

§1800 FUNERAL PROCEDURES

§1801 NOTIFICATION OF THE ARCHDIOCESE

1801 Policy In the event of the death of an Archdiocesan priest, the parent of an Archdiocesan priest, or a religious priest or permanent deacon, the Office of the Chancellor shall be notified.

Procedures

- a) If the deceased is an Archdiocesan priest: the Chancellor will contact the Executive Assistant to the Archbishop to schedule the Archbishop as celebrant of the funeral liturgy.

If the Archbishop is not available, the local Episcopal Vicar will be asked to represent the Archbishop at the funeral. (In the case of a retired priest, the Vicar for Senior Priests will also be contacted.) Arrangements for local Episcopal Vicars will be made by the Administrative Assistant to the Vicar General.

- b) If the deceased is a Religious priest: the appropriate Episcopal Vicar should celebrate the funeral liturgy according to the following guidelines:
- 1) if the deceased is a pastor/associate pastor, then the local Episcopal Vicar will be called
 - 2) if the deceased is a priest in non parochial ministry, then Episcopal Vicars will be contacted on a rotating basis.
- c) If the deceased is a parent of an Archdiocesan priest: the appropriate Episcopal Vicar of the priest involved should attend. The Chancellor will also notify the Executive Assistant to the Archbishop, who will request that the Archbishop send a sympathy letter.
- d) If the deceased is a Permanent Deacon: the appropriate local Episcopal Vicar and the Vicar for the Diaconate should be notified by the Administrative Assistant to the Vicar General.
- e) If an Episcopal Vicar has a special relationship to the priest, it is his responsibility to contact the designated representative to make arrangements for attending the funeral liturgy.

§1802 NOTIFICATION OF THE PRESBYTERATE

1802 Policy The parish or agency to which an Archdiocesan priest is assigned shall be responsible for sending out a notification card through the Mission Press. In the absence of such an assignment the Office of the Chancellor shall assume this responsibility.

§1803 FUNERAL INSTRUCTIONS AND PERSONAL INVENTORY

1803 Policy Archdiocesan priests shall maintain a personal inventory and funeral instructions on file with the Office of the Chancellor.

Procedures

Priests should contact the Office of the Chancellor for information and necessary forms.

§1804 ESTATE ADMINISTRATION

1804 Policy The estate of the priest shall be handled according to the wishes he has specified in his will.

§1805 PAYMENT OF FUNERAL EXPENSES

1805 Policy The priest's estate or the family of the priest shall pay for funeral expenses. However, in cases of financial need, requests for assistance may be made to the Priests' Retirement and Mutual Aid Association.