practice of requesting a Mass to be offered for loved ones, living or deceased, is a beautiful and wonderful part of our Catholic tradition. In our parish, there are many requests for scheduling such Mass intentions. To allow as many parishioners and friends as possible to schedule Masses, the following policies are put forth.

Please read the following guidelines carefully:

1. We will accept **no more than four (4) dates per year for each intention**. Two may be scheduled on a Sunday, the other two must be for a weekday Mass.
2. Requests will be honored on a **first-come, first-served basis** in the order in which the form is received at the Parish Office.
3. A **\$10 stipend**, as determined by diocesan policy, is to **accompany each Mass request**. Payment for these stipends cannot be combined with anything else you are paying the church for (for example, a book or activity fee).
4. We prefer that you use the form provided for Mass intentions, however, we will accept requests over the phone if necessary.
5. Please note the following guidelines for Mass requests:
 - a. Mass intentions may be requested for Sundays, most holy days, and weekdays (currently Wednesdays, Fridays, and First Saturdays) throughout the year.
 - b. Mass intentions **cannot** be scheduled for the three days of the Sacred Triduum: Holy Thursday, Good Friday, or Holy Saturday, or on All Souls Day, as these have traditional intentions.
 - c. Mass intentions **will be accepted** for Christmas (Eve/Day) Masses, Thanksgiving Day Mass, and Easter Sunday Masses. However, these intentions may be repeated, at most, on a **bi-annual (every other year) basis**. This is to allow as many parishioners as possible to offer their intentions during these most holy days.
 - d. Only **two Mass requests** per priest may be scheduled **per Mass**.
 - e. One Mass every Sunday and Holy Day of Obligation must be scheduled for the intentions of our parishioners, known as "Pro Populo" (for the People) as required by Canon Law. No additional Mass stipend can be accepted for these *pro populo* Masses. Since our pastor is also pastor of Resurrection Catholic Church, our two churches will rotate the *pro populo* Masses each weekend.
 - f. A stipend and intention for the **recently deceased or the one-year anniversary** of a death may be added to a Mass with intentions already scheduled. This is not to become the norm, however.
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 contact you with the updated information. PLEASE PRINT CLEARLY.
7. IMPORTANT: Please indicate if the person for whom the Mass is being offered is **living or deceased**.

PLEASE PRINT OR TYPE ALL INFORMATION

1. Name of Person _____

CIRCLE ONE: Living or Deceased

Mass Date and Time requested: _____

2. Name of Person _____

CIRCLE ONE: Living or Deceased

Mass Date and Time requested: _____

3. Name of Person _____

CIRCLE ONE: Living or Deceased

Mass Date and Time requested: _____

4. Name of Person _____

CIRCLE ONE: Living or Deceased

Mass Date and Time requested: _____

SEE BELOW FOR MASS TIMES

Mass Times: Sunday 8:00 AM and 11:00 AM
Wednesday 7:00 PM
Friday 9:30 AM
First Saturday of the month: 9:30 AM
Holy Days of Obligation: 9:30 AM and 7:00 PM
(see exceptions above)