



*St. Clement of Rome Parish*

## Policy for Requesting Mass Intentions

The practice of requesting to have the Holy Sacrifice of the Mass offered for our loved ones and the needs of our Church and our world is the most powerful form of intercession and is highly encouraged for all of the faithful. In order to accommodate the many requests for Mass intentions in accord with Canon Law and Archdiocesan policy, the following is St. Clement of Rome's Mass intention policy:

### Terms

**Mass Intention:** The person or persons for whom the Mass is offered.

**Mass with a Single Intention<sup>1</sup>:** Masses offered for only the requested intention of *one person*.

**Mass with Multiple Intentions<sup>2</sup>:** Masses offered for the intentions of *an unlimited number of people* making a request.

### Policy for Requests

1. A requested intention may be made for any person living or deceased, in thanksgiving, or for an intention fitting to the Eucharistic celebration (Vocations, World Peace, etc.).
2. A Mass intention may **not** be made for an unknown or unspecified "special intention".
3. The person requesting Mass to be offered can request an unlimited number of multiple intention Masses (see footnote) to be offered for their intention.
4. For Masses with a Single Intention (see footnote): The person requesting is allowed to request the same weekly Single Intention Mass time a **maximum of three (3) times in a calendar year**. Additional Masses may be offered for this intention at different weekly Mass times.
5. Mass intentions which are scheduled at least two weeks prior to the Mass will be **published in the bulletin** for that week.
6. We begin to accept Mass intentions for the upcoming year at a date set and published by the parish bulletin.
7. Mass intentions will be honored on a **first-come, first-serve basis**.
8. The suggested offering for each requested Mass is **\$5**.

### Regarding the request form:

1. Please fill out **one form for each Mass intention**. (We file our forms by the intention name)
2. Completed forms will be accepted via email, mail, and in person. (No requests via telephone)
3. If the requested Mass is unavailable, the church office will contact you to find another Mass.

Mail: 4317 Richland Ave., Metairie, LA, 70002

Email: [stclement@scrparish.org](mailto:stclement@scrparish.org)

Questions? Email or call us at 504-887-7821.

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<sup>1</sup> Every Mass at St. Clement of Rome is a Single Mass Intention except for Saturday 4PM, Sunday 10AM, and Sunday 1PM

<sup>2</sup> St. Clement of Rome Multiple Intention Masses are Saturday 4PM, Sunday 10AM, and Sunday 1PM



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## Mass Intention Request Form

**PLEASE PRINT CLEARLY.**

Your name: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your e-mail: \_\_\_\_\_

**Requested Intention Name:** \_\_\_\_\_  Living  Deceased

Requested Date: \_\_\_\_\_ Mass Time: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Mass Time: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Mass Time: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Mass Time: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Mass Time: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Mass Time: \_\_\_\_\_

**Note:** *If the requested date is unavailable, the parish office will contact you to find another date or time.*

**The suggested offering is \$5 per intention.**

**Please send Mass card to:**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*For Office Use Only:*

*Date Received:* \_\_\_\_\_ *Initials:* \_\_\_\_\_ *Mass book:* \_\_\_\_\_ *Card:* \_\_\_\_\_

*Received by:*

*In Person:* \_\_\_\_\_ *Email:* \_\_\_\_\_ *Mail:* \_\_\_\_\_