

# Mass Intention Policies

## Saint Patrick Parish, Carlisle, Pennsylvania

### Fall 2013

The practice of requesting a Mass to be offered for loved ones, living or deceased, is a beautiful and meaningful part of our Catholic tradition. In our Catholic Parish, there are many requests for scheduling such Mass intentions. The following policies are now being implemented in order to accommodate the numerous Mass requests in a reasonable and fair manner.

Please read the following guidelines carefully:

1. We ask that you request **no more than 5 (five)** intentions per year from each individual. Additional Masses may be requested, however, they may be sent out of the parish to be celebrated elsewhere by another priest(s).
2. Masses may only be scheduled 6 months in advance from date of request.
3. Requests will be honored on a *first-come, first-serve* basis in the order in which the request is received at the Parish Office.
4. A \$10 stipend, as determined by diocesan policy, is to accompany each Mass request.
5. **No** Mass request will be taken over the telephone at the Parish Office. Requests for Mass intentions may be requested in person in the Parish Office; or mailed into the Parish Office. A request form is available on the parish website [www.saintpatrickchurch.org](http://www.saintpatrickchurch.org) Please log onto the website and select the Mass Intention Request Form from the dropdown menu under SACRAMENTS print out the form and mail it into the Parish Office.
6. Please note the following guidelines for Mass requests:
  - Mass intentions may be requested for Sundays, most holidays and weekdays throughout the year.
  - Mass intentions cannot be scheduled for Christmas or Easter. These Masses will be celebrated for the general intentions of our parishioners.
  - 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.
7. 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.*
8. Lengthy intention listings cannot be published in the Bulletin and must 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 intention, we suggest the omission of middle initials, titles, etc. Please indicate if the person for whom the Mass is requested is living or deceased.
9. Canon Law does not permit us to keep Mass intentions beyond those that we are able to schedule in a year’s time. Consequently, some intentions may have to be sent to the Office of the Propagation of the Faith for distribution to other priests who will be able to celebrate these Masses.

\*Please see the Mass Intention Form on the Website at [www.saintpatrickchurch.org](http://www.saintpatrickchurch.org)