

Immaculate Conception Church - Indian Orchard, MA

Guidelines for Scheduling Mass Intentions

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. At Immaculate Conception Parish, we receive many requests for scheduling Mass Intentions. As a way to allow as many parishioners and friends as possible to schedule Masses, the following guidelines are put forth.

1. Each registered parish household may schedule only one (1) weekend Mass and four (4) weekday Mass Intentions., based on availability.
2. Please use the form to request new Mass intentions.
3. Because of the amount of requests that we receive and the number of Masses that we can accommodate, we suggest that you group deceased family members together.
4. To schedule a wedding anniversary Mass intention, you must use the Mass Intention Request Form.
5. NO Mass intentions can be scheduled for Holy Thursday, Good Friday, or Easter Vigil.
6. According to Church Law, our pastor is obliged to offer one Mass intention for all the people entrusted to him once a week. This “Mass of the People” will be scheduled on an alternating basis or said privately by the pastor or another priest.
7. All Mass requests must be submitted in writing using the Mass Intention Request Form. The suggested stipend in the Diocese of Springfield is \$10 per Mass. This stipend must be included with the form at the time of scheduling.
8. You may return the completed form and stipend in an envelope clearly marked “Mass Requests” to the parish office mailbox, mailing it, or placing it in the weekend collection basket. Masses will be scheduled in the order that request forms are received.
9. We will do our best to fulfill your Mass Intention request. If we cannot do so, we will schedule the intention as close to the requested date and time as possible. We will verify the date of the Mass Intention via, email or phone. PLEASE print your contact information CLEARLY! If we must cancel a Mass that is already scheduled, we will attempt to contact you about when it’s been rescheduled.
10. Sanctuary/Memorial Candles are also available – please return the form requesting candle of your choice.

Please return completed form along with cash or check to:

Immaculate Conception Church, Attn: Mass Intentions 25 Parker Street, Indian Orchard MA 01151

Mass Intention Request Form 2024

Instructions: Please complete one form for each Mass Intention you are requesting. Guidelines for scheduling a Mass Intention are on the back of this form.

This Mass Intention is for (please print):

Is the intention for a person who is living? _____ deceased? _____

Requested by: _____

Preferred date: _____ Time: _____

Alternative date: _____ Time: _____

No preference of date _____

Contact person's: _____ **Phone:** _____

Email: _____

For Office Use Only:

Assigned Date of Mass _____ Assigned Time of Mass _____

Donation Received: Cash _____ Check # _____

Confirmation Sent to Contact Person by (circle one) email phone in person on _____ (date)

This Mass Intention is for (please print):

Is the intention for a person who is living? _____ deceased? _____

Requested by: _____

Preferred date: _____ Time: _____

Alternative date: _____ Time: _____

No preference of date _____

Contact person's: _____ **Phone:** _____

Email: _____

For Office Use Only:

Assigned Date of Mass _____ Assigned Time of Mass _____

Donation Received: Cash _____ Check # _____

Confirmation Sent to Contact Person by (circle one) email phone in person on _____ (date)

Request for Candles 2024

Sanctuary Candles: For a donation of \$20, you have the opportunity to have the candle burn for a week in memory of a deceased loved one, for a celebration or for a special intention.

Memorial Candles: The Candle Requests offer parishioners to have a candle burning for the week in memory of a loved one. In addition, it can be for a special intention or in thanksgiving for favors received. The candles will be in a special glass container and burning near the statues of The Blessed Mother (Main Altar), Crucifix, the image of Saint John Paul II and image of Our Lady of Czestochowa.

The offering is \$10 per candle.

This Candle Request is for:

Sanctuary (Church) \$20 ____ Sanctuary (Chapel) \$20 ____
Blessed Mother (Main Altar) \$10 ____ Crucifix \$10 ____
Saint John Paul II \$10 each 1 x ____ 2x ____ Our Lady of Czestochowa \$10 each 1 x ____ 2x ____

In memory of? ____ In celebration of? ____ Special intention of? ____

Requested by: ____

Preferred week: ____ Alternative week: ____

No preference of a week ____

Contact person's: _____ **Phone:** _____

Email: _____

For Office Use Only: Donation Received: Cash _____ Check # _____

This Candle Request is for:

Sanctuary (Church) \$20 ____ Sanctuary (Chapel) \$20 ____
Blessed Mother (Main Altar) \$10 ____ Crucifix \$10 ____
Saint John Paul II \$10 each 1 x ____ 2x ____ Our Lady of Czestochowa \$10 each 1 x ____ 2x ____

In memory of? ____ In celebration of? ____ Special intention of? ____

Requested by: ____

Preferred week: ____ Alternative week: ____

No preference of a week ____

Contact person's: _____ **Phone:** _____

Email: _____

For Office Use Only: Donation Received: Cash _____ Check # _____