

**PARISH POLICY FOR RESERVING MASS INTENTIONS**  
(June 28, 2023)

The following practices are followed for the reservation of personal Mass Intentions for announced and unannounced Masses at Saint Elizabeth Church:

**Announced Mass Intentions**    *(for both the deceased and the living)*

- 1) One Mass each Sunday and holy day is reserved for the *People of Saint Elizabeth*. The stipends for these Masses (\$10 each) are drawn from general parish funds at the end of each month.
- 2) On the first (or sometimes second) Saturday of each month, the 8:30 AM Mass is reserved as a *Parish Memorial Mass*, at which the recently deceased immediate family members of parishioners are remembered by name. Normally a maximum of 12 individuals are included at each *Parish Memorial Mass*. The stipend for a *Parish Memorial Mass* (\$10) is drawn from general parish funds at the end of each month. A Mass card is normally prepared by the parish office staff, signed by the pastor and then sent to the bereaved parishioners.
- 3) When a parishioner has died, a *First Anniversary Mass* is reserved on the closest available date to the anniversary of the individual's death. A Mass card is normally prepared by the parish office staff, signed by the pastor and then sent to the deceased parishioner's family contact. The stipend for a *First Anniversary Mass* (\$10) is drawn from general parish funds at the end of each month.
- 4) The annual *Mass Intention Book* is normally opened to parishioners on the first Tuesday of August each year. To ensure an equitable availability to our parishioners, a **maximum of six Announced Mass Intentions** may be reserved by each individual requesting intentions.
- 5) When a parishioner has died, a maximum of one *Announced Mass Intention* each month for up to six months may be reserved for the deceased person; once these intentions have been reserved, others requesting a Mass intention for that individual are asked to accept an *Unannounced Mass Intention* for the deceased parishioner, so that as many dates as possible remain available to other bereaved parish families during the year.
- 6) A free will offering is requested when making arrangements for an *Announced Mass Intention*. The archdiocesan standard is currently \$10 for an *Announced Mass Intention*.
- 7) Deceased parishioners and benefactors of Saint Elizabeth are remembered at all parish Masses throughout the year.

**Unannounced Mass Intentions**    *(for both the deceased and the living)*

- 1) *Unannounced Mass Intentions* may be arranged at the parish office for Masses celebrated by retired priests and/or missionary priests.
- 2) A free will offering is requested when making arrangements for an *Unannounced Mass Intention*.

To make arrangements for personal intentions (both announced and unannounced), parishioners and visitors are expected to stop in the parish ministry center in person during regular office hours (8:30 AM-4:30 PM on weekdays; 8:45 AM-12:45 PM on Sundays).

Mass cards for the deceased, for the living and for special intentions are available at the parish office at the time of making arrangements.