

SCHEDULING MASS INTENTIONS

- All Mass Intention requests should be made in writing or in person (at the present time due to limited office staffing, we are not currently taking in person requests) & must be accompanied by payment. While you may call or email to check the availability of certain dates or times, requests will not be finalized over the phone and will not be reserved until payment is received.
- Request forms are available in the pamphlet racks in the parlor and NW entrance or you may send an email or note (accompanied with payment) with the name(s) of the deceased, dates & times requested and your contact information. Only one intention (person) per Mass is allowed, however for pastoral concerns to better accommodate the needs of parishioners, two first names (David & Catherine Smith) or two last names (Scott & Smith Families) are acceptable.
- We will do our best to honor the date(s) & times requested, but unfortunately, no date or time can be guaranteed. Once scheduled, we will send a list of the Masses scheduled for your records.
- Families may schedule up to twelve (12) Masses per year with four (4) of those on weekends. Additional Masses will be accepted, but these will be scheduled when dates are available throughout the year on a rotating basis.
- A \$10 stipend, as determined by Diocesan policy, is to accompany each Mass request. Please make check payable to St. Andrew Parish with Mass Stipend in memo section of check. Payment, along with request form or note with Mass dates/times requested may be placed in an envelope marked "Mass Intentions" & placed in the weekend collection basket or mailed to the parish office at St. Andrew Parish Attn: Mass Intentions 1899 McCoy Rd. Columbus OH 43220.