



# MASS INTENTIONS

## REQUEST PROCEDURES

For each 4-month period, a household is allowed to request 2 Masses. You can schedule **1 weekday and 1 weekend Mass or 2 weekday Masses**. If you are looking to schedule multiple people, please consider combining family members.

Each household is allowed a **total** of 6 Masses per year.

### DATE Mass Book OPENS For Requested Months

Watch the bulletin, website, and pulpit announcements for dates when Mass Book will Open

#### Example:

10/16/20 "Betty Lou Who" can request 1 daily Mass and 1 Weekend Mass or 2 daily Masses.

3/30/21 "Betty Lou Who" can request 1 daily Mass and 1 Weekend Mass or 2 daily Masses

7/27/21 "Betty Lou Who" can request 1 daily Mass and 1 Weekend Mass or 2 daily Masses

#### Guidelines:

- **Mail-in request** – Use the form below. Send in your request with your offering so on the day the book opens we can schedule your Mass(es). **NOTE: Mail-in requests cannot be accepted without payment.** Please be sure to include your phone number so we may reach you if we should have any questions.
- **Place offerings for Mass Intentions in the Collection basket at Mass** – Use the information form below to leave the necessary information for the intention.

**Please NOTE:** We are able to answer questions by phone, however we cannot reserve a slot for an intention until we have received payment either by mail or by envelop in the Collection basket at Mass.

Thank you for your cooperation during this ever-changing time! Please contact us with questions or concerns at [rholycross@dor.org](mailto:rholycross@dor.org) or you may call the parish office and leave a message at 663-2244.

#### Offerings for the Bread & Wine or Sanctuary Candle

You can request these throughout the year. The offering is \$15 for either Bread & Wine combined, or the Sanctuary Candle. These requests must be submitted in writing with check or cash payment. Please include the following information: Person to be memorialized, your name, phone number and the date requested. If you would like an acknowledgment sent, please include the name and address of the recipient for the card.

### Complete the Information Form below to Request Mass Intention(s)

<p>Intention for: _____</p> <p><input type="checkbox"/> Living    <input type="checkbox"/> Deceased    <i>Please check one.</i></p> <p>Requested By: _____</p> <p>Your phone number: _____</p> <p>Requested Date _____ Time _____</p> <p><i>We cannot guarantee the requested date/time will be available. We will call you if there should be a conflict.</i></p> <p><input type="checkbox"/> I want the family of the deceased to choose the date.</p> <p>_____ Name of person to whom a card of acknowledgment should be sent.</p> <p>Address _____</p> <p>City _____ State _____ Zip Code _____</p> <p><b>FOR OFFICE USE ONLY</b> Date Request Received: _____</p> <p>Offering Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check# _____</p>	<p>Intention for: _____</p> <p><input type="checkbox"/> Living    <input type="checkbox"/> Deceased    <i>Please check one.</i></p> <p>Requested By: _____</p> <p>Your phone number: _____</p> <p>Requested Date _____ Time _____</p> <p><i>We cannot guarantee the requested date/time will be available. We will call you if there should be a conflict.</i></p> <p><input type="checkbox"/> I want the family of the deceased to choose the date.</p> <p>_____ Name of person to whom a card of acknowledgment should be sent.</p> <p>Address _____</p> <p>City _____ State _____ Zip Code _____</p> <p><b>FOR OFFICE USE ONLY</b> Date Request Received: _____</p> <p>Offering Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check# _____</p>
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