



Diocese of Scranton

EMERGENCY CONTACT FORM POLICY

Required forms to be completed by priests and kept on file in the Diocese of Scranton:

In order for the Diocese of Scranton to assist its priests in planning for end of life issues, each priest is asked to complete an Emergency Contact Form to be kept on file in the diocese. The Emergency Contact Form can be found on the Vicar for Clergy Webpage or can be obtained by calling his office. Each priest is also asked to prepare and keep on file in the diocese the following legal documents:

- **A Will**
- **A Durable Power of Attorney (sample on Vicar for Clergy Webpage)**
- **A Living Will and Healthcare Power of Attorney (sample on Vicar for Clergy Webpage)**

Once received by the Vicar for Clergy the Emergency Contact Form and legal documents will be stored in the priest's permanent file. The Will should be in a sealed envelope and will not be opened until death.

Priest Emergencies:

The Vicar for Clergy will review the priest's Emergency Contact Form in order to determine who to contact to coordinate medical care or make funeral arrangements. It is important to keep the Emergency Contact Form Updated as individuals selected by priests to care for their needs often move, change their contact information, or precede them in death.

Funeral Planning Information is part of the Emergency Contact Form:

Each priest is asked to plan their funeral in advance. They should select several priests who could serve as homilists. If none are selected or if they have died and the Emergency Contact Form has not been updated, the Vicar for Clergy will select the homilist. The Funeral Mass is planned by the family, local pastor, and Vicar for Clergy if specific instructions are not given by the priest.

Keeping Emergency Contact Forms current:

Every two years all priests in the Diocese of Scranton will receive the most up to date Emergency Contact Form on file. Please review the form and make any needed updates either by returning a new form or updating your form electronically on the Vicar for Clergy Webpage. Emergency Contact Forms can be updated at any time.