



# Sacred Heart Parish

## Mass Intention Policy: November 2014

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. In our Catholic Parish, there are many requests for scheduling such Mass intentions. As a way to allow as many parishioners and friends as possible to schedule Masses, the following policies are put forth to help accomplish this goal.

Please read the following guidelines carefully:

1. We will accept no more than 5 (five) intentions per year from each donor. We pledge to fulfill these intentions here at Sacred Heart during the current fiscal year.
2. Requests will be honored on a first-come, first-serve basis in the order in which the form is received at the Parish Office.
3. A \$10 stipend, as determined by diocesan policy, is to accompany each Mass request.
4. No Mass request will be taken over the telephone at the Parish Office.
5. Please note the following guidelines for Mass requests:
  - Mass intentions may be requested for Sundays, most holidays, and weekdays throughout the year.
  - Mass intentions cannot be scheduled for the three days of the Sacred Triduum: Holy Thursday, Good Friday or Holy Saturday. Mass intentions will not be accepted: Christmas, Easter, Mothers' Day, Fathers' Day and All Souls Day. These Mass intentions will be for the general intentions of our priests and parishioners.

- Only one Mass request per priest may be scheduled per day.
  - One Mass every Sunday and holiday 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. If we move a request to a different date and or time, we will email or send you a copy of your form with the updates. PLEASE print CLEARLY!
  7. Lengthy listings cannot be published in the Bulletin and must 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 intention, we suggest the omission of middle initials, titles, etc.
  8. IMPORTANT: Please indicate if the person whom the mass is being offered is **living or deceased**.
  9. Mass Intentions will not be rescheduled if a verbal announcement was not heard during Mass. The priest is under the strict obligation to remember the person for whom the Mass is being offered and it is presumed that the priest will offer the Mass as requested. The intention is a spiritual act and its verbal publication neither adds nor subtracts from its validity.
  10. 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.
  11. If you are anticipating a special family event during this fiscal year, for example, a silver or golden wedding anniversary and want to schedule a Mass for the celebration, please complete the form as well.

PLEASE COMPLETE THE FORM BELOW AND EMAIL OR SEND TO US

PLEASE PRINT OR TYPE ALL INFORMATION

1. Name of Person \_\_\_\_\_

CIRCLE ONE: Living or Deceased

Mass Date and Time \_\_\_\_\_

2. Name of Person \_\_\_\_\_

CIRCLE ONE: Living or Deceased

Mass Date and Time \_\_\_\_\_

3. Name of Person \_\_\_\_\_

CIRCLE ONE: Living or Deceased

Mass Date and Time \_\_\_\_\_

4. Name of Person \_\_\_\_\_

CIRCLE ONE: Living or Deceased

Mass Date and Time \_\_\_\_\_

5. Name of Person \_\_\_\_\_

CIRCLE ONE: Living or Deceased

Mass Date and Time \_\_\_\_\_

YOUR NAME \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

YOUR EMAIL ADDRESS \_\_\_\_\_

SEE BELOW FOR MASS TIMES

Mass Times: Mon – Fri 9:00 AM  
Saturday 5:00 PM  
Sunday 9:00 AM and 11:30 AM  
Holy Day Vigil 5:30 PM – Holy Day 9:00 AM  
(See Exceptions above)

Address Sacred Heart Parish  
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Wasilla, Alaska 99654  
Email [diane@sacredheartwasilla.org](mailto:diane@sacredheartwasilla.org)