

## Mary, Mother of Hope Parish 2016 Mass Intention Request Guidelines

Practice of requesting a Mass to be offered for loved ones, living or deceased, is a beautiful part of Catholic tradition. To allow as many parishioners of Mary, Mother of Hope Parish to schedule Masses for the year 2016, the following policies are announced. Please read the guidelines carefully.

Fill out the form and return it through the church collection basket or through the mail. After January 1<sup>st</sup> additional Mass requests for 2016 will be taken through the mail or at the office. No requests will be taken over the phone.

Requests for a Mass for a 25<sup>th</sup>, 40<sup>th</sup> or 50<sup>th</sup> Wedding Anniversary will be scheduled first. Please mark Anniversary Mass on your envelope. \$10 stipend is required.

Requests will be scheduled on a first-come first-serve basis, as they arrive in the office.

A \$10 stipend, as determined by diocesan policy, is to accompany each Mass Intention. A \$25 fee for a Tabernacle Lamp is required if you request one.

We will do our best to Schedule two Masses – 1 weekend and 1 weekday Mass on or close to the date requested. (If preferred 2 weekday Masses can be scheduled)

**Only one request form per person will be accepted at this time.**

The following dates are unavailable for scheduling Masses: Holy Thursday, Easter & Christmas Masses.

Please fill out the form on the reverse side and return it with your stipend check either through the parish collection basket or through the mail.

**Please enclose a self-addressed stamped envelope so that your confirmation/receipt will be mailed back to you. This is the only way we can confirm the scheduling of your Masses. We will not call you to determine dates. Alternate dates, if necessary, will be written on your receipt.**

Please Note: Mary, Mother of Hope Parish intends to fulfill these requests for Mass intentions. However, in light of Envisioning Ministry for the Future in the Diocese of Pittsburgh, it may be necessary to change the date or times of Masses. We will make every effort to honor your request, but Mary, Mother of Hope the right to change intentions (if possible, with notification of family) as necessary.

Mary, Mother of Hope Parish

2016 Mass Intention Request Form

Mass Intention \$10.00 each Tabernacle Lamp \$25.00

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

Weekend Mass

Office use only

Intention: \_\_\_\_\_

Cash \_\_\_\_\_

Requested by: \_\_\_\_\_

Check # \_\_\_\_\_

Date: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

Scheduled Date

Weekend Time of Mass:

\_\_\_\_\_

8:00 a.m. \_\_\_\_\_

11:30 a.m. \_\_\_\_\_

Weekday Mass

Office use only

Intention: \_\_\_\_\_

Cash \_\_\_\_\_

Requested by: \_\_\_\_\_

Check # \_\_\_\_\_

Date: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

Scheduled Date

Weekday Time of Mass:

\_\_\_\_\_

Wednesday & Friday: 7:00 a.m. \_\_\_\_\_ Monday – Friday during Lent: Noon \_\_\_\_\_

Tabernacle Lamp

Office use only

Intention: \_\_\_\_\_

Cash \_\_\_\_\_

Requested by: \_\_\_\_\_

Check # \_\_\_\_\_

Date: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_

Scheduled Date

Church \_\_\_\_\_ Chapel \_\_\_\_\_

\_\_\_\_\_

Please make checks payable to Mary, Mother of Hope Parish.

Please enclose a self-addressed envelope if you would like confirmation/receipt.

Mary, Mother of Hope Parish ♦124 N. Beaver Street ♦New Castle, PA 16101