

2018 MASS INTENTION FORM

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. At St. Catherine of Siena Parish, there are many requests for scheduling Mass intentions. As a way to allow as many St. Catherine Parishioners and friends as possible to schedule Masses, the following policies are put forth to help accomplish this goal. **Please complete this Form for Mass requests for the 2018 year ONLY!**

Please read the following guidelines carefully:

1. We will accept **no more than 12 intentions per household and no more than 3 (three) Sat. Vigil / Sunday intentions per registered household**. We pledge to fulfill these intentions here at St. Catherine during the 2018 year. If you request more than 12 (twelve) intentions, the additional intentions will be sent out to be fulfilled – no exceptions!
2. Requests will be honored on a ***first-come, first serve*** basis in the order in which this form is received at the Parish Office, beginning Monday June 12, 2017. Mass intention requests at other times during the year will be dealt with as most serious obligations, and we will make every effort to schedule them as soon as possible; however, we cannot guarantee that these Mass request will be celebrated immediately.
3. A \$10 stipend, as determined by Diocesan policy, is to accompany each Mass request.
4. **Please** note the following guidelines for Mass requests:
 - a. Mass intentions **cannot be scheduled** for the following days: ***Holy Family, Solemnity of Mary – The Holy Mother of God, Ash Wednesday, Holy Thursday, Good Friday, Holy Saturday, Easter Sunday, Memorial Day, Mother’s day, Solemnity of Corpus Christi, Fathers’ day, Pentecost, Assumption of our Blessed Virgin, The Immaculate Conception of the Blessed Virgin Mary, All Souls Day, All Saints Day, Thanksgiving Mass, and Christmas.***
 - b. Only one Mass request per Mass 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 people) as required by Canon Law and diocesan statute. At St. Catherine that Mass is always 10:00 a.m.
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***. If we move a request to a different date and or time, we will mail a copy of your form with the updates to you. PLEASE print your address CLEARLY!
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.
6. Lengthy intentions cannot be published in the Bulletin and will be edited for the sake of brevity. Since the purpose of publishing the intention in the Bulletin is to notify the family and friends of

the intentions, we suggest the omission of middle initials, titles, etc. Please indicate if the person for whom the Mass is requested is living or deceased.

7. Canon Law does not permit us to keep Mass intentions beyond those that we are able to schedule in a year's time.

Some intentions may have to be sent to the Diocesan Mission Office for distribution to other priests who will be able to celebrate these Masses more expeditiously.

PLEASE PRINT OR TYPE ALL INFORMATION CLEARLY!

Name of Person for Whom Mass is requested:

Date & Time:

1. _____ living/deceased Male/Female _____
2. _____ living/deceased Male/Female _____
3. _____ living/deceased Male/Female _____
4. _____ living/deceased Male/Female _____
5. _____ living/deceased Male/Female _____
6. _____ living/deceased Male/Female _____
7. _____ living/deceased Male/Female _____
8. _____ living/deceased Male/Female _____
9. _____ living/deceased Male/Female _____
10. _____ living/deceased Male/Female _____
11. _____ living/deceased Male/Female _____
12. _____ living/deceased Male/Female _____

PLEASE RETURN COMPLETED FORM ALONG WITH CASH, CHECK OR MONEY ORDER TO:
ST. CATHERINE OF SIENA c/o FRONT DESK, 1649 KINGSLEY AVE, ORANGE PARK FL 32073

*We will open the Mass book up to the public on
Thursday, November 2, to all remaining Masses.*

Name: _____

Address: _____

Phone: _____

For Office Use Only