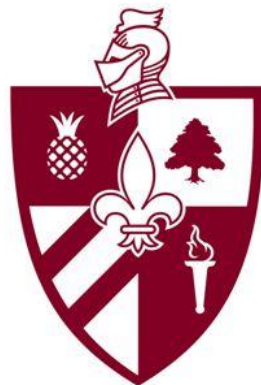


BELLARMINE UNIVERSITY

APPLICATION FOR MEMORIAL SERVICE IN OUR LADY OF THE WOODS CHAPEL

If, then, we have died with Christ, we believe that we shall also live with him.

-Rom. 6:8



BELLARMINE
UNIVERSITY

IN VERITATIS AMORE

APPLICATION CHECKLIST

- _____ Contact Campus Ministry; complete preliminary application (attached)
- _____ Meet with Special Events representative to sign contract, pay rental fee (current rental fee is \$1,200), & determine required liability insurance needs
- _____ Arrange for priest or other presider and musicians (optional)
- _____ Coordinate the order of service and submit to Campus Ministry, along with presider information, for approval at least 2 weeks in advance (Resources are available to assist in planning such services from the Campus Ministry Office)
- _____ If Bellarmine classes are in session, consider retaining shuttle services through Campus Security
- _____ Hold memorial service in the Chapel (student Sacristan provided for Catholic liturgies)

CHAPEL USE APPLICATION

REQUESTED MEMORIAL DATE: _____ **TIME:** _____

APPROX NUMBER OF GUESTS: _____

CONTACT INFORMATION:

Full name: _____

Are you a Bellarmine alum? _____ Year _____

Deceased person's full name: _____

Was the deceased a Bellarmine Alum? _____ Year _____

Are you or the deceased affiliated with Bellarmine in any other way? Be specific.

Contact Phone: _____ Email: _____

I am requesting:

_____ Catholic Memorial Liturgy/Mass

_____ Memorial Service (other religious)

_____ Memorial Service (secular)

Priest/Presider Name (if applicable): _____

Church Affiliation (if applicable): _____

Phone: _____ Email: _____

FUNERAL/MEMORIAL SERVICE POLICY FOR OUR LADY OF THE WOODS CHAPEL

Throughout Church history, the local believing community has held the responsibility to console those who mourn and to celebrate the life and faith of the deceased. To that purpose, Mass was celebrated in the parish church as part of the assembly, and burials held in the adjacent cemetery. As urban areas grew and designated areas were set aside as cemeteries, the tradition of holding Mass in the parish church and transporting the body to the cemetery continued. Canon Law mandates that funerals “must generally be celebrated in the parish church of the deceased” (Order of Christian Funerals 71, Canon 1177.1). Although there are exceptions to this rule, especially for members of religious orders, this general policy recognizes the important role that the local parish has played as the spiritual home for the deceased.

Our Lady of the Woods Chapel is the principal Roman Catholic chapel of Bellarmine University, but it is not a parish church. Our Lady of the Woods Chapel falls under the canonical jurisdiction of Saint Agnes Parish Church. The Chapel is under the administrative authority of the Director of Campus Ministry who supervises the Chapel Usage Policy. The permission of the local ordinary is required for Mass or other sacred celebrations to take place in any private chapel (Can. 1228) and upon the completion and dedication of the Our Lady of the Woods Chapel in April 2001 then Archbishop Thomas C. Kelly clarified that “...baptisms and funerals are not to be celebrated on the Bellarmine campus...Because this is a Catholic chapel, this policy would extend to the same services for non-Catholics.”

Additionally, Our Lady of the Woods Chapel is not physically equipped to accommodate most caskets/coffins, particularly as is outlined for a Mass of Christian Burial, which should include reception of the body by the priest, sprinkling with holy water, draping with a pall, and then procession into the sanctuary.

In most instances, the proper setting for ministry to the bereaved family is within the local parish. **The Office of Campus Ministry directs Bellarmine students, employees, alumni, and benefactors to contact their local parish for all Funeral Mass celebrations.**

Memorial services may be coordinated by the Campus Ministry Office to meet the needs of faculty, staff, alumni, students, and their loved ones, particularly upon an unexpected or sudden death of a current or recent student or employee.

Memorial services or liturgies may be requested by and/or held in honor of current or former faculty, staff, students, or benefactors in coordination with Campus Ministry and the Office of Special Events. These services should include the following provisions:

- Service should be held after the Funeral Mass or other church service is held for family and friends and should not serve as a substitute for a funeral
- Families should arrange for any priest or presider independently and coordinate all aspects of the order of service (including music) to submit to Campus Ministry for approval at least 2 weeks in advance; Campus Ministry will provide a student Sacristan to assist with Liturgy setup
- All guest priests must be in good standing within the Archdiocese of Louisville or submit a letter of suitability from their own bishop/ordinary or religious superior through the Office of the Vicar in advance. Resources are available to assist in planning such services from the Campus Ministry Office (see below).

- An event contract is required for all memorial services or liturgies that are not University-sponsored and will be facilitated by the Office of Special Events. There is a \$1200 rental fee, required liability insurance listing for date of event (Special Events will assist with this process, cost varies), and additional fees for priest/presider, sacristan, and other ministers. This rental agreement will pertain to the Our Lady of the Woods Chapel and does not include gathering space for a reception. Additional university spaces may be available for rental and can be negotiated through the Office of Special Events.
- The family must agree to abide by all policies of the Chapel for seating and the use of its sacred space.
 - The pew seating capacity is 165, and full occupancy (with folding chairs) may not exceed 185
 - Non-Catholic and secular services are allowed in the Chapel, so long as respect for the sacredness of the space is guaranteed in all environmental, musical, decorative, or celebratory plans; all plans must be pre-approved by Campus Ministry
 - All guests are subject to university COVID-19 safety protocol, subject to change
- Parking may be limited when classes are in session, but shuttle services can be retained through Campus Security at 502-272-7777

By signing below, the contact certifies that they have read, understand and agree to abide by the policies of Bellarmine University for using Our Lady of the Woods Chapel for their memorial service. They understand that failure to abide by these policies will void the application, and they will not be allowed use of Our Lady of the Woods Chapel at Bellarmine University.

Signature: _____ Date: _____

THIS APPLICATION HAS BEEN REVIEWED AND ACCEPTED BY THE DIRECTOR OF CAMPUS MINISTRY
AT BELLARMINE UNIVERSITY OR HER DELEGATE.

Signature: _____ Date: _____
Director of Campus Ministry