

## Protocols in the Sudden Absence of the Pastor

No. 1102

**Policy Statement:** Parishes must develop protocols in case the pastor cannot celebrate the Sunday Eucharist.

**Intent of Policy:** To provide for the Sunday Celebration of the Eucharist or a Sunday Celebration of the Word in the sudden absence of the pastor.

**Procedure:** The following protocols are to be established in the parish:

- Designate a person(s) in the parish as the contact responsible for communicating the situation to the Dean and the Office of the Chancellor, and coordinating the necessary actions in the parish.
- Have emergency contact information of the Dean and the Chancellor accessible (see Appendix 232A Emergency Contact Information Template).
- Permanent deacons are trained and ready to use the ritual for *Sunday Celebration of the Word and Hours*.
- If the parish does not have a permanent deacon, lay ministers will be trained to preside at a Sunday Celebration of the Word.

In the sudden absence of the pastor:

- Immediately communicate the situation involving the pastor to the Dean and to the Chancellor.
- Determine with the assistance of the Dean and/or Chancellor whether a priest is available to celebrate the Sunday Eucharist.
- If no priest is available to celebrate the Sunday Eucharist, implement Policy No. 511 Sunday Celebration of the Word.

**Refer to Policy:**

No. 511 Sunday Celebration of the Word

**Refer to Appendix:**

232A Emergency Contact Information Template