

Mass Intention and Sanctuary Lamp Scheduling Procedure (Effective June 1, 2013)

On-Going Requests for Previously Deceased:

Mass Intentions and/or Sanctuary Lamp Memorials for a concurrent year cannot be requested until the 3rd quarter of the previous calendar year. This will allow time for the system to be set up with holidays/Holy Days and special Mass times associated with them. These requests are processed by the Parish Secretary.

Requests can only be made for the first 6 months of that year. Requests for the second 6 months of that year will only be accepted in June of that year and will be processed on a First-Come First-Serve Basis.

Any requests received prior to 3rd quarter for the first 6 months or June for the second 6 months will be disregarded.

We will do our best to accommodate your requests, but in the event the requested date is not available, we will schedule for the closest possible date.

Requests for Newly Deceased, Healing, or Special Intentions:

We will do our best to accommodate your requests, but in the event the requested date is not available, we will schedule for the closest possible date. Multiple requests for one individual should be limited to monthly or quarterly out of respect for your fellow parishioners.

General Intention Procedure:

The standard donation for a Mass Intention is \$10/intention and for a Sanctuary Lamp Memorial is \$5.00/wk. This should be paid at the time of scheduling but special arrangements can be made if you are unable to make it into the parish office.

A written confirmation will be provided to you by mail, email, or in person as specified by you at the time of your request. If requested, a Mass Intention card can be sent from the office to the person(s) you designate or we can give the card to you for mailing.

Special Masses are reserved "For the People of the Parish" and no other intentions will be scheduled for those particular Masses (these will most likely occur during Holy Week, Easter, Christmas, etc.).

May 2013

Approved: Fr. Carmen V. Malacari -

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