



Policy 601 – Mass Intentions

In accordance with the Diocese of Covington, and the discipline of the Roman Catholic Church as outlined in *Code of Canon Law*, canons 945-958, the following policies are to be observed:

1. The Pastor is “obliged to apply a Mass for the people (*pro populo*) each Sunday and Holy Day of Obligation” (canon 534). Therefore, one Mass must be offered on those days for the living and deceased of St. Cecilia Parish.
2. Requests for Mass Intentions are scheduled only through the Church Office.
3. To endure Mass Intentions are said in a timely fashion, Mass Intentions will be scheduled immediately upon their reception.
4. Mass Intentions will be scheduled on the next available date.
5. Requested dates for Mass Intentions will be honored provided another Mass Intention is not already scheduled on said requested date, and that the requested date is not more than one (1) year from the date of the received request. If the requested date is already occupied, the Mass Intention may be scheduled in close proximity to the requested date.
6. Perpetual Mass Intentions are not permitted.
7. If the Pastor has limited the number of received intentions then additional Masses Intentions may be received but they will be sent to the Curia of the Diocese of Covington, to another Parish within the Diocese or to the missions.
8. Mass Intentions may be moved, exchanged, or eliminated with the Pastor’s permission.
9. If necessary, Mass Intentions may be combined. Only three (3) Mass Intentions may be combined for one (1) Mass. For Mass Intentions to be combined, it is necessary to receive permission from all requested parties.
10. Masses for Novenas occur in the calendar as a single Mass Intention, though there may be several requesting parties.
11. Mass intentions can be applied for any reason, cause, individual (living or deceased, Catholic or non-Catholic), group of individuals (i.e., families), or location (i.e., The United States of America). Private intentions shall be listed as a ‘Special Intention’. The Pastor reserves the right to list any intention as private.
12. A Mass stipend is to be paid for every individual Mass Intention, including novenas. The amount as specified by the Diocese of Covington is ten dollars (\$10.00).
13. Offerings for Masses that cannot be celebrated at St. Cecilia Parish within one (1) year must be forwarded to the Curia of the Diocese of Covington, to another Parish within the Diocese or to the missions.
14. All received Mass intentions will be initially recorded in the parish’s Mass Intention Book. After the record is made, Mass Intentions may then be scheduled on the Parish Institutional Calendar.

15. If for any reason a Mass cancellation occurs, the Mass Intention for that Mass will be rescheduled on the next available opening.
16. If the situation warrants, the Pastor has the right to enact a limit on the number of Mass Intentions received by a single individual within a single instance. Mass Intentions that exceed that number may be received but will be transferred to the Curia of the Diocese of Covington or to the missions.
17. Additional Masses Intentions may be received but they will be sent to the Curia of the Diocese of Covington, to another Parish within the Diocese or to the missions

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