

MASS INTENTION REQUEST FORM



Please print all information clearly

Person Requesting Mass Intention

Name: _____ Phone #: _____
 (First) (Last)

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Church where you are registered: St. Theresa St. Christopher Other: _____

Mass Intention Request Policy

To insure consistent and fair opportunity for all desiring an intention for a loved one or event, we can schedule no more than 5 (five) weekend Masses per year from each donor or for an intention. Mass intentions are available during the week: Monday-Wednesday 8am at St. Theresa and Thursdays 8am at St. Christopher. Weekend Masses are Saturdays 4pm and Sundays 8am & 11am at St. Theresa and Sundays 9:30am at St. Christopher.

You are welcome to request a specific date and we will try to accommodate your request, however due to the volume of requests we receive, we can not guarantee that a Mass will be offered on a specific date. Requests can not be accommodated on Holy Days, ie, Christmas, Easter, New Year's Day or Eve and their vigils, etc.

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 you do not specify a date and location, you will be given the first available Mass time. Mass intentions are posted in the bulletin.

Requests are processed on a first-come, first-serve basis in the order in which the request is received at the Parish Office. Requests are processed on Mondays, Tuesdays and Wednesdays from 8:30am-12noon. Please allow at least two weeks for your request to be processed. Once your request has been processed you will receive a notice by mail or email.

If for any unforeseen circumstances a Mass cancellation occurs, the intention for the Mass will be rescheduled on the next available opening.

Normal offering per Mass: \$10.00 per weekday, \$25.00 per weekend, Sanctuary Candle: \$5.00. Please make checks payable to the church for which the request is made.

Requests in memory of a loved one or for a special intention for the Sanctuary Candle may be made for one weeks time beginning on Sunday and ending on Saturday. The name will be published in the bulletin so that your intention can be prayed for by everyone during that time. To insure consistent and fair opportunity for all desiring an intention for a loved one or event, we can schedule no more than 5 (five) per year from each donor or for an intention.

Person / Intention for which Mass is to be offered

Please indicate the date, time and location you prefer here. We will try our best to accommodate your request. If you do not specify a date and location, you will be given the first available Mass time.

Name: _____

Circle ALL that apply: Deceased Living Anniversary Birthday

Mass requested by: _____

Date Preferred: _____ Time Preferred: _____

Church Preferred: _____

Sanctuary Candle and Additional Mass Requests

Please print all information clearly

Person / Intention for which Mass is to be offered

Name: _____

Circle ALL that apply: Deceased Living Anniversary Birthday

Mass requested by: _____

Date Preferred: _____ Time Preferred: _____

Church Preferred: _____

Person / Intention for which Mass is to be offered

Name: _____

Circle ALL that apply: Deceased Living Anniversary Birthday

Mass requested by: _____

Date Preferred: _____ Time Preferred: _____

Church Preferred: _____

Person / Intention for which Mass is to be offered

Name: _____

Circle ALL that apply: Deceased Living Anniversary Birthday

Mass requested by: _____

Date Preferred: _____ Time Preferred: _____

Church Preferred: _____

Person / Intention for Sanctuary Candle

Please indicate the date and location you prefer here. We will try our best to accommodate your request. If you do not specify a date and location, you will be given the first available week.

Name: _____

Date Preferred: _____ Church Preferred: _____

Person / Intention for Sanctuary Candle

Name: _____

Date Preferred: _____ Church Preferred: _____

For Office Use Only

Received: _____ Entered: _____ Donation: \$ _____ Check #: _____ Notice Sent: _____