

**Church of St. Gregory the Great
1545 South Green Road
South Euclid, Ohio 44121**

MASS SCHEDULING POLICY

The year 2005 is now open for requesting Masses

1. A single Mass for a special intention (e.g. illness, death of a person) will be scheduled as soon possible.
2. An individual or a family may schedule no more than four (4) Masses during a year.
3. Requested Masses will be scheduled on a date and at a time as close as possible to the requested date and time. Only one will be scheduled for a Holy Day or Sunday.
4. The normal offering for a Mass is \$10.00 (as per the Diocese of Cleveland Offering must accompany the request form.
5. The rectory reserves the right to change Mass intentions due to priests' retreats and vacations, requests for wedding anniversaries, or other reasons deemed pastorally necessary. The scheduled Mass intention will be re-scheduled as soon as possible.

MASS INTENTION REQUEST FORM

I/We request the following Mass intentions:

1. _____ **Date:** _____ **Time:** _____
2. _____ **Date:** _____ **Time:** _____
3. _____ **Date:** _____ **Time:** _____
4. _____ **Date:** _____ **Time:** _____

Person / Family requesting Masses: _____

Address: _____

Phone Number: _____

Return this form with \$10.00 for each Mass intention to the rectory. NO intentions will be booked over the phone. You will be contacted by letter or telephone with scheduled Dates and Times.