

INSTRUCTION FOR FUNERAL ARRANGEMENTS FOR CLERGY UNDER CANONICAL PENALTY

In order to respect the dignity of the deceased cleric, to ensure the solemnity of the funeral liturgies, to provide sensitivity to family and close friends of the deceased and to minimize media exploitation of the cleric's death, the following steps are to be followed:

1. The Bishop of Cheyenne will be notified as soon as possible of the death of a cleric who is under a canonical penalty.
2. The Chancellor, under the direction of the Bishop, will review the cleric's file for the Emergency Contact List, Funeral Directions and Last Will and Testament.
3. The Bishop will contact the closest relative or specified person to express condolences on behalf of the Church.
4. The celebration of all three funeral liturgies – Vigil Service, Funeral Mass and Rite of Committal – is strongly encouraged.
5. The Vicar General and Diocesan Director of Liturgy will assist the family and/or executor in preparing for the funeral liturgies and will clearly communicate the Diocesan directions regarding publication of funeral liturgies.
6. In the publicized death notices, there is to be no indication of time, place and date for any of the funeral liturgies, in order to avoid media exploitation and protests. The death notices are to read, "Services and burial will be held at the convenience of the family." or something equivalent. A notice that the deceased served as a cleric of the Diocese of Cheyenne may be included.
7. All clergy and religious will be notified of the funeral liturgies and will be invited to participate.
8. If the cleric has been dismissed from the clerical state or has the penalty of a life of prayer and penance with the restriction not allowing the use of the titles "Reverend" or "Father," these titles are not to be used in the death notices, memorial cards or markers at the place of internment.
9. If the cleric has been dismissed from the clerical state or has the penalty of a life of prayer and penance with the restriction not allowing the use of the titles "Reverend" or "Father," he is not to be interned in a cemetery section or plot, mausoleum, columbarium or other place of honor reserved for Catholic clergy.

10. In accordance with Protocol Regarding Available Non-Penal Restrictions on Bishops, “The Bishop Emeritus has the right to be buried in his own cathedral church or, if he is a religious, in a cemetery belonging to his institute. However, the diocesan bishop will prudently decide based on local circumstances where the bishop emeritus will be buried.” (cf. #11.c)

INSTRUCTION FOR FUNERAL LITURGY

In order to promote the aforementioned principles:

1. As long as the deceased has not been dismissed from the clerical state, his body may be dressed in liturgical vestments, provided there were no restrictions entirely prohibiting the cleric from celebrating or assisting at private Masses.
2. A private viewing for members of the family and close friends is encouraged, but there should be no public visitation prior to the funeral liturgies.
3. The funeral liturgies are not to be held in any parish church where the cleric committed the delict, where the victims or their families belong or where he was assigned, unless there is not another option.
4. The celebrant and homilist for the funeral liturgies may be pre-designated by the deceased or may be the pastor or parochial vicar of the parish where the funeral liturgies are celebrated.