



October 18, 2024

Memorial Notification Practice

This practice is coordinated by the Office of the Chaplaincy.

- Memorial notifications are shared when a current or retired full-time employee dies.
 - Chaplaincy staff send memorial notifications when they are made aware of a death.
 - We do not send notifications for part-time current or retired employees or for employees who left the University of Richmond prior to retirement. We also do not send messages following the passing of volunteers or alumni.
 - We work with University of Richmond Human Resources to ensure the accuracy of employment details before a message is sent.
 - We share each message with active and retired employees. We include students if the deceased had a student-facing role

- There is no single practice about the timing of these notifications.
 - Chaplaincy staff try to send notifications as soon as possible. However, we sometimes hear about a death many days or weeks after the fact.
 - We will sometimes delay sending a notice in order to share a more complete message that includes, when possible, an obituary and memorial service details.
 - The need to communicate with family members of the deceased will sometimes delay or impact the timeliness of a notification.
 - A second message to include memorial information may be sent at a later time if that information is not initially available.

- Chaplaincy staff work with facilities to lower the University Flag to half-staff in honor of the deceased.
 - The University flag is located near the fountain in front of Maryland Hall. The flag is lowered for two days in honor of the deceased. A memorial card is affixed to the base of the flag-staff sharing the name of the deceased.

If you are aware of the passing of a full-time current or retired employee, please contact University Chaplain, Craig Kocher, at ckocher@richmond.edu.