

# St. Mary's Catholic Church Mass Intention Request Form



(Effective November 29, 2021)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

**BEFORE COMPLETING THE FORM, READ OUR PARISH MASS REQUEST POLICY BELOW. PLEASE PRINT ALL INFORMATION CLEARLY.**

- To request a Mass intention, complete this form in paper or electronically. Call/stop by the church office to complete the request in paper. You may also complete it electronically on our parish website ([stmarysjc.org](http://stmarysjc.org)) under the "Connect" tab or send it by email to [church.secretary@stmarysjc.org](mailto:church.secretary@stmarysjc.org).
- Donations are optional but accepted and could be:
  - Dropped in the collection basket in an envelope labeled "Mass Intention Donation" and include the name of the person for whom the Mass is being offered and requesting person's name/phone number.
  - Brought to the church office or dropped in the after-hours drop box to the left of the office door (include the information mentioned in the previous bullet).
  - Sent by regular mail to 2211 East Lakeview Drive, Johnson City, TN 37615 (include the information mentioned in the first bullet).
  - Given online through *WeShare*. Specify in the comment line that it is for a Mass intention and for whom. *WeShare* can be accessed through our parish website ([stmarysjc.org](http://stmarysjc.org)) by clicking the "Give" tab.
- Being such a large parish, our Mass intention book tends to fill up quickly. **A limit of 2 Masses per form and one form per week (after 7 days)** has been set to give more people the opportunity to request Masses. **Non-parishioners can only request 1 intention per week.**
- Multiple requests for weekend obligation or holy day Masses CANNOT be made in the same request form, even if they are on two non-consecutive weekends, holy days, or months apart.
- Church secretary or representative will call to confirm the requests. If the dates requested are not available, we will choose the closest open date.
- Mass cards for the "Repose of the Soul" (for a deceased person) or "For Your Intentions" (for a living person) are available. The church office will send them on your behalf if you request them by phone, email, or in person.
- For each request, if the intention is for individuals, specify if living or deceased. If you want a Mass card to be sent, also provide the name and address of the person receiving it.

	Mass Intention	Living/ Deceased	Requested By	Date	Time	Donation Given Online? * YES or NO	Office Use
1.							
2.							

\* You can give your donation through our parish website: [stmarysjc.org](http://stmarysjc.org).

OFFICE USE ONLY		
Person Receiving Mass Card	Mailing Address	
1.		
2.		
Received by: _____ Date Received: _____ Amount _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check Check # _____ Receipt # _____		