

Tasks & Responsibilities on the Death of a Friar

Local Minister:

- Upon the death of a friar, local minister calls:
 - provincial minister
 - Capuchin Communications
 - the coroner and police (if death did not take place in a hospital/nursing home)
- The bedroom, office and personal effects of the deceased are sealed (computers, cell phones are secured)
- After receiving funeral information from the provincial minister, and checking the friar's personal file/wishes, the local minister contacts the the local minister(s) of the burial site, funeral liturgies and funeral luncheon/dinner.
- Contacts the chair of the Liturgical Commission
- Maintains communications with the deceased friar's family/pertinent individuals

Provincial Minister:

- Retrieves personal file/wishes of the deceased
- Prepares an official notification of the death, with schedule of funeral rites, and sends to Capuchin Communications
- In consultation with the local minister, determines who will contact family of origin
- Authorizes a funeral home for preparations (in consultation with local minister), times, places and presiders/preachers for funeral rites, and official communications

Capuchin Communications:

- Prepares and distributes an initial notice of death to friars and partners
- Prepares obituary for news media (including diocesan newspapers where the deceased ministered, and hometown newspapers), including a digital photo of the deceased
- Prepares and distributes a memorial card of the deceased including dates of birth, profession, ordination (if applicable), and death

Chair of Liturgical Commission:

- Either personally or through other commission members/qualified friars, prepares the texts for the funeral rites (complete with ministers not already designated by the provincial minister.
- Appoints musicians for the funeral rites
- Reviews the deceased's personal file/wishes
- Prepares an order of worship