

2020 Guidelines for Scheduling Mass Intentions Transfiguration & St. Victor Parishes

"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"

The parish will accept 2020 Mass Intentions beginning **December 3, 2019**

Due to the number of requests for Mass Intentions and the decrease in number of Masses, the guidelines below will go into effect on **December 3, 2019**

Approved by Father James P. Holland November 21, 2019

1. **All Mass Intention requests must be in writing.** No Mass requests can be taken over the phone. One (1) Weekend (Saturday/Sunday) Mass request and (2) Weekday Mass requests will be accepted from each household. **Additional Masses will be accepted, but these will be scheduled when dates are available throughout the year on a rotating basis.**
2. A \$10 stipend, as determined by Diocesan policy, is to accompany each Mass request. Please make check payable to *Transfiguration Parish* or *St. Victor Parish* - depending on where you would like the intention to be said. Payment, along with request form, can be dropped in the collection basket, delivered in person, or mailed to the church office at:
 - Transfiguration Parish, 94 McKrell Road, Russellton, PA 15076
 - St. Victor Parish, PO Box 149, 527 Bairdford Road, Bairdford, PA 15006
3. Mass requests will be honored in the order which the Mass Request was received **with payment**, in the office **(no exceptions)**. **Mass intentions will be published each week in the Sunday bulletin and mentioned at Mass when it is offered.**
4. Mass intentions will not be scheduled for *Holy Thursday (Mass of the Lord's Supper)* or the *Easter Vigil*. These Masses will be celebrated for the general intentions of our parish. Please note that one Mass every Sunday must be scheduled for the intentions of our "Living and Deceased" parishioners. The Mass is known as "Pro Populo" (for the people) as required by Canon Law (Church Law) and diocesan statute.
5. Mass Intention spaces ought to be available for families who experience a loss and want to schedule a *Month's Mind Mass* for their loved one during the year. In addition, there are *pre-determined parish* events where parish organizations schedule Mass intentions for: (i.e. *First Holy Communion, Veteran's Day Mass, Scout Sunday Mass, Mother's Day, Father's Day, Memorial Day, etc.*); Also, we need to allow space for Mass intentions to be offered up for "unforeseen national tragedies" like the *Louisiana floods, 9-11 tragedy, recent hurricanes, etc.*
6. 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, with payment, and submit to the office (1) one year in advance so that you can have your designated date.
7. Canon Law (Church Law) does not permit a parish to keep Mass Intentions beyond those scheduled in one calendar year. Reimbursement for unfulfilled Mass intentions will be mailed to the people requesting the intention. There are several options available for unfulfilled Mass intentions. A listing of these options will be sent with your reimbursements. There will be no rollovers.
8. We ask that you read these guidelines carefully and **keep a copy for future reference**. Canon Law (Church Law) plus the above mentioned guidelines will ensure Masses are offered for all of the beloved souls of Transfiguration and St. Victor Parishes. Thank you for your cooperation.

Transfiguration Parish Mass Intentions Forms can be found:

- On-line at www.trcparish.org
- In Parish Rectory
- In the Mailbox bin outside the Meeting Room

St. Victor Parish Mass Intentions Forms can be found:

- On-line at www.stvictors.org
- In Parish Rectory
- On the Large Shelf in the Narthex

2020 Mass Request Form

Please print or type all information

If the date you request is taken, you will be given the closest date available.

Intention Name	Requested By	Date/Time *Preferred
1. _____	_____	_____ <input type="checkbox"/> STV <input type="checkbox"/> TRC
Type of Mass: <input type="checkbox"/> Death Anniv <input type="checkbox"/> Birth Rem <input type="checkbox"/> wedding Anniv <input type="checkbox"/> Health		
2. _____	_____	_____ <input type="checkbox"/> STV <input type="checkbox"/> TRC
Type of Mass: <input type="checkbox"/> Death Anniv <input type="checkbox"/> Birth Rem <input type="checkbox"/> wedding Anniv <input type="checkbox"/> Health		
3. _____	_____	_____ <input type="checkbox"/> STV <input type="checkbox"/> TRC
Type of Mass: <input type="checkbox"/> Death Anniv <input type="checkbox"/> Birth Rem <input type="checkbox"/> wedding Anniv <input type="checkbox"/> Health		

- * **Only one Weekend Mass Request per family due to limited availability.** Mass times are as follows: Saturday Masses are at STV at 4:00pm and TRC at 6:00pm. Sunday Masses are at TRC at 9:00am and STV at 11:00am.
- * If scheduling a weekday Mass, please remember Masses are at 8:00am. Each church will celebrate Masses according to the schedule: STV Masses are Tuesday & Wednesday. TRC Masses are Thursday, Friday, & Saturday. There is no Mass on Monday.
- * If no date/time preference, then leave the line blank and the mass will be scheduled on an upcoming open date.

Donor's Name: _____

Address: _____

Phone Number: _____

PLEASE RETURN THE COMPLETED FORM TOGETHER WITH STIPENDS (\$10 per intention)

ST. VICTOR PARISH
PO BOX 149
BAIRDFORD, PA 15006

TRANSFIGURATION PARISH
94 McKRELL ROAD
RUSSELLTON, PA 15076

Questions? Please contact the Parish Office: STV at 724-265-2070 or TRC at 724-265-1030

Masses will not be taken over the phone.

If you need a form, please call and we will send you one. Or print one from the Parish websites.

FOR OFFICE USE ONLY:

Amount Enclosed: _____ Date Received: _____

Cash or Check #: _____ Recorded in Book: _____ Page#: _____