

2018 Guidelines for Scheduling Mass Intentions for Transfiguration 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"

The parish will accept 2018 Mass Intentions beginning **November 1, 2017**.

Due to the number of requests for Mass Intentions, the guidelines below will go into effect on **November 1, 2017**.

Approved by Father James P. Holland October 1, 2017

1. **All Mass Intention requests must be in writing.** No Mass requests can be taken over the phone. Four (4) Mass requests will be accepted from each family. Please prioritize your designated four (4) Masses. **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. Check can be made payable to: *Transfiguration Parish*. Payment, along with request form, can be dropped in the collection basket, in person, or mailed to the church office at 94 McKrell Road, Russellton, PA 15076.
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 insure Masses are offered for all of the beloved souls of Transfiguration Parish. Thank you for your cooperation.

Forms Available: On-line (www.trcparish.org); in the Parish office or mailbox bin outside the meeting room