

## Holy Spirit Parish Mass Intention Policies

The practice of requesting a Mass to be offered for loved ones, living or deceased, is an ancient and beautiful practice of our Catholic tradition. At Holy Spirit Parish, there are many requests for scheduling such Mass intentions. And since there are a limited number of opportunities for Mass intentions, the following policies are being implemented in order to reasonably accommodate the numerous requests offered to the Catholic faithful in a reasonable and fair manner.

Pastors of the parishes are obliged to apply a Mass for the people (*Pro Populo*) entrusted to them each Sunday and holy day of obligation (Code of Canon Law, 534). This means that every weekend and holy day of obligation a Mass is offered for all of you who are members of Holy Spirit Parish.

Furthermore, universal Church discipline as contained in the 1983 Code of Canon Law (canons 945-958) strictly regulates the offerings made for the celebration of Mass.

Therefore, please note the following guidelines for Mass intention requests:

1. To ensure consistent and fair opportunity for all desiring an intention for a loved one or event, we can schedule no more than seven (7) Masses per year from each donor or for an intention.
2. Additional Masses may be requested. However, Canon Law requires that this applies to Mass intentions received at the time of a funeral.  
Canon Law does not permit us to keep Mass intentions beyond those we are able to schedule in a year's time (rolling calendar). Consequently, some intentions may have to be sent out of the parish to the Chancery or Mission Office for distribution to other priests who will be able to celebrate these Masses.
3. Masses may be scheduled no more than 12 months in advance from date of request.
4. Requests will be honored on a first-come, first-serve basis in the order in which the request is received in the Parish Office.
5. 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 and the parishioner will be notified.

6. As a parish we will make every effort to accommodate a Mass within 30 days of the passing of a loved one, and on or near the first anniversary of a person's death. One Mass time each week will be kept open so that the recently deceased can be remembered soon after their death.
7. Mass requests will no longer be taken over the phone. Mass intentions may be requested in person in the parish office, by mail or online (only if an existing online account has been established). A \$10.00 stipend, as determined by diocesan policy, is to accompany each Mass request before it will be recorded in the Mass Intention Book.
8. Mass intentions may be requested for Saturday, Sundays, most holidays and weekdays throughout the year.
9. One Mass every Sunday must be scheduled for the parishioners of Holy Spirit known as the *Pro Populo* ("For the People") intention as required by Canon Law and the diocesan statute.
10. SPECIAL DAYS: Mass intentions *cannot* be scheduled for Holy Thursday, Easter Vigil (reserved for the RCIA Candidates), or Christmas when the intentions are all *Pro Populo*.
11. In the event of an unforeseen circumstance a Mass cancellation occurs, the intention for the Mass will be rescheduled on the next available opening and the parishioner will be notified.