**ALPHA ETA CHAPTER, INCORPORATED**

 **CHI ETA PHI SORORITY, INCORPORATED®**

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| **BEREAVEMENT, MEMORIAL SERVICE, SICK /SHUT IN** |

**PURPOSE:**

To provide guidelines for the Basileus, Chaplain, Board of Directors and members regarding the process of bereavement and memorial services within the Chapter , Region and National upon notification of a Soror / Frater’s death.

**POLICY STATEMENT:**

The Basileus is responsible for ensuring that the death or illness of members or member’s relative is communicated to the membership.

**PROCEDURE:**

**Death of a Soror or Frater**

1.The Basileus will contact the family of deceased Soror/Frater as soon as possible after notification and give condolences. The Basileus will pass this information on to the Chaplain and the Protocol Chair.

2.The Chaplain will obtain information regarding funeral arrangements; where to send flowers and cards and inform the membership. The Basileus/Chaplain will get permission from the family to hold a Memorial Service the day before or immediately before the funeral (refer to Official Book of Rituals latest edition).

3. The Chaplain will notify the Protocol committee that the Memorial Service will be implemented. The committees will coordinate the Memorial Service with the family and the Funeral Director.

4. The Chaplain will write a resolution for the deceased Soror / Frater (refer to the Official Book of Rituals latest edition). The Chaplain /designee will read the resolution at the wake/funeral, give original copy to family and place one on file.

 5.The Basileus will notify the National Headquarters, who shall notify the Supreme Basileus, National Secretary, Regional Directors and National Chaplain.

**Death of a Spouse, Significant Other, Parent, Child or Sibling of a Soror or Frater**

1. The Basileus will contact the family of deceased Soror/Frater as soon as possible after notification and give condolences.
2. The Basileus will pass information on to the Chaplain and the Protocol Chair.
3. The Chaplain will obtain information regarding funeral arrangements and where to send sympathy cards and will send a sympathy card from the chapter.
4. The Chaplin/designee will notify members via email and regular mail for members who do not have email.
5. The membership can send their condolences, thoughts and prayers.

 **Death of Other Relatives of Soror or Frater**

1. The Basileus will forward information to members via email
2. Sorors /Fraters may send condolences / prayers at their discretion

 **Sick or Shut In Soror or Frater**

1. The Basileus will inform the Chaplain that a Soror/ Frater is sick or shut in.
2. The Chaplain will contact the Soror/ Frater or family member for an update on Soror/ Frater’s status and get permission to share information with membership.
3. The Chaplain will obtain information on where to send flowers when suitable and a Get- Well card.
4. The membership can send their thoughts and prayers at their discretion.
5. The Chaplain /designee and members may visit the sick or shut in Soror / Frater.