

Guidelines for Scheduling Mass Intentions

Saint Mary Church of the Assumption, Waco, TX

1. **Requests in writing:** All Mass Intention requests are requested to be in writing.
2. **Stipend:** A \$5 stipend, as determined by Diocesan policy, is to accompany each Mass request. Please make check payable to Saint Mary Church of the Assumption. Payment, along with request form, can be dropped in the collection basket, in person, or mailed to the church office at: 1401 Washington Ave., Waco, TX 76701
3. **Quantity Limits on Mass intentions:** Due to limited availability, only one (1) Saturday Mass intention will be allowed per family per year. A total of five (5) Mass requests will be accepted from each requesting person on any one occasion. Please prioritize your designated five (5) Masses. Additional Mass intentions will be accepted, but these will remain unscheduled until the next year(s) when dates are available. Also, only five (5) Mass intentions may be requested for an individual in any particular year. Additional Mass requests can be accepted by the parish but will remain unscheduled until the next year(s) when dates are available.
4. **Moving intentions calendar:** The parish uses a moving calendar to schedule Mass intentions no more than one year in advance. For example, on January 1st Mass intentions can be scheduled through December 31st of the current year. Each 1st day of the month an additional month is opened at the end of the intentions calendar for new Mass intentions. For example, on February 1st, the following month of January becomes available for scheduling and on March 1st, the following month of February becomes available and so on.
5. **Order of Requests:** Mass intention requests will be honored in the order which the Mass intention request was received with payment, in the office (no exceptions). Mass intentions will be published each week in the Sunday bulletin and mentioned at the Mass when it is offered.
6. **Pro Populo Masses:** Mass intentions will not be scheduled for *Christmas Eve*, *Holy Thursday (Mass of the Lord's Supper)* or the *Easter Vigil*. These Masses will be celebrated for the intentions of our "Living and Deceased" parishioners. Please note also that one Mass every Sunday and every Holy Day of Obligation must be scheduled for the intentions of our "Living and Deceased" parishioners. The Mass is known as "Pro Populo" (for the people) as required by Canon Law (Canon 534). Only one intention will be scheduled for each Mass.
7. **Predetermined and specific intentions:** Some Mass intentions are established by the pastor for particular reasons and occasions. Mass Intention spaces ought to be available for families who experience a loss and want to schedule a Month's Mind Mass for their loved one during the year. In addition, there are pre-determined days/dates where specific Mass intentions are scheduled: (e.g., All Souls' Day, Veteran's Day, Memorial Mass, Mother's Day, Father's Day, etc.).
 - a. The intention for All Souls' Day Mass is a general intention for all the deceased mentioned on the All Souls' envelopes.

- b. The intentions for Mothers' Day and Fathers' Day are also general intentions for all mothers or fathers respectively.
 - c. The intention for Veteran's Day is for all veterans and the intention for Memorial Day is for all deceased veterans.
 - d. Occasionally, Mass intentions will also be offered up for "unforeseen national tragedies."
8. If you are anticipating a special family event such as a silver or golden wedding anniversary and want to schedule a Mass Intention for the celebration, please complete the form, with payment, and submit to the office (1) one year in advance so that you can have your designated date.
9. Canon Law (**Canon 953**) does not permit a priest to keep Mass Intentions beyond those scheduled in one calendar year. There are several options available for unfulfilled Mass intentions. A listing of these options is available from the parish staff. There will be no rollovers.
10. We ask that you read these guidelines carefully and keep a copy for future reference. Canon Law plus the above mentioned guidelines will ensure Masses are offered for all of the beloved souls of Saint Mary's Parish. Thank you for your cooperation.

Mass Request Form

Please print or type all information

If the date/time you request is taken, you will be given the closest date/time available.
If no date/time preference, leave the space blank and the mass will be scheduled on an open date.

<u>Intention Name</u>	<u>Requested By</u>	<u>Date/Time Preferred</u>
1. _____ Type of Intention: <input type="checkbox"/> Death Anniv. <input type="checkbox"/> Birth Rem. <input type="checkbox"/> Wedding Anniv. <input type="checkbox"/> Health	_____	_____
2. _____ Type of Intention: <input type="checkbox"/> Death Anniv. <input type="checkbox"/> Birth Rem. <input type="checkbox"/> Wedding Anniv. <input type="checkbox"/> Health	_____	_____
3. _____ Type of Intention: <input type="checkbox"/> Death Anniv. <input type="checkbox"/> Birth Rem. <input type="checkbox"/> Wedding Anniv. <input type="checkbox"/> Health	_____	_____
4. _____ Type of Intention: <input type="checkbox"/> Death Anniv. <input type="checkbox"/> Birth Rem. <input type="checkbox"/> Wedding Anniv. <input type="checkbox"/> Health	_____	_____
5. _____ Type of Intention: <input type="checkbox"/> Death Anniv. <input type="checkbox"/> Birth Rem. <input type="checkbox"/> Wedding Anniv. <input type="checkbox"/> Health	_____	_____

- *If requesting a Sunday Mass, please indicate a mass time preference, 8:00am or 10:30am*
- *Due to limited availability, only one Saturday Mass Request per family per year will be permitted.*
- *If scheduling a weekday Mass, please remember the daily Mass Schedule: Tuesdays and Thursdays at 7:30 am; Wednesdays and Fridays at 5:15 pm*

Donor's Name: _____

Address: _____

Phone Number: _____

PLEASE RETURN THE COMPLETED FORM TOGETHER WITH STIPENDS (\$5 per intention)

To: Saint Mary Church of the Assumption, 1401 Washington Avenue, Waco, TX 76701

*Questions? Please contact the Parish Office: 254-753-0146
If you need a form, please call and we will send you one.*

FOR OFFICE USE ONLY

Amount Enclosed: _____

Cash or Check #: _____

Date Received: _____

Recorded in Book _____