

# Mass Intention Request Form

## Our Lady Queen of Angels Church

*(All requests must be submitted on this form. Please print clearly and complete all areas.)*

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Individual Requesting Mass: \_\_\_\_\_

Phone # of Person Requesting Mass (\_\_\_\_\_) \_\_\_\_--\_\_\_\_\_

Mass Intention for:	Mass Day:	Mass Time	Intention
(If more than 3 Mass intentions, please attach "Multiple Mass Listing" Form)			(i.e. Birthday, anniversary)
1. _____	____/____/____	____:____	_____
2. _____	____/____/____	____:____	_____
3. _____	____/____/____	____:____	_____

Would you like a Mass Memorial Card?  Yes  No If yes, mail to:

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

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

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

Would you like your card signed?  Yes  No If yes, how would you like your card signed?

Total masses requested \_\_\_\_\_ (Mass stipend is \$5 per Mass)

**Total Stipend Enclosed: \$ \_\_\_\_\_**

**Please return completed form along with cash or check to:**

Our Lady Queen of Angels Church, Attn: Mass Intentions, 2125 South Union Street, Opelousas, LA 70570

**FOR OFFICE USE ONLY**

Date Request Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Amount Received: \$ \_\_\_\_\_  Check # \_\_\_\_\_  Cash Receipt # \_\_\_\_\_

Name of staff member accepting this request: \_\_\_\_\_

Date Card Sent by Office: \_\_\_\_\_ Sent by: \_\_\_\_\_

Date recorded in Mass Book: \_\_\_\_\_ Recorded by: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE MASS REQUEST FOLDER**

# Mass Intention Guidelines

## Our Lady Queen of Angels Church

*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. Some of the most thoughtful and cherished prayer dates for beloved deceased are: Birthdays, Wedding dates and dates of beloved's deceased anniversary.*

At Our Lady Queen of Angels Church, 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. The Mass Intention Request Form must be completed and submitted by either dropping off or mailing to the parish office. You may also come to the rectory during office hours and fill out the form in person.
2. Since the bulletin is published 2 weeks in advance, please submit your request early if you wish that it is in the bulletin.
3. We will schedule mass intentions no more than a year in advance. (The Catholic Church's Canon Law requires us to fulfill intentions within a year.)
4. A \$5 stipend is to accompany each Mass request.
5. Mass Intentions will not be scheduled for Good Friday.
6. We will do our best to fulfill your Mass Intention request. If we cannot do so or if we must cancel a Mass that is already scheduled, we will contact you to reschedule; therefore, PLEASE print your contact information CLEARLY!
7. 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 as well.