



**Епархія Чикагская и Средне-Американская
Русская Православная Церковь Заграницей**

**Diocese of Chicago & Mid-America
Russian Orthodox Church Abroad**

**P.O Box 1367
Des Plaines, IL 60017**

Tel: (847) 373-4002

Fax: (847) 789-8885

Email: dcma.roc.or@gmail.com

Web: chicagodiocese.org

March 6/19, 2018
42 Martyrs of Ammoria

Dear Father Rectors,

Christ is amongst us!

Hieromonk Alexander is providing us here better and more detailed information about how to assure your funeral arrangements follow your desires. That being said, it is not a bad idea for the diocese to have a copy of your will. This may help avoid problems after your repose.

BUT – as regards funeral planning the information below is what you need to know. So the new list of required documents is the following:

- An autobiography
- Your clerical resume (when you were ordained, which parishes you have served, awards you have received, other pertinent information)
- Your ordination paperwork
- Copy of any secular and church educational diplomas
- Copy of your baptismal certificate
- Copy of your marriage certificate (if applicable)
- Copy of your passport or any type of official identification
- Copy of your visa paperwork (if applicable)
- A passport sized color photo - renewed every 10 years
- NEW – Copy of your funeral arrangements (recommended for married clergymen – mandatory for celibate clergymen)

===

In an effort to be able to provide a proper church funeral in a timely manner especially for our clergy in the diocese, we ask that every clergy man writes down their wishes for their funeral arrangement. We stated earlier to send us your “will”, however we more specifically refer to your funeral arrangements.

1) Do not make the funeral arrangement part of your will. Your will often won't be read or accessible until several weeks, sometimes months, after your death. Wills should never be used to express desires and decisions that need to be dealt with soon after your death. Wills are more properly used for things like property distribution that can wait and aren't time sensitive.

2) Create a separate document that states “Funeral arrangement for Priest/Deacon N.N.”

3) Be as detailed as you like in your arrangements but as a minimum state

a) You want a burial not a cremation, in accordance to the beliefs of the Orthodox Church.

b) If you are celibate (never married or widowed) state clearly which parish / monastery or in general the diocese has the guardianship of your body. If you are married consider that your wife is next of kin and has guardianship of your body, but can also only act in the accordance to your wishes in the written statement.

c) Which church should the funeral service be conducted in?

d) Is there a specific cemetery plot you want to be buried (family plot, monastery)

e) Did you make any pre-arrangement and/or pre-paid plans with a funeral home? If yes, where can those contracts be found?

4) Sign and date the statement with your legal name.

5) Hand the statement to the executor of your will if you have such.

6) Send a copy to the Office of the diocese

7) Make it known to your family and closest friends that you made such a written statement and where it is being kept.

8) If your wishes change or you want to add something (more details for example) feel free to do that any time, but make it in a timely manner and repeat steps 5-7

If you have questions about this that are more of a legal nature get professional legal advice.

If you have questions that are more in the realm how an Orthodox funeral should look like, what could be additional in your arrangement plans etc, feel free to contact Hieromonk Alexander, who researched this quite extensively.

In Christ,



Archpriest Gregory Joyce
Secretary, Diocese of Chicago & Mid-America
734-649-5746

