



San Francisco de Asís Catholic Parish “Mass Intentions” Policy

It is an ancient and noble practice to pray for the living and the dead at Mass. The greatest and most powerful prayer we have is the Mass, since the fruits of the Mass are the very fruits of Jesus’ redemption made present to us. Therefore, so many of us seek to book a Mass Intention for our loved ones.

In our parish, there are many requests for scheduling Mass intentions. The following policies are now being implemented to accommodate the great number of Mass requests in a reasonable and fair manner.

To give the opportunity for all parishioners to schedule a Mass Intention for their loved ones and to accommodate recently deceased individuals, the Mass Intention book will be open *beginning November 1, 2025, for the 2026 calendar year.*

Guidelines for Mass Intentions

- Universal Church discipline as contained in the 1983 Code of Canon Law (canons 945-958) strictly regulates the offerings made for the celebration of Mass.
- Canon Law permits us to keep Mass intentions only for those Masses that can be celebrated by our priests within a calendar year.
- A Mass intention may be requested for: a deceased loved one; a living person who is sick or suffering; a living person who is celebrating a birthday, anniversary or other special moment in their life.
- Lengthy intention listings may be edited for the sake of brevity. Since the purpose of publishing the intention in the parish bulletin is to notify the family and friends of the intention, we suggest the omission of middle initials, titles, etc. Please be sure to indicate if the person for whom the Mass is requested is living or deceased.
- **A maximum of ten (10) intentions per year from any one household** may be scheduled at the parish with no more than two (2) scheduled for a weekend Mass.
- Requests will be honored on a first-come, first-served basis in the order in which the requests are received at the Parish Office.
- A \$10 stipend, as determined by diocesan policy, is to accompany each Mass request. **Intentions will not be recorded until the stipend is received.** Canon Law requires that all stipends taken for Mass intentions be said for the intention as designated. If the person requesting the intention is unable to offer the stipend, the intention will still be honored.
- Requests for Mass intentions can be made as follows: In person at the parish office by dropping off the Mass Intention Request Form with a check or the exact amount in cash. The request can also be made by mailing the completed “Mass Intention Request Form” with a check made out to San Francisco De Asis: San Francisco De Asis Parish, 1600 East Route 66, Flagstaff, Arizona, 86001, Attention: Mass Intentions.

- Please note that Mass intentions may be requested for Sundays, most Holy Days, and weekdays throughout the year. Mass intentions cannot be scheduled for Holy Thursday, Easter Vigil, or All Souls' Day (November 2). As required by Canon Law, one Mass every Sunday and Solemnity must be scheduled for the intentions of our parishioners (i.e. "For the people of the parish"). Scheduling multiple 'stipend' intentions for one Mass (a collective intention) is permitted only twice a week.
- **Mass requests will be granted as close to the requested date and time as possible. If it is not possible to accommodate the primary request, the next closest date and time will be scheduled.**
- *The schedule of Mass intentions is subject to change and there is no promise that they will be said on the scheduled day due to priest illness, schedule changes, vacations, etc. If a change occurs, an attempt will be made to contact the parties concerned ahead of time, but that is not always possible.*