San Francisco de Asís
CATHOLIC PARISH

MASS INTENTION REQUEST FORM

(Please complete this Form for Mass requests for the 2027 year ONLY).

To accommodate the large number of requests that we receive, a maximum of ten (10) intentions per year from any one household may be scheduled with no more than two (2) scheduled for a weekend Mass.

We kindly ask that you print clearly to help us avoid any misspellings.

	Date & Time (If the date/time is not available, the next closest date and time will be scheduled.	**First & Last Name** (Limited to either two names or one group (e.g., "The Smith Family" or "John and Mary Smith". Lengthy multi-name listings cannot be published in the Bulletin and will be edited for the sake of brevity.	**Circle** (Please indicate if the person for whom the Mass is requested is living or deceased).
1			Living / Deceased
2			Living / Deceased
3			Living / Deceased
4			Living / Deceased
5			Living / Deceased
6			Living / Deceased
7			Living / Deceased
8			Living / Deceased
9			Living / Deceased
10			Living / Deceased

Person Requesting (Please print clearly)

First & Last Name: _____

Phone #: (_____)_____-_____

E-mail: _____

OFFICE USE ONLY

AMOUNT RECEIVED: _____ CASH ☐ CHECK ☐

RECEIPT: _____

DATE: _____

Last Updated October 2026

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 1st, 2026, for the 2027 calendar year.

Guidelines for Mass Intentions

(Please read the following guidelines carefully before completing the "Mass Intention Request Form")

• 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.

• Each intention is limited to either two names or one group (e.g., "The Smith Family" or "John and Mary Smith". Lengthy multi-name listings cannot be published in the Bulletin and will be edited for the sake of brevity. Since the purpose of publishing the intention in the Bulletin is to notify the family and friends of the intentions, 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.
- 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.
- Online (https://web4ucorp.com/massintentions/sfda) with a credit card ($0.22 transaction fee per Mass).

• Mass intentions cannot be scheduled for the following days:

- Holy Thursday
- Good Friday
- Easter Vigil
- All Souls Day

As required by Canon Law, one Mass every Sunday and Holy Days of Obligation must be scheduled for the intentions of our parishioners known as "Pro Populo" (For the People). Multiple stipend intentions for one Mass (collective intentions) are permitted only on Tuesdays and Thursdays, with a maximum of six individuals scheduled per Mass.

• 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.