

# Mass Intention Guidelines

## for All Saints Parish

*St. Andrew + St. Conrad + St. Michael the Archangel + St. Paul + St. Peter*

*The practice of requesting a Mass to be offered for a loved one—living or deceased—is a beautiful part of our Catholic tradition. We receive many requests for scheduling Mass intentions. To be fair to everyone and allow as many parishioners as possible to schedule Masses, we developed these guidelines:*

1. We will accept requests for Mass intentions on a first-come, first-served basis in the order in which the Mass Intention Request Form is received in the Parish Office at 128 N. McKean St., Butler. The form — on the back of this page — may be dropped off or mailed in. Also, you may fill out the form in person in the office.  
**No intentions will be accepted over the phone.**
2. Because of the large number of Mass intention requests we receive, we will accept no more than **three (3)** intentions per household per year (1 weekend Mass and 2 weekday Masses).
3. A significant number of Mass intentions are requested following the death of a loved one. The family may schedule a maximum of three (3) Mass intentions for the deceased. The additional Masses for the deceased will be scheduled during the year, if possible—this depends on the number of requests the office receives. When the Mass is scheduled, a Mass card will be provided to the requester. After one year, all unscheduled Mass intentions will be sent to St. Paul Seminary to be celebrated there.
4. We will schedule Mass intentions no more than a year in advance. This is required by the Catholic Church's Canon Law, which requires us to fulfill intentions within a year.
5. If you request more than 3 intentions, the additional Mass intentions may be sent to St. Paul Seminary to be fulfilled.
6. A \$10 stipend, as determined by Diocesan policy, is to accompany each Mass request. However, no one will be denied a Mass intention because of inability to pay. Simply note this on Mass Intentions Request Form.
7. Mass intentions will not be scheduled for Holy Thursday (Mass of the Lord's Supper), Good Friday, the Easter Vigil, Easter, Mother's Day, Father's Day, Christmas Eve or Christmas Day. These Masses will be celebrated for the general intentions of our parish.
8. The parish must schedule one Mass every Sunday and Holy Day for the intentions of our living and deceased parishioners. This "Pro Populo" (For the People) Mass is required by the Church's Canon Law.
9. We will do our best to fulfill your Mass intention request. If we cannot do so, we will schedule the intention as close to the requested date and time as possible. We will verify the date of the Mass intention via mail, email or phone. PLEASE print your contact information clearly!
10. Lengthy intentions cannot be published in the bulletin and will be edited for the sake of brevity.

# All Saints Parish Request for a Mass Intention

*Guidelines for scheduling a Mass intention are on the back of this form*

**HOUSEHOLD NAME:** \_\_\_\_\_

Mass Intention for: \_\_\_\_\_ Living \_\_\_ Deceased \_\_\_

Church: \_\_\_\_\_

Requested date of Mass: \_\_\_\_\_ Requested by: \_\_\_\_\_

2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ Time \_\_\_\_\_

1. Church: \_\_\_\_\_

Mass Intention No. \_\_\_\_\_

Assigned Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Assigned Time \_\_\_\_\_

Mass Intention for: \_\_\_\_\_ Living \_\_\_ Deceased \_\_\_

Church: \_\_\_\_\_

Requested date of Mass: \_\_\_\_\_ Requested by: \_\_\_\_\_

2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ Time \_\_\_\_\_

2. Church: \_\_\_\_\_

Mass Intention No. \_\_\_\_\_

Assigned Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Assigned Time \_\_\_\_\_

Mass Intention for: \_\_\_\_\_ Living \_\_\_ Deceased \_\_\_

Church: \_\_\_\_\_

Requested date of Mass: \_\_\_\_\_ Requested by: \_\_\_\_\_

2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ Time \_\_\_\_\_

3. Church: \_\_\_\_\_

Mass Intention No. \_\_\_\_\_

Assigned Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Assigned Time \_\_\_\_\_

## Wedding Anniversary Mass Request (Husband and Wife must be living)

Names of husband and wife \_\_\_\_\_ Church \_\_\_\_\_

will celebrate the \_\_\_\_\_ (number of years) Anniversary of Marriage.

Requested date of Mass: \_\_\_\_\_ 2nd Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_ Time \_\_\_\_\_

Household contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

The stipend for a Mass intention, as determined by Diocesan policy, is \$10.

**Please return completed form along with cash or check (made out to All Saints Parish) to**

**All Saints Parish 128 N. McKean St. Butler PA 16001**

### For Office Use Only:

Notes

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Payment Received \$ \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_

Information recorded in:

\_\_\_\_ Mass Intention Book

\_\_\_\_ Daily Mass Record

\_\_\_\_ Online Spreadsheet

Confirmation sent to Contact Person via

\_\_mail \_\_email \_\_phone \_\_in person

on \_\_\_\_/\_\_\_\_/\_\_\_\_ by \_\_\_\_\_(initials)