

POLICY No. 37
PROCEDURES TO BE OBSERVED ON THE
OCCASION OF THE DEATH OF A PRIEST

1. Term definitions

Priests in a parish: diocesan priests who hold a parochial office (i.e., parish priest, parish administrator, associate pastor, priest in residence) in the Diocese of Sault Ste. Marie and who die while in office. In the case of a priest who is a member of a religious institute or of a society of apostolic life, the agreement with the Diocese of Sault Ste. Marie shall govern the procedures to be observed.

2. Intent of the directive

To enable the diocesan authorities to make suitable arrangements for the funeral of a deceased priest and for the effective transfer of responsibilities.

3. Policy

- a. The Bishop and chancellor are to be informed as soon as possible of the death of a priest regardless of whether he is assigned to a parish or retired.
- b. The priest's Last Will and Testament will be read by either of the above mentioned persons in order to determine whether or not there are any special requests relating to his funeral and burial. The executor shall be notified by the Bishop or the chancellor.
- c. If the deceased priest was a parish priest or parish administrator, the priest appointed in the interim to administer the parish shall observe the prescriptions of Canons 539-541.
- d. No one is allowed to remove anything from the church or the rectory without the consent of the Bishop or his delegate. The executor of the Last Will and Testament is to take possession of the personal effects of the deceased.
- e. The inventory of personal goods belonging to the deceased priest shall be read and his personal property clearly identified.
- f. Funeral expenses are borne by the priest's estate, depending on the terms of the Last Will and Testament and the accompanying instructions.
- g. Any special instructions of the priest regarding his funeral are to be followed if possible. The priest may be waked in the church observing the appropriate liturgical discipline and local custom. All arrangements, including the proper attire of the priest, are overseen by the Bishop through the chancellor.

POLICY No. 37
PROCEDURES TO BE OBSERVED ON THE
OCCASION OF THE DEATH OF A PRIEST

- h. The funeral of a priest who died in active ministry would normally be celebrated in the parish where he was stationed, unless there are funeral directions in his Last Will and Testament or a separate document for the funeral. The family of the priest may also determine the place of the funeral.

The funeral of a retired priest would be celebrated according to instructions in his Last Will and Testament, the desires of his family or another document outlining the funeral arrangements. Where there are no instructions, the Bishop in consultation with the executors, shall determine the details of the funeral.

- i. Funeral arrangements shall be coordinated with the Bishop's office and the chancery.
- j. After the funeral, if the deceased priest was a parish priest or parish administrator, the inventory of parish goods will be verified in preparation for the arrival of the new parish priest.
- k. Care must be taken to deal cooperatively with the executor of the estate and the family.

Revision # : 2.0	Revision Date : SEPT 8, 2016	Original Issue Date: OCT 2003
------------------	------------------------------	-------------------------------