



Diocese of Marquette

DEATH NOTIFICATION, DEATH NOTICE AND FUNERAL PLANNING PROCEDURE

1. Death Notification Procedure:

In all instances, the Office of the Bishop is to be notified immediately upon the death of a priest or deacon by calling (906)-227-9115.

If the death occurs on a weekend or when the office is closed, the Bishop may be called at home. The Bishop will notify the Executive Assistant in the Office of the Bishop.

2. Death Notice Procedure:

A formal death notice will be sent by the Office of the Bishop upon the death of:

- A bishop or priest, his parents or siblings.
- A deacon (or man in formation) or his spouse.
- A diocesan employee, their spouse, child or parents.

Upon request, notices regarding the death of other members of a priest or diocesan employee's family may be sent upon the Office of the Bishop receiving notification and receipt of the information necessary for the death notice.

The Office of the Bishop will email the death notice to active and senior priests, active and retired deacons, pastoral coordinators, women religious, seminarians and diocesan staff who have an email address in the diocesan global address book.

Senior priests and deacons who have no email will receive a paper copy by mail. If a copy of the mailing will not reach the recipients in a timely manner, phone calls will be made to the priests, and the death notice will follow by mail. The Office of the Bishop will contact the Vicars Forane for assistance in calling the retired priests in their Vicariate who do not have email.

A formal death notice will be sent by the Office of the Permanent Diaconate upon the death of:

- A parent, child or sibling of a deacon or men in formation

The death notice is the responsibility of the Diaconate Office to prepare and email to the deacon community. The Diaconate Office is responsible for sharing death notices with others within the deacon community, e.g., wives of deceased deacons. The death information will be forwarded to the Office of the Bishop for emailing to the Priests and Pastoral Coordinators.

Upon request, notices regarding the death of other members of a deacon or man in formation's family may be sent upon the Office of the Permanent Diaconate receiving notification and receipt of the information necessary for the death notice.



Diocese of Marquette

DEATH NOTIFICATION, DEATH NOTICE AND FUNERAL PLANNING PROCEDURE

2. Death Notice Procedure (Continued):

A death notice will be sent by the Director of Vocations upon the death of:

- A seminarian or his parents.

A death notification relating to the death of a seminarian or his parents will be prepared by the Director of Vocations and emailed to the seminarians.

The Director of Vocations will prepare and forward a death notice to the Office of the Bishop for forwarding to the Priests, Deacons, Religious, Pastoral Coordinators and Diocesan Staff in the usual manner stated above.

3. Funeral Planning:

- a. It is one of the responsibilities of the Vicar Forane, in collaboration with the pastor of the church where the funeral is to be celebrated, to coordinate the planning of the Funeral Mass upon the death of a priest or deacon.
- b. As it is an important duty of the Bishop and a Corporal Work of Mercy of the Church, it is the intent of the Bishop to reserve to himself, to be the celebrant of a Funeral Mass for a priest or deacon, depending upon his availability.
- c. It is important that family members of the deceased involved in funeral planning, contact the Office of the Bishop as a priority. ***Ascertaining the availability of the Bishop should be done before meeting with the funeral home.***
- d. In most instances, the Bishop will defer the duty of homilist to another priest or deacon. The funeral/burial instructions of the deceased filed with the Office of the Bishop will be honored to the extent that they can be.
- e. Priests are invited to concelebrate a funeral mass, and will vest in alb and white diocesan stole. Deacons will vest in alb and white diocesan stole for the funeral of a deacon or deacon's wife. However, deacons will dress in choir (cassock and surplice) for a priest funeral.

Contact Numbers:	Office of the Bishop	(906)-227-9115
	Office of the Permanent Diaconate	(906)-227-9155
	Vocations Office	(906)-227-9131

Updated: May 28, 2018