

# Pastoral Response Plan

---

Revised February 2016

As a Catholic institution we are called to respond when such situations as death and major illness arise. Our response is a pastoral response meaning we offer care, forethought, support and attention to each individual situation.

This is a plan of practices that give us guidelines of what can be done to offer the pastoral response to grief situations. The University prides itself on being a family. Let our family values extend to moments of joy and grief.

This is a plan of practices for the following situations involving death and major illness:

1. Death of a student
2. Death of a faculty or staff member
3. Death of an immediate family member of a student
4. Death of an immediate family member of a faculty or staff member
5. Major illness of student, faculty or staff member

If there are other situations that arise such as the death of a past University employee, please contact the Director of Mission and Ministry to discuss pastoral options.

For this plan to be enacted by each of the departments identified, those in the University community who have information and knowledge of major illnesses, deaths of family members or deaths of students, faculty or staff members need to let those departments identified below know. In general contact the Director of Mission and Ministry to ensure that the Pastoral Response Plan is in process.

## **Situations Involving a Death**

1. Death of a Student
  - A. Director of Mission and Ministry
    1. Collects all pertinent information from the family (visitation, services, burial, etc.) and shares this information as appropriate with
      - Dean of Students
      - Director of Wellness Center
    2. Coordinates a memorial service on campus for the campus community to grieve together with counselors available for follow up grief counseling after the service and in the weeks to come
  - B. Dean of Students
    1. Sends peace lily to family of deceased student
    2. Contacts student's family offering condolences and resources available
    3. Shares pertinent information as appropriate with
      - President of University
      - Provost

## **Employee Handbook**

- Student's academic advisor and current faculty
  - Registrar to update student's record in CARS
  - Greater campus community as appropriate (both notification of death and arrangements)
- C. Director of Mission and Ministry, Dean of Students and Director of Wellness
1. Determine appropriate personnel to visit the family bringing a gift card for food or actual food
  2. Ensure a University representative at visitation, services, etc. distance permitting
- D. Dean of Students
1. Shares pertinent information with
    - Coordinator of Residence Life
    - Resident Assistant of the student
    - Roommate of student (if applicable)
    - Other staff as appropriate
  2. Coordinates arrangements for personal effects of student
- E. Director of Wellness Center
1. Offers outreach to campus community as appropriate
2. Death of a faculty or staff member
- A. Department chair or supervisor of deceased
1. Collects all pertinent information from the family (visitation, services, burial, etc.) and shares this information with
    - President of University
    - Provost
    - Director of Human Resources
- B. Provost
1. Shares pertinent information with
    - Director of Wellness
    - Director of Mission and Ministry
- C. President of University
1. Sends peace lily to family of deceased
  2. Shares appropriate information with the greater campus community
  3. President or designee will attend visitation, services, etc. distance permitting
- D. President and Department chair or supervisor
1. Determine appropriate personnel to visit the family bringing a gift card for food or actual food
- E. Director of Mission and Ministry
1. Coordinates a memorial service on campus for the campus community to grieve together with counselors available for follow up grief counseling after the service and in the weeks to come
- F. Director of Wellness Center
1. Offers outreach to campus community as appropriate
3. Death of an immediate family member of a student (defined as parents, siblings, spouse, and child(ren))

## **Employee Handbook**

- A. Director of Mission and Ministry
    1. Collects all pertinent information from the family (visitation, services, burial, etc.) and shares this information as appropriate with
      - Dean of Students
      - Director of Wellness Center
    2. Sends a sympathy card
    3. Holds All Saints Day/ All Souls Day Mass in the fall to pray for the dead of the past year
  - B. Dean of Students
    1. Shares pertinent information as appropriate with
      - President of University
      - Provost
      - Student's academic advisor and current faculty
      - Greater campus community as appropriate for both notification of death and arrangements
    2. Contacts student offering condolences and resources available
    3. Sends peace lily to family of deceased
  - C. Director of Wellness Center
    1. Offers outreach to campus community as appropriate
4. Death of an immediate family member of a faculty or staff member (defined as spouse, child(ren), and parents)
    - A. Department chair or supervisor collects all pertinent information from the family (visitation, services, burial, etc.) and shares this information with the campus community as appropriate
    - B. Director of Mission and Ministry
      1. Sends a sympathy card
      2. Contacts President's Office to send peace lily to the family of the deceased
      3. Holds All Saints Day/ All Souls Day Mass in the fall to pray for the dead of the past year

### **Situations Involving a Major Illness**

1. Major illness of student (i.e. hospitalization)
  - A. Chair or someone from student's major's department visits student as appropriate
  - B. Dean of students shares pertinent information as appropriate with Provost and
    - Student's academic advisor and current faculty
    - Director of Mission and Ministry
    - Coordinator of Residence Life
    - Resident Assistant of the student
    - Roommate of student (if applicable)
  - C. Director of Mission and Ministry
    - Sends get well card
2. Major illness of faculty or staff member (i.e. hospitalization)

## ***Employee Handbook***

- A. Department chair or supervisor
  - 1. Visits faculty or staff member as appropriate
  - 2. Sends get well card
  - 3. Shares information with greater campus community as appropriate
- B. Director of Mission and Ministry sends get well card