

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 Saint Paul Cathedral Parish, there are many requests for scheduling Mass intentions. As a way to allow as many Cathedral 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 5 (five) intentions per household** and **no more than 2 (two) Sunday intentions per registered household**. We pledge to fulfill these intentions here at the Cathedral during the 2018 year. If you request more than 5 (five) intentions, the additional intentions will be sent out to be fulfilled--**no exceptions!**
2. Requests will be honored in the order the form is received at the Parish Office, beginning Monday October 9, 2017.
3. A \$10 stipend, as determined by Diocesan policy, is to accompany each Mass request.
4. **No** other Mass requests for 2018 will be taken by phone or visit until all forms have been entered. Individual Mass requests will begin on Monday, December 4, 2017.
5. **Please** note the following guidelines for Mass requests:
 - a. Mass intentions **cannot be scheduled** for the following days: ***Holy Thursday, Holy Saturday, Easter Sunday, Christmas, and All Souls Day***. These Mass intentions will be for the general intentions of our priests and parishioners.
 - b. Only one Mass request per priest 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.
6. 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**. We will do the best we can to keep the intentions close to the date requested. 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.
7. Please print names clearly and legibly so that we can enter the names correctly. 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.

Received Number: _____

8. 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.
9. If you are anticipating a special family event in 2018, for example, a silver or golden wedding anniversary or birthday and want to schedule a Mass for the celebration, please complete this form as well.



PLEASE PRINT OR TYPE ALL INFORMATION CLEARLY!

Name of Person for Whom Mass is Requested:

Day, Date and & Time:

- | | | |
|----------|-----------------|-------|
| 1. _____ | living/deceased | _____ |
| 2. _____ | living/deceased | _____ |
| 3. _____ | living/deceased | _____ |
| 4. _____ | living/deceased | _____ |
| 5. _____ | living/deceased | _____ |

PLEASE RETURN COMPLETED FORM ALONG WITH CASH, CHECK OR MONEY ORDER TO:
ST PAUL CATHEDRAL c/o CHRISTINE RAIZIN, 108 NORTH DITHRIDGE STREET, PITTSBURGH PA 15213
We will open the Mass book up to the public on Monday, December 4, to all remaining Masses.

Name: _____

Address: _____

Phone: _____

<p><u>For Office Use Only</u></p>
