Saint James Parish

2027 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."

The Parish is now accepting 2027 Mass Intentions.

Please review the guidelines for the 2027 year:

1. All Mass Intention requests ***must be in writing and submitted on the request form***. ***No*** requests can be taken over the phone. **Intentions for two Weekend Masses (Saturday/Sunday) request and four Weekday Masses request will be accepted from each household.** Additional Mass Intentions requested will be filled depending on availability. If so, information regarding this process will be advertised in the bulletin.

   ******Please note Mass requests will be scheduled in the date order they are received by the Parish Office.***

2. A $10.00 stipend in cash or check, as determined by Diocesan policy, is to accompany each Mass request. Please make check payable to Saint James Church. Payment, along with request form, can be dropped in the collection basket, delivered in person, or mailed to the church office at 306 Saint James Lane, New Alexandria, PA 15670.

3. Please note that one Mass every Sunday must be scheduled for the intentions of our "Living and Deceased" parishioners. The Mass is known as "Pro Populo" (for the people) as required by Canon Law (Church Law) and diocesan statute. All Holy Days of Obligation are reserved for the people. In addition, no Masses will be scheduled for Christmas, Holy Thursday (Mass of the Lord's Supper), Good Friday, or the Easter Vigil.

4. Canon Law does not permit a parish to keep Mass Intentions scheduled beyond one year from the date received. There are several options available for unfulfilled Mass intentions. If you would like, a listing of these options can be sent to you.

Thank you for carefully reviewing these guidelines. Please keep a copy for future reference. Canon Law in addition to the above-mentioned guidelines, will ensure Masses are offered for all the beloved souls of Saint James Parish. Thank you for your cooperation.

Mass Intention Forms can be found:

1. **On Saint James Website**
2. **In the Parish Office**
3. **On the bookshelf at the entrance of the Church**

Saint James Church Mass Request Form

Please print all information clearly.

If the date you request is taken, you will be given the closest date available.

Donor's Name: _____

Address: _____

_____

Phone Number: _____

Weekday (Tuesday through Friday at 8:00 a.m.) Intention Request:

Type of Mass: [ ] General [ ] Death/Anniversary [ ] Birth Remembrance [ ] Health of [ ] Other

_____ _____ _____

(Intention Name) (Requested By) (Preferred Date & Time)

Weekday (Tuesday through Friday at 8:00 a.m.) Intention Request

Type of Mass: [ ] General [ ] Death/Anniversary [ ] Birth Remembrance [ ] Health of [ ] Other

_____ _____ _____

(Intention Name) (Requested By) (Preferred Date & Time)

Weekday (Tuesday through Friday at 8:00 a.m.) Intention Request

Type of Mass: [ ] General [ ] Death/Anniversary [ ] Birth Remembrance [ ] Health of [ ] Other

_____ _____ _____

(Intention Name) (Requested By) (Preferred Date & Time)

Weekday (Tuesday through Friday at 8:00 a.m.) Intention Request

Type of Mass: [ ] General [ ] Death/Anniversary [ ] Birth Remembrance [ ] Health of [ ] Other

_____ _____ _____

(Intention Name) (Requested By) (Preferred Date & Time)

See Reverse Side of Page – Weekend Mass Intention Request

Saint James Church Mass Request Form

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Weekend Intention Request:

Type of Mass: [ ] General [ ] Death/Anniversary [ ] Birth Remembrance [ ] Health of [ ] Other

_____	_____	_____
(Intention Name)	(Requested By)	(Preferred Date & Time)

Weekend Intention Request:

Type of Mass: [ ] General [ ] Death/Anniversary [ ] Birth Remembrance [ ] Health of [ ] Other

_____	_____	_____
(Intention Name)	(Requested By)	(Preferred Date & Time)

Mass cards are available for pick-up in the church office.

Please return this completed form along with stipend payments ($10.00 per intention) to:

Saint James Church
306 Saint James Lane
New Alexandria, PA 15670

Make checks payable to Saint James Church.
Questions? Please contact the Parish Office at 724-668-2829 – Option #3

FOR OFFICE USE ONLY:

Amount Enclosed: _____ **Date Received: _____**

Cash or Check #: _____ **Recorded in Book: _____ Page # _____**

Revised November 2026