

## Wills

**Policy No. 424**

- Policy Statement:** Archdiocesan priests are to have a Last Will and Testament (c. 668, §1).
- Intent of Policy:** To provide the Archdiocese and the surviving family direction in administration of the priest's estate in the event of his death.
- Definition:** A Last Will and Testament is a legal document which is duly executed and valid in civil law.
- Procedure:**
- a) A priest's Last Will and Testament is to be placed in a sealed envelope and submitted to the Office of the Chancellor for safekeeping.
  - b) The name(s), address(es) and phone number(s) of the executor(s) are to be plainly indicated on the outside of the sealed envelope. If the executor is someone other than the Chancellor of the Archdiocese, "Permission to Open in the Event of Death" is also to be indicated on the outside of the envelope.
  - c) The name(s), address(es) and phone number(s) of all the family members or next of kin are also to be attached to the Last Will and Testament, so that the Office of the Chancellor can inform the family of a priest's death.
  - d) Priests are to ensure that their Last Will and Testament is kept up to date. The current Last Will and Testament on file can be returned any time upon request.
- Exception:** Priests working in the Archdiocese but who are not incardinated are to provide the name(s), address(es) and phone number(s) of the executor(s) and the location of their Last Will and Testament if they choose not to submit a copy of this document to the Office of the Chancellor.