



Mass Intention Request Form

Instructions: Please complete one form for each Mass Intention you are requesting. Guidelines for scheduling a Mass Intention are on the back of this form.

This Mass Intention is for (individual or family): _____

Is the intention for a person who is living? _____ **deceased?** _____

Name of individual requesting the Mass: _____

Contact person's name: _____ **Phone:** _____

Mailing address: _____

Requested date of Mass: _____

Please note if the intention is for a special occasion such as an anniversary: _____

If we cannot schedule your 1st, 2nd or 3rd choice, we will schedule the next available Mass. Our Mass Intentions schedule is booked for nearly a year in advance. Please call the office if you would like to check the availability of date(s) at (989) 463-5370. Thank you!

The stipend for a Mass intention, as determined by Diocesan policy, is \$10. However, no one will be denied a Mass Intention because of inability to pay. Simply check here _____ if unable to donate anything.

Please return completed form along with cash or check to:

Nativity of the Lord Church, Attn: Mass Intentions 510 Prospect Ave Alma MI 48801

For Office Use Only:

Date Received _____

Mass Intention No. _____

Assigned Date of Mass _____

Assigned Time of Mass _____

Donation Received: Cash _____ *Check #* _____

Confirmation Sent to Contact Person by (circle one) mail email phone in person on _____
(date)

Mass Intention Guidelines for Nativity of the Lord Parish

The practice of requesting a Mass to be offered for a loved one -- living or deceased -- is a beautiful and wonderful part of our Catholic tradition. At Nativity of the Lord Parish, we receive many requests for scheduling Mass Intentions. As a way to allow as many parishioners and friends as possible to schedule Masses, the following guidelines are put forth.

1. Nativity of the Lord Church will accept requests for Mass Intentions on a first-come, first-served basis in the order in which the Mass Intention Request Form is received in the Parish Office. The form — on the back of this page — may be dropped off or mailed in. Also, you may fill out the form in person in the office.
2. We will accept no more than 12 intentions per household per year to enable as many parishioners and friends as possible to schedule Mass Intentions.
3. We will schedule Mass Intentions no more than a year in advance. (The Catholic Church's Canon Law requires us to fulfill intentions within a year.)
4. A \$10 stipend, as determined by Diocesan policy, is to accompany each Mass request. However, no one will be denied a Mass Intention because of inability to pay. Simply note this on Mass Intentions Request Form.
6. Mass Intentions will not be scheduled for Holy Thursday (Mass of the Lord's Supper) or for Easter Masses, Christmas Masses, Mother's Day or Father's Day. These Masses will be celebrated "for the Living and Deceased members of Nativity of the Lord Parish."
7. One Mass every Weekend and Holy Day must be scheduled "for the living and deceased members of Nativity of the Lord Parish." The Mass is known as "Pro Populo" (For the People) as required by Canon Law and diocesan statute.
8. We will do our best to fulfill your Mass Intention request. If we cannot do so, we will schedule the intention as close to the requested date and time as possible. We will verify the date of the Mass Intention via mail, email or phone. PLEASE print your contact information CLEARLY! If we must cancel a Mass that is already scheduled, we will attempt to contact you about when it's been rescheduled.
9. Lengthy intentions cannot be published in the bulletin and will be edited for the sake of brevity.
10. 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 as well.