

# Church of the Holy Spirit

## Mass Intention Request Policy for 2018 Mass Register

### Beginning June 28, 2017

Requesting a Mass to be offered for our loved one, living or deceased, is a wonderful and meaningful part of our Catholic tradition. We may also wish to offer a Mass for *In Thanksgiving for prayers answered*, or for the intention of another person in celebration of a birthday, or anniversary, or for someone who is struggling with a serious illness. At Church of the Holy Spirit, we are receiving many requests for scheduling Mass intentions. As a way to allow as many Holy Spirit parishioners and family friends as possible the opportunity to schedule Mass Intentions on their special date, the following policy has been established to help accomplish this goal.

**Please read the Mass Intention Policy carefully before completing a Mass intention request form:** No more than 4 weekday intentions per household and no more than 2 weekend intentions per household may be scheduled for the calendar year. This will ensure that as many people as possible will be able to schedule Mass Intentions for their loved ones.

### **Beginning Wednesday, June 28, 2017**

2018 Mass Intention requests will be honored on a first-come, first-serve basis in which the Mass Intention request form is received at the parish office. The 2018 Mass register will open June 28, 2017, 9:00 a.m. If you would like to schedule Masses for 2018 on opening day of the 2018 Mass register, please bring a completed 2018 Mass Intention request form with you on Wednesday, June 28, 2017.

2018 Mass Intention request forms received on opening day (June 28) will be honored on a first-come, first serve basis and these requests will be processed within one week. For your convenience, you will not need to wait for your Mass Intention requests to be processed on opening day. The parish office will notify you if any of your alternative dates are scheduled. 2018 Mass Intention Request forms received prior to June 28, 2017, will be processed after all in-person requests received on opening day of the 2018 Mass register.

A \$10 offering per Mass, as determined by Diocesan policy, is requested.

**We are unable to take Mass intention requests over the phone:** Mass Intentions request forms may be brought in person to the parish office, mailed to the parish office, or deposited into the offertory collection basket. Please be sure to mark the envelope: Mass Intention requests. A Mass Intention request form is available on the parish website ([www.holyspirit-tempe-az.org](http://www.holyspirit-tempe-az.org)). Log onto the parish website and select *download forms*; print out the request form and return it to the parish office along with your Mass offering(s). Mass Intention request forms are also available in the parish office.

### ***Some guidelines to keep in mind when submitting your 2018 Mass Intention request form:***

1. Reminder: Only one name per intention. (exceptions example: Tom and Mary Smith; Smith and Jones Families)
2. Please indicate if the individual for whom the Mass is requested is living or deceased.
3. One Mass every Sunday must be scheduled for the intentions of our Holy Spirit Parishioners. "Pro Populo" (For the People) as required by Canon Law and diocesan policy.
4. If requested date is not available, the Mass Intention will be scheduled on the alternative date you have submitted. If the alternative date is not available, the Mass Intention will then be scheduled on the next closest date/time and *you will be notified of that scheduled date.*
5. If for some reason the Mass will need to be rescheduled or canceled, the parish office will contact you to reschedule the Mass Intention. Please be sure to print your name and phone number CLEARLY on the Mass request form.
6. Mass cards are available at no charge.

*Thank you for your understanding regarding the Mass Intention request policy for 2018.*

# 2018 Mass Intention Request Form

PLEASE PRINT CLEARLY.

PARISH OFFICE USE:  
Offering Received  
Amount: \_\_\_\_\_ CASH CK  
Recorded by: \_\_\_\_\_  
Last name initial of individual  
requesting: \_\_\_\_\_

**Parish Mass Intention Request Policy:** No more than *4 weekday intentions per household* and *no more than 2 Saturday/Sunday intentions per household*. This will ensure that as many people as possible will be able to schedule Mass Intentions for their loved ones. Thank you.

## Name of person for whom Mass is requested:

**SATURDAY/SUNDAY #1** Intention for: \_\_\_\_\_ living/deceased  
Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternative **SAT./SUN.** day, date & time: \_\_\_\_\_

**SATURDAY/SUNDAY #2** Intention for: \_\_\_\_\_ living/deceased  
Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternative **SAT./SUN.** day, date & time: \_\_\_\_\_

**WEEKDAY #1** Intention for: \_\_\_\_\_ living/deceased  
Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternative **WEEKDAY**, day, date & time: \_\_\_\_\_

**WEEKDAY #2** Intention for: \_\_\_\_\_ living/deceased  
Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternative **WEEKDAY**, day, date & time: \_\_\_\_\_

**WEEKDAY #3** Intention for: \_\_\_\_\_ living/deceased  
Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternative **WEEKDAY**, day, date & time: \_\_\_\_\_

**WEEKDAY #4** Intention for: \_\_\_\_\_ living/deceased  
Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternative **WEEKDAY**, day, date & time: \_\_\_\_\_

**Please return completed form along with Mass offering(s) to the Parish Office.**

**\$10 offering per Mass/cash/check/money order to:  
Church of the Holy Spirit, 1800 E. Libra Drive, Tempe, AZ 85283**

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_