



# Holy Family Parish

## 2021 Mass Intention Guidelines

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. At Holy Family Parish, there are many requests for scheduling Mass intentions. As a way to allow as many of our registered parishioners as possible to schedule Masses, as well as to remember the recently departed, the following policies have been implemented to accomplish this goal.

1. Mass intentions for 2021 will be accepted beginning on November 1, 2020.
2. We will accept no more than 4 (four) intentions per family, with no more than 2 (two) of these intentions being scheduled for a weekend Mass.
3. Due to the fact that several Mass stipends have not been received, we will not be able to reserve a Mass intention without a stipend of \$15.00.
4. Mass intentions cannot be reserved when the Mass intentions book is not available. In order to reserve a Mass, you will need to complete the Mass intentions form and place it into the collection basket, mail it in, or stop into the Parish office during regular business hours.
  - A. Homebound parishioners may send their Mass intention requests via mail, and will be processed once we receive it.
4. On many weekends and holidays, one Mass will be scheduled “For Parishioners and their intentions”.
5. All Mass requests will need to be scheduled each year through the Parish office, as we will no longer accept annual Mass intention requests, or pre-payments for years in advance.
6. Mass requests will be scheduled as close to the requested date/time as possible. If your requested date/time is not available, the closest Mass date/time will be scheduled. If you wish to change a date/time of a scheduled Mass, please contact the Parish office. Please note, Masses may need to be rescheduled due to unforeseen circumstances; we will contact you directly if this were to occur.
7. Once your Mass requests have been processed, we will send back your request form which will indicate the confirmed dates/times of your Mass intentions.

We are all reminded by the Eucharistic prayers that every Mass is for all of us and our loved ones who have died, as we are all part of the communion of Saints. Please realize we will do our best to honor your requested dates. The graces merited for your intentions are the same regardless of the dates and times. We thank you in advance for your understanding, charity, flexibility and cooperation in our efforts to serve the needs of our parish as compassionately and efficiently as possible.

**Holy Family Parish**  
106 S. Main St.  
Albion, NY 14411  
(585) 589-4243



**Parish Office Hours**  
Monday - Thursday : 9:00am - 3:00pm  
Friday : 9:00am - Noon

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## 2021 MASS INTENTION REQUEST FORM

Please note, this completed form will be utilized when inputting the information for the confirmed Mass requests, including the information which will appear in the bulletin. Please assure names are spelled correctly, indicate any special events (birthday, anniversary, etc.), and specify how you would like the "requested by" information to appear in the bulletin: (i.e. "by family", "by wife", your name(s), etc.).

Your Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

### 1st Mass Request

Mass intention for: \_\_\_\_\_  Living  Deceased

Requested by: \_\_\_\_\_  No specific date  Double Intention OK?

Preferred date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternative date: \_\_\_\_\_ Time: \_\_\_\_\_

OFFICE USE ONLY: Scheduled date/time for this intention = \_\_\_\_\_

### 2nd Mass Request

Mass intention for: \_\_\_\_\_  Living  Deceased

Requested by: \_\_\_\_\_  No specific date  Double Intention OK?

Preferred date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternative date: \_\_\_\_\_ Time: \_\_\_\_\_

OFFICE USE ONLY: Scheduled date/time for this intention = \_\_\_\_\_

### 3rd Mass Request

Mass intention for: \_\_\_\_\_  Living  Deceased

Requested by: \_\_\_\_\_  No specific date  Double Intention OK?

Preferred date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternative date: \_\_\_\_\_ Time: \_\_\_\_\_

OFFICE USE ONLY: Scheduled date/time for this intention = \_\_\_\_\_

### 4th Mass Request

Mass intention for: \_\_\_\_\_  Living  Deceased

Requested by: \_\_\_\_\_  No specific date  Double Intention OK?

Preferred date: \_\_\_\_\_ Time: \_\_\_\_\_ Alternative date: \_\_\_\_\_ Time: \_\_\_\_\_

OFFICE USE ONLY: Scheduled date/time for this intention = \_\_\_\_\_

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Total Amount of Donation Received: \_\_\_\_\_  Cash  Check # \_\_\_\_\_

Date received: \_\_\_\_\_ Processed by: \_\_\_\_\_ Confirmation of scheduled Masses sent on: \_\_\_\_\_