

The practice of requesting a Mass to be offered for a deceased loved one is a beautiful and wonderful part of our Catholic tradition. In our parish, there are many requests for scheduling Mass intentions, so we do have several tips and guidelines.

Note: The 2026 calendar year opens October 1, 2025.

- **Sanctuary Candle Notes:**

- When a week is sponsored for a deceased person, the sanctuary candle is a memorial. We honor their memory and remember them; having a Mass offered for them does carry along with it the prayers of the parish and those at Mass.
- The candle is a great way to celebrate birthdays & wedding anniversaries, request extra prayers from our congregations, to praise God for prayers being answered, or to recognize special people in your life.

- **Contacts:**

- Tamarah Fleres works with Mass Intentions and Sanctuary Candle Requests for any St Cletus Church.

- **Preferred Dates:** Requests are added to the schedules on a first come, first served basis. A requested/preferred date is not guaranteed. We will contact you using the information you provide on the form if we need an alternative date.

- **Limits:** We do place limits on the number of Weekend Mass Intention requests per person. The limit varies by location and Mass time. It does not apply when filling available Masses noted in the weekly bulletin. **Please note:** Across all of our locations, the weekend Mass times have smaller limits than weekday Mass times.

- **Donation:** For both Mass Intentions and the Sanctuary Candle sponsorships, the suggested donation is \$20, although the voluntary offering can be less than the suggested amount. Please included the donation at the time of requesting the intention or sponsorship for it to be added to the calendar.

- **Guidelines on the names:** Multiple names are not an additional donation amount

- Limit of 2 named persons with different last names
(e.g.: Matthew Marks and Luke Johns).
- Limit of 3 named persons with the same last name
(e.g.: Bartholomew, Andrew, and Philip Thomas).
- Limit to 2 last names only for "Family" requests
(e.g.: The Peters & James Families)
- No mixing "Living" and "Deceased" in the same Mass.
(e.g.: No "living and deceased members of the Iscariot Family")



Mass Intention & Sanctuary Candle Request Form

EDGERTON | EVANSVILLE | FOOTVILLE | OREGON | STOUGHTON

Please do not request more than 1 church location on a form and **make checks payable to individual churches**. Please do not mix Sanctuary Candles and Mass Intentions on the same form or payment. Feel free to attach more pages to add more requests (large requests may be limited).

Guidelines and further notes are found on the other side of this form.

Mass Intention

- | | | |
|---|---|-----------------------------------|
| ☐ St Ann | ☐ St Joseph | ☐ Skaalen |
| ☐ St Augustine | ☐ St Paul | ☐ Nazareth |
| ☐ Holy Mother of Consolation | ☐ Any (We will call you) | |

Sanctuary Candle

- | |
|---|
| ☐ St Ann |
| ☐ Holy Mother of Consolation |
| ☐ St Joseph |

PLEASE PRINT CLEARLY

☐ Living ☐ Deceased

Requested for _____

Preferred Date & Time _____

PLEASE PRINT CLEARLY

☐ Living ☐ Deceased

Requested for _____

Preferred Date & Time _____

PLEASE PRINT CLEARLY

☐ Living ☐ Deceased

Requested for _____

Preferred Date & Time _____

PLEASE PRINT CLEARLY

☐ Living ☐ Deceased

Requested for _____

Preferred Date & Time _____

CONTACT PERSON:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Preferred Communication:

☐ Call ☐ Email

For office use only:

Amount enclosed: \$ _____

Donation received: ____/____/202__

☐ Cash

☐ Check # _____

Processed by: _____

Entered:

☐ Mass Book ☐ Waitlist

Optional Office Use: Office may complete and return this as a cash receipt for your records.

Mass Intention & Sanctuary Candle Receipt

Mass Intention

- | | | |
|---|------------------------------------|-----------------------------------|
| ☐ St Ann | ☐ St Joseph | ☐ Skaalen |
| ☐ St Augustine | ☐ St Paul | ☐ Nazareth |
| ☐ Holy Mother of Consolation | | |

Sanctuary Candle

- | |
|---|
| ☐ St Ann |
| ☐ Holy Mother of Consolation |
| ☐ St Joseph |

Amount Received: \$ _____ On: ____/____/202__

Received by: _____

☐ Cash

☐ Check # _____