

Saint Paul Catholic Church

Guidelines for the Mass Intention Book

Offering a Mass for a special intention is a long-standing tradition in the Catholic Church. It is usually considered that special graces are obtained for whom the Mass is said. Masses are offered for many reasons--for the souls in purgatory, for remembering someone who is deceased, for someone who is ill or for a special occasion.

Please use the form on the back of this sheet to request your Mass Intentions after reviewing the new guidelines listed below. The form may be dropped off in the church collection basket, returned to the parish office or emailed to info@stpauldamascus.org.

Please allow for five business days' response.

Please review the general guidelines below before requesting a Mass Intention:

- Each parish household is allowed up to five scheduled Masses (at a time).
- Only one Mass per day can be prayed for any individual intention.
- A Mass Intention will be reserved in the book with an offering that will be given to the celebrant. The suggested donation is \$10.
- Those unable to visit the office or church may mail or email their requests along with a check, cash or online payment at <https://stpauldamascus.org/> with the proper offering.
- Mass Intention Request Forms are available on our parish website under RESOURCES - FORMS, in the church narthex or by calling the parish office at 301-253-2027 ext. 101 to request one.
- Requests will be time stamped and will be processed as best possible in order of submission. Submission of the form does not guarantee a Mass Intention for the date requested.
- Masses celebrated on All Souls', Memorial, Veterans, Mother's and Father's Day will be saved for the intentions of the priest for those specifically honored and remembered. In addition, one Sunday Mass per weekend is offered for the intention of the People of Saint Paul's Parish.
- Church governance requires that only one intention (person) per Mass is allowed. However, for pastoral concerns to better accommodate the needs of the parishioners, we will adhere to the following: Up to two first names with the same last name (i.e. Joseph and Mary Smith) or a family name only (i.e. The Smith Family) will be allowed per intention.

Saint Paul Catholic Church Mass Intention Request Form

(Less than or up to 5 requests may be submitted on this form. Please print as clearly as possible)

Your Name: _____

Address: _____

Phone: _____

Email: _____

Please refer to the following mass schedule when making your requests:

Weekday Masses: Tuesday through Friday 9:00am

First Saturday Mass: 9:00am

Weekend Masses: Saturday 5:00pm, Sunday 8:30am and 11:00am

	Mass Intention	Preferred Date	Alternate Date	Living or Deceased	Mass Card?
1st	Name:	Day: Date: Time:	Day: Date: Time:		Yes No
2nd	Name:	Day: Date: Time:	Day: Date: Time:		Yes No
3rd	Name:	Day: Date: Time:	Day: Date: Time:		Yes No
4th	Name:	Day: Date: Time:	Day: Date: Time:		Yes No
5th	Name:	Day: Date: Time:	Day: Date: Time:		Yes No

Office Only:

Date & Time Received: _____ **Cash Amount:** _____ **Check Amount:** _____ **Processed by:** _____