

THE AUSTRALIAN AND NEW ZEALAND DIOCESE
OF THE
RUSSIAN ORTHODOX CHURCH OUTSIDE OF RUSSIA

CLERGY FUNERAL
POLICY

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1. Policy

1.1 Scope

The Diocese is committed to the Church entities under its control to create policy that is understood and provides guidelines in the event of the death of a clergy member.

This policy applies to all members of the Church community in the Diocese and addresses the funeral needs of clergy who served in the ANZ Diocese of ROCOR.

This policy is to be read and applied to ensure it is consistent with, and in conformity to, the Canons, Regulations, teachings and beliefs of the Russian Orthodox Church Outside of Russia.

1.2 Purpose

This Policy has been developed by the Diocese to:

- Clearly explain to all members of Clergy and Church official within the Diocese what the necessary funeral arrangements are for each rank within the clergy.
- Inform all clergy and parishioners in the Diocese of their obligations of what to do when a member of clergy passes away.

1.3 Definitions

Acronym / Term	Definition
Diocese	The Australian and New Zealand Diocese of the Russian Orthodox Church Outside Russia.
Diocesan Office	The office of The Australian and New Zealand Diocese of the Russian Orthodox Church Outside Russia
Church	ANZ Diocese of ROCOR.
Church community	Clergy, monastics, Diocesan employees, Diocesan officials, Church workers, Parish officials, Parish School workers, Volunteers, Parishioners and Visitors of church entities.
Church entities	Parishes, monasteries and missions within the Diocese.
Church workers	Individuals elected or appointed by parishes to assigned duties either with or without payment, including parish officials, Diocesan employees and Diocesan officials.
Clergy	Bishops, priests, deacons, subdeacons, readers.

Dean	A senior cleric appointed by the Ruling Bishop to have administrative oversight of all clergy in his Deanery.
Diocesan employees	Employees working for the Diocese.
Diocesan officials	Individuals elected or appointed to Diocesan positions within the Diocesan Council.
Monastics	Monks, nuns and novices.
Parish Officials	Individuals elected to Parish Councils, Sisterhood Councils, and Auditing Committees.
Parishioners	Individuals who attend divine services at an ANZ Diocesan church, or other gatherings, including social occasions, associated with the life of the parish.
Rector	Priest, abbot or abbess appointed by the Ruling Bishop to oversee a Parish, Monastery, Convent or Mission.
ROCORA	Russian Orthodox Church Outside of Russia.
Ruling Bishop	Bishop or Archbishop appointed by the Synod of Bishops of ROCORA with responsibility for all the parishes and church communities within the Diocese and authority over all the orders of clergy in the Diocese.
Visitors	Any workers/contractors undertaking work (paid or unpaid) at the church premises.
Volunteers	Individuals undertaking voluntary duties on a regular basis within parishes or parish schools without payment.

1.4 Responsibilities

The Ruling Bishop / Diocesan Council is responsible for updating and implementing this policy across the Diocese.

All Rectors are responsible for:

- Ensuring their parish officials comply with the requirements of this policy and making members of their Church workers aware of the requirements of this policy.
- Ensuring their parish officials and church workers are ready to act when a member of clergy passes away.

The **Ruling Bishop and Deans** are responsible for ensuring all clergy and monastics comply with the requirements of this Policy.

1.5 Death of Clergy

- 1.5.1 The death of a clergy member is an inevitable event of parish life. When it occurs, there are certain steps and obligations that parish officials need to take.
- 1.5.2 Noting that clergy members have family, Church officials need to cooperate with members of the family in planning of a funeral. At the first reasonable opportunity, the Ruling Bishop and Diocesan office are to be informed when any member of the clergy passes away.
- 1.5.3 If it is the death of a deacon, subdeacon or reader, then it is appropriate that the Parish rector informs the Ruling Bishop and Diocese Office.
- 1.5.4 If it is the death of a priest, then it is appropriate that other Parish clergy (by rank order) inform the Ruling Bishop and Diocese Office.
- 1.5.5 If there are no clergy, then it is acceptable that a Parish Official informs the Ruling Bishop and Diocese office.
- 1.5.6 Every effort is to be made to serve a memorial (panikhida) on the first, third, ninth and fortieth day after the passing of the clergy member. This will normally be in the Parish Church where the clergy member served.
- 1.5.7 During this time, the Diocese Office is to be kept updated as to funeral arrangements.

2. Funeral Arrangements

2.1.1 Funeral arrangements for Deacons, Subdeacons and Readers

- 2.1.1.1 Clergy with the rank of deacon, subdeacon or reader are given the same funeral rite as a member of the laity. In the case of deacons, with the blessing of the Ruling Archbishop, the funeral rite for deacons issued by the Moscow Patriarchate may be used instead. Should the clergyman also be a monastic, then the funeral rite of a monastic may instead be served; in which case, Item **Error! Reference source not found.** applies (*below*).
- 2.1.2 The family is to liaise with the Parish rector and parish officials as to the specific arrangements of the funeral.
- 2.1.3 The family is requested choose a funeral director that is familiar with the Orthodox funeral service for laity.
- 2.1.4 It is appropriate that a Liturgy be served prior to the funeral service.
- 2.1.5 When placed in the coffin, the clergy member is to be dressed in suitable vestments for the rank.
 - 2.1.5.1 For a reader this is the inner cassock (with a white sticharion on top of the cassock).
 - 2.1.5.2 For a subdeacon this the inner cassock with white sticharion and white orarion.
 - 2.1.5.3 A deacon is to be dressed in inner cassock, white sticharion, cuffs, white orarion (in accordance with rank), kamilavka (if awarded) with a deacon's candle and censer to be placed inside the coffin.

- 2.1.5.4 If the deceased or their family did not set aside a set of vestments to be buried in, the Dean (or appointed representative) should obtain a suitable set either from the deceased clergyman's personal vestments set, home parish, or another parish as applicable.
- 2.1.6 Church hire for the funeral of serving clergy and wives of deacons (Matushki) is not to be charged, nor is hall hire for the wake (pominki).
- 2.1.7 Clergy of all ranks who attend the funeral service are not to ask for payment for attending the service.
- 2.1.8 Waiving other funeral-related costs, including candles or flowers is at the discretion of the Parish Rector and Parish Officials.
- 2.1.9 The Ruling Bishop and Diocese Office are to be informed of the time, date and location of funeral service and wake (pominki).
- 2.1.10 The Ruling Bishop is invited to attend the funeral. Should he accept, he is to inform the family as to whether he will be serving.
- 2.1.11 At the discretion and approval of the family, the Diocesan office is to make a formal announcement as to the funeral and/or memorial details for the departed clergy member. This can be through email and/or social media (as appropriate).

2.2 Funeral arrangement for Priests

- 2.2.1 Clergy with the rank of priest are given the funeral service for Orthodox priests.
- 2.2.1.1 Should the clergyman also be a monastic, then the funeral rite of a monastic may instead be served; in which case, Item **Error! Reference source not found.** applies (*below*).
- 2.2.2 The family of the departed priest is to work closely with Church officials as to specific arrangements for the funeral.
- 2.2.3 The family is requested to choose a funeral director that is familiar with the Orthodox funeral service.
- 2.2.4 Normatively a Liturgy be served prior to the funeral service. Prior to the Liturgy a memorial Parastas with the reading of the Gospel is to be served (typically the night prior).
- 2.2.5 When placed in the coffin the priest is to be fully vested (typically) in white (with any awards) along with a small Gospel to be placed in his hands.
- 2.2.6 The priest's face should be covered with an Aer.
- 2.2.7 The other clergy of the deanery are to anoint/wash (with oil) the departed priest and vest him in the full vestments of his rank (typically in white vestments).
- 2.2.8 Items of value such as jewelled or historical priests crosses should not be buried with the priest and should be replaced with a wooden cross, with the item of value being handed to the family to pass on to another priest to continue to be used.
- 2.2.9 If the departed priest or his family did not set aside a set of vestments, a suitable spare (old set) from his personal vestments (if existing), or home parish or another parish within the Diocese is to be obtained by the Dean or a designated representative.
- 2.2.10 Normatively, the parish Church that the priest served in at the time of his death is to be the venue for the funeral.
- 2.2.10.1 In the event of a death of a retired priest, where the priest resided in a different city to where he served most recently, then the family can choose a Church for the funeral service. The parish Church where the priest served at the time of death is to cover (waive where appropriate) the smaller costs associated with the funeral. These costs include Church hire, candles, flowers and hall hire for wake (pominki). Clergy of all ranks who attend the funeral service are not to ask for payment for attending the service.

- 2.2.11 Church hire for the funeral of serving clergy, and for the wives of priests and deacons (Matushki), is not to be charged, nor is hall hire for the wake (pominki).
- 2.2.12 The Ruling Bishop and Diocese Office are to be informed of the time, date and location of funeral service and wake (pominki).
- 2.2.13 The Ruling Bishop is to make every effort to attend the funeral of the priest.
- 2.2.13.1 If the Ruling Bishop is unavailable, then he is to make arrangements for another Bishop to attend from within the Synod or from a different jurisdiction.
- 2.2.14 At the discretion and approval of the family, the Diocese Office is to make a formal announcement as to the funeral and/or memorial details for the departed clergy member. This can be through email and/or social media (as appropriate).
- 2.2.15 At an appropriate time, the Dean (or an appointed priest) is to liaise with the family to arrange for the retrieval of any sacramental items such as baptismal kits, travel communion sets, or antimensions issued for serving remote communities that the departed priest may have had in his possession at home and to return them to the priest's home parish (in the first instance), and to inform the Ruling Bishop of the items and their location.

2.3 Funeral arrangements for Monastics

- 2.3.1 If a monastic reposes as a member of a monastery, then the Superior of that monastery is responsible to make all arrangements for the funeral.
- 2.3.2 The Superior of a monastery is to take the lead when a monastic passes away.
- 2.3.3 At the first reasonable opportunity the Ruling Bishop needs to be informed as well as family of the monastic.
- 2.3.4 The Superior is to liaise with a funeral director that is familiar with the Orthodox funeral service.
- 2.3.5 Where possible, the monastic is to be buried on the grounds of the monastery they inhabited.
- 2.3.5.1 If it is not possible to bury a monastic on the grounds of a monastery, then arrangements are to be made for burial at local cemetery.
- 2.3.6 All costs associated with the burial of a monastic are to be met by the monastery. If necessary, the Superior can apply for financial assistance to the Diocese Needy Parish Fund.
- 2.3.7 The Superior and remaining monastics at the monastery are to conduct all the necessary services for the newly departed monastic, including the memorials on the first, third, ninth and fortieth days. The Memorial Matins, with the Reading of the Psalms, and the Divine Liturgy are recommended to be served for the day of the funeral.
- 2.3.8 The Ruling Bishop and Diocese Office is to be informed of the time, date and location of funeral service and wake (pominki).
- 2.3.9 The Ruling Bishop is to inform the Superior if he is attending the funeral and in what capacity he will be doing so.

2.4 Funeral arrangements for Ruling Bishop and Vicar Bishop

- 2.4.1 Upon the death of the Ruling Bishop, the Vicar Bishop (if available) assumes authority until the Synod appoints a new Ruling Bishop. In the absence of a Vicar Bishop, the Chancellor assumes authority until there is a new Synodal appointee. Organisation of the funeral of a Ruling Bishop

is done by the Diocese Office, Dean of the Central Deanery and Rector of the Diocesan Cathedral.

- 2.4.1.1 For a Vicar Bishop, the organisation of the funeral is done by the Diocesan Office, the Dean responsible for the area where the funeral will take place, and the Dean of the cathedral (or Rector of the parish) where the funeral will take place.
- 2.4.2 At the first reasonable opportunity the Synodal office is to be informed, as well as senior clergy within the Diocese and family of the ruling Bishop.
- 2.4.3 Organisers are to conform to any instructions from the Synodal Office
- 2.4.4 Organisers are to liaise with a funeral director that is familiar with the Orthodox funeral service.
- 2.4.5 All necessary services are normatively to be conducted in the Diocesan Cathedral, unless otherwise arranged.
- 2.4.6 Memorial services (pannikhida) can also be conducted at parish churches and monasteries at the discretion of each Rector.
- 2.4.7 Costs associated with the burial of the ruling Bishop are to be covered by the Diocese.
- 2.4.8 The funeral service is to be in the Diocesan Cathedral and subsequent wake (pominki) in the Cathedral Church hall. Burial is to be in a local cemetery, or as arranged.
- 2.4.8.1 Alternate arrangements may arise from the personal request of the departed Bishop, or a Synodal directive.
- 2.4.8.2 In such circumstances, arrangements for burial in the alternate location are to be made with costs to be covered by the Diocese.
- 2.4.9 The Diocese Office is to make a formal announcement as to the funeral details for the departed Bishop. This can be through email and/or social media (as appropriate)

3. Document Version Control

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Authorisation



+ Archbishop George

**Archbishop George of Sydney, Australia and New Zealand
Russian Orthodox Church Outside of Russia**