

St. Mary Catholic Parish
Mass Intention Request Form

(Effective December 2, 2019)

PLEASE, read request policy before completing this form and print all information clearly.

Name: _____

Date: ____ / ____ / ____

Address: _____

Phone Number: _____

Signature: _____

For each request, if the intention is for individuals, please specify if living or deceased. Also, if you would like for a Mass card to be sent, please notify the church office by phone, email, or in person.

Mass Intention	Living/ Deceased	Requested By	Date	Time	Donation Given Online? Yes or No	Office Use
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

St. Mary Catholic Parish

Mass Intention Request Policy

(Effective December 2, 2019)

- To request a Mass intention, please complete the *Mass Intention Request* form (paper or electronic). The form is available on our parish website(stmarysjc.org). You may also send an email to church.secretary@stmarysjc.org , or call or stop by the church office to complete the request.
- Donations are optional but accepted and could be:
 - Brought to the church office.
 - Dropped in the offertory basket (in an envelope labeled “Mass Intention Donation.” Please include the name of the person for whom the Mass is being offered and requesting person’s name/phone number).
 - Sent by regular mail (include the information mentioned in the previous bullet).
 - Given online through *WeShare*. Please specify in the memo/note line that it is for a Mass intention and for whom. The *WeShare* link is available in our parish website (stmarysjc.org) under the “Give” option.
- Being such a large parish, our Mass intention book tends to fill up quickly. **A limit of 10 masses per form and one form per week** has been set to give more people the opportunity to request Masses. **Masses phoned in are limited to 3** due to the volume of calls sometimes coming into the church office.
- Multiple requests for weekend 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 you request are already filled, we will choose the closest open date available.
- 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.

Office Use Only		
	Person Receiving Mass Card	Mailing Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Received by: _____ Date Received: _____ Cash _____ Check _____ Check # _____ Receipt # _____