

Holy Family Catholic Church

To: Holy Family Parish Members

From: Rev. Shane D. Stevens

Date: January 5, 2017

Re: Mass Intentions/Procedures

Memo

It has been very clear to me upon arriving here July 1, 2015, that there was an urgent need to reform the accepting and scheduling of Mass Intentions at Holy Family. The practice of requesting a Mass to be offered for loved ones is a beautiful and meaningful part of our Catholic tradition. In our parish there are many requests for scheduling such Mass Intentions. To ensure that an equitable and timely reception of Mass Intentions are received and offered at Holy Family, I ask that the following policy be followed. Any questions should be addressed to me personally; father.stevens@gmail.com

- I ask that you request no more than 3 intentions per household for the calendar year.
- Masses will be scheduled no more than four months out:
 - Calendar Block I January, February, March, April
 - Calendar Block II May, June, July, August
 - Calendar Block III September, October, November, December
- A \$15 stipend, as determined by diocesan policy, is to accompany each Mass request. Mass stipends are income of the parish, and are not kept by the Pastor.
- No Intentions will be scheduled. Easter weekend, Mother's Day weekend, Father's Day weekend, All Saints Day, All Souls Day, Thanksgiving, or Christmas Eve & Christmas Day Masses.
- Mass requests will be honored on a first-come, first-serve basis and granted as close to the requested date and time as possible. If it is not possible to comply with the primary request, next closest date and time will be scheduled. Please check the parish bulletin.
- Please remember the Mass Intentions are a request. Once the Mass is scheduled we will do our best to celebrate the Mass on the day and time scheduled. However, this may not be possible because of circumstances beyond our control, such as retreats, conferences, illness, etc. In this case, the next available date and time will be scheduled. When the Mass Intention cannot be fulfilled at Holy Family, the option will be given of having a Retired Priest of the Diocese of Sioux Falls offer the Mass.

We are reminded by the Eucharistic Prayers that every Mass is for all of ***us and our loved ones who have died***. Mass Intentions may also be given to retired priests of our diocese through the parish office. We appreciate your understanding of this policy as we try to serve the spiritual needs of our parishioners.