OUR LADY OF THE IMMACULATE CONCEPTION PARISH
2021 MASS INTENTION REQUEST INSTRUCTIONS

PLEASE READ THESE DIRECTIONS CAREFULLY AND FOLLOW THEM ACORDINGLY. IF YOU DO NOT COMPLY, YOUR REQUEST WILL NOT BE HONORED.

1. You can only submit requests for **TWO (2) WEEKEND AND TWO (2) WEEKDAY MASSES PER DECEASED PERSON.** It would be greatly appreciated if you could combine your mass requests to include several family members to give more people an opportunity to schedule masses for their loved ones.

2. You **MUST** list your first date choice and **ALSO** an alternate date in the event your first choice is already taken. If you only list one choice and that date is already taken, your mass will be scheduled for the next available date. This must be done for **EVERY** mass request. **MAKE SURE YOU CIRCLE THE TIME REQUESTED**.

3. Masses are scheduled on a first-come, first served basis. **NO MASSES WILL BE SCHEDULED OVER THE TELEPHONE TO AVOID ERRORS**. You must complete the attached form and include it with your stipend. The stipend for masses is $10.00 and the stipend for candles on the altar is $15.00. The stipend for the sanctuary lamp, which burns continually is $25.00. If you want candles on the altar to coincide with your scheduled mass, please indicate this on your request form.

***** PLEASE NOTE WELL: The mass schedule fills up **VERY QUICKLY**. It is not uncommon for there to be no masses available for the entire 2021 year by Christmas of 2020. Many people wait until a week or so before their loved one's birthday/anniversary and then try to schedule a mass only to find that there are no masses available. **DON'T LET THIS HAPPEN TO YOU**!!! Schedule your masses as soon as possible.

If you have any questions, please call Janet at 570-636-3035 Monday through Thursday from 9:00 AM to 12 Noon.

OUR LADY OF THE IMMACULATE CONCEPTION PARISH
2021 MASS INTENTION REQUEST FORM
(ALL REQUESTS MUST BE SUBMITTED ON THIS FORM. <u>PLEASE PRINT CLEARLY</u>.)

Your Name: _____ Phone: _____

I am requesting a mass for _____

Requested by (Please print clearly exactly how you want it to read in the bulletin):

_____

My first choice (List date, then circle time): _____

4:00 PM Saturday   11:00 AM Sunday   7:00 PM Monday   7:00 AM Weekday

My second choice (List date, then circle time):_____

4:00 PM Saturday   11:00 AM Sunday   7:00 PM Monday   7:00 AM Weekday

I want to request candles on the altar for this week   YES   NO

I want to request the sanctuary lamp for this week   YES   NO

I am requesting a mass for _____

Requested by (Please print clearly exactly how you want it to read in the bulletin):

_____

My first choice (List date, then circle time): _____

4:00 PM Saturday   11:00 AM Sunday   7:00 PM Monday   7:00 AM Weekday

My second choice (List date, then circle time):_____

4:00 PM Saturday   11:00 AM Sunday   7:00 PM Monday   7:00 AM Weekday

I want to request candles on the altar for this week   YES   NO

I want to request the sanctuary lamp for this week   YES   NO

I am requesting a mass for _____

Requested by (Please print clearly exactly how you want it to read in the bulletin):

_____

My first choice (List date, then circle time): _____

4:00 PM Saturday   11:00 AM Sunday   7:00 PM Monday   7:00 AM Weekday

My second choice (List date, then circle time):_____

4:00 PM Saturday   11:00 AM Sunday   7:00 PM Monday   7:00 AM Weekday

I want to request candles on the altar for this week   YES   NO

I want to request the sanctuary lamp for this week   YES   NO

I am requesting a mass for

_____

Requested by (Please print clearly exactly how you want it to read in the bulletin):

_____

My first choice (List date, then circle time): _____

4:00 PM Saturday   11:00 AM Sunday   7:00 PM Monday   7:00 AM Weekday

My second choice (List date, then circle time):_____

4:00 PM Saturday   11:00 AM Sunday   7:00 PM Monday   7:00 AM Weekday

I want to request candles on the altar for this week   YES   NO

I want to request the sanctuary lamp for this week   YES   NO

I am requesting a mass for _____

Requested by (Please print clearly exactly how you want it to read in the bulletin):

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I am requesting a mass for

_____

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I want to request candles on the altar for this week   YES   NO

I want to request the sanctuary lamp for this week   YES   NO