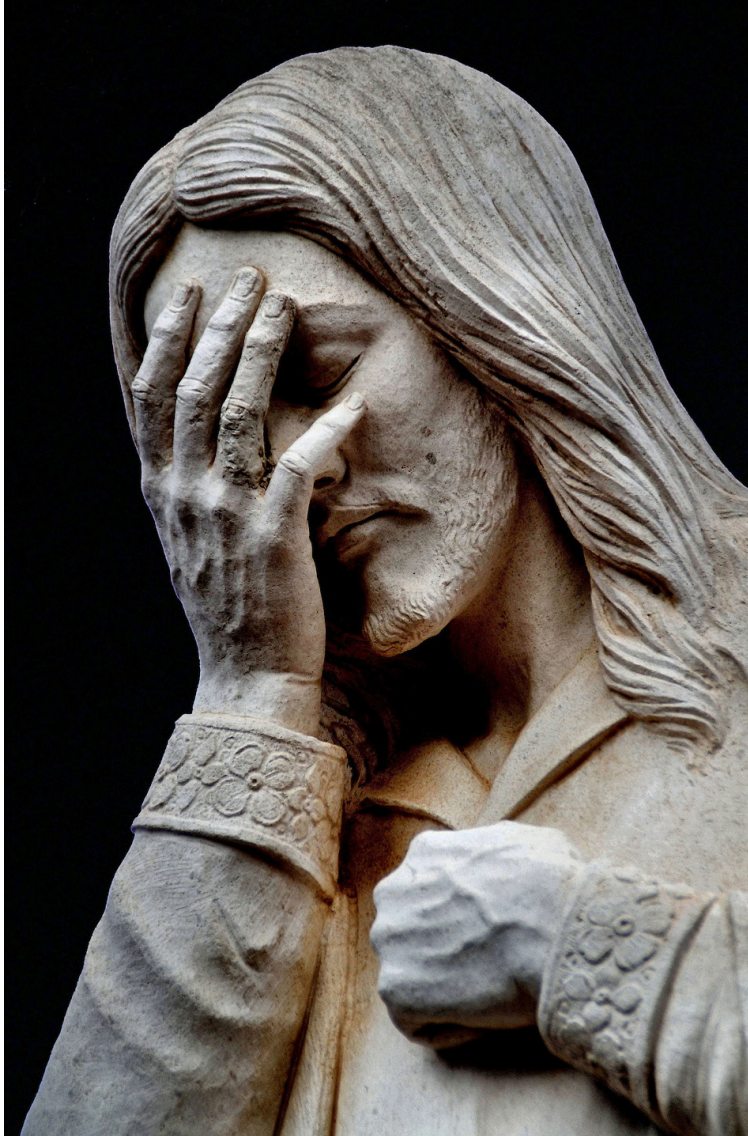


Episcopal Church of the Holy Comforter Vienna, Virginia

Funeral Planning Guide



For I am convinced that neither death, nor life, nor angels, nor rulers, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord.

– Romans 8:38-39



Episcopal Church of the Holy Comforter

543 Beulah Road, NE, Vienna, VA 22180

703-938-6521 www.holycomforter.com

Updated: July 2023

INTRODUCTION

The death of a loved one is always a life-changing event, even when it is anticipated. Dealing with all the decisions and logistics that relate to death can feel overwhelming and confusing. Please know that the clergy and staff of Holy Comforter are here to help you through it all.

The purpose of this booklet is to provide support to you and your family at the time of death and to those planning a funeral. It contains information and suggestions about both liturgical and practical issues, local resources for funeral homes, florists, and reception caterers.

Do not hesitate to reach out to the clergy and staff with any questions you may have.
Church Office: 703-938-6521.

What to do when a death occurs:

1. If the death occurs at the hospital or other care facility, the staff will know what to do.
2. If the death occurs at home under the care of Hospice, call Hospice, and they will assist.
3. If the death occurs at home and is unexpected, call 911 and ask for an ambulance, explaining there has been a death. The police may also come: this is simply procedure.
 - If your loved one has an advanced directive, including orders not to perform chest compressions or other life saving measures, make sure to tell the 911 operator. If these documents are available, have them at hand when emergency responders arrive.
4. Contact a funeral home: most are open twenty-four hours every day. See page 6–7 for a list of funeral homes.
5. Contact the Church Office to notify clergy and staff: (703) 938-6521. After office hours, call the Pastoral Emergency phone: (703) 216-1864.
6. Set up an appointment to meet with clergy to discuss funeral arrangements.
7. Speak with the Church Office staff (usually Mrs. Liz Bleich) about initial funeral logistics.

FUNERAL PLANNING

When you meet with clergy, plan to discuss the following items:

- **Funeral or Memorial Service:**
 - Funeral: the remains of the deceased are present whether a casket or ashes. There is only one funeral.
 - Memorial: the remains are not present. There can be more than one memorial service and timing is variable (it can be in the future).
- **Timing:** The timing of a service takes into consideration many factors including ability of family and friends to travel, timing of preparation of the remains by the funeral home, availability of the church and clergy, and any other significant requirements and desires of the family.
 - The Episcopal Church has no requirements on the timing of funerals.
 - Funeral homes are able to accommodate the needs of families in regard to timing, including delays.
- **Care of Remains:**
 - Burial (casket) or Cremation (ashes)
 - Please note: if you will be using the Holy Comforter Columbarium for interment, the container for ashes will be provided by the parish, and you will not need to purchase one.
 - Will remains be present at the funeral?
 - Casket - In the Episcopal Church, the casket is closed for a funeral service.
 - Committal of the Remains
 - Who is present: the committal can be by invitation (just close family, for example) or include all those present at the funeral. Some families choose to have a private committal (same day or later date). If remains are to be committed at a federal cemetery, this is almost always at a later date.
 - Time: the committal of remains can be immediate or at a later date.
 - Place of committal varies: Holy Comforter columbarium (ashes), Holy Comforter Memorial Garden (ashes), private cemetery (ashes or casket), federal cemetery (ashes or casket).
 - If all are invited to the committal – whether at church or another location – this will need to be communicated and relevant information shared (place, directions, etc.).
- **Visitation or Viewing:** Sometimes families set a time called “Visitation” or “Viewing” before the funeral. This enables friends and neighbors and colleagues to visit with the family.

- Location: This can be at Holy Comforter (usually the chapel) or the funeral home.
- The remains are usually present: If at Holy Comforter, the Episcopal tradition is for a closed casket covered with a pall (a ceremonial cloth). If at a funeral home, it may be open or closed.
- **Options/Decisions Regarding the Church Service:** The clergy will help with the planning and options/choices for the liturgy.
 - Clergy: do you have a preference for the clergyperson to 1) preside at the service and/or 2) offer the homily?
 - Bulletin: the church will provide the bulletin for the service and will work with the family on the details included.
 - Music: do you wish to have music?
 - Instrumental?
 - Congregational singing/hymns? A list of suggested hymns at the back of this booklet.
 - Scripture Readings: you will choose readings from scripture – the clergy will help, and a list of suggested readings is at the back of this booklet.
 - Who will be readers?
 - Personal Remarks: Does anyone from the family or close friends wish to make remarks? This is limited to two people.
 - Homily: there is always a homily by the clergy, and the priest will wish to meet with family to learn more in preparation of the homily.
 - Holy Eucharist: do you wish to have Holy Eucharist? If so, Rite I or Rite II?
 - Will you want the service livestreamed and/or recorded?
- **“In Lieu of Flowers:”** Please let the parish know where you would like monetary gifts to go in lieu of flowers. This can include the Church, a non-profit organization, or any other designation. This information is also usually included in an obituary.
- **Reception:** Do you wish to have a reception?
 - If so, at Holy Comforter or elsewhere?
 - If at Holy Comforter, please see further information in this booklet about planning a reception, people at the church who assist, and suggestions of local caterers.

FUNERAL EXPENSES AT THE PARISH

Fees:

- Organist: \$200 - David Kelley, Minister of Music, or guest organist (paid to organist).
- Soloist: \$150 - this is a typical fee. If our organist arranges for a soloist, the organist's fee is an additional \$100 for rehearsal and arranging for the soloist.
- Bench Fee: \$200 - paid to David Kelley, Minister of Music, if another musician plays. This fee covers his time to coordinate with guest organist and assist with funeral planning.
- Sexton: \$100 - paid to our parish sexton for setup and cleanup of all activities associated with the funeral (paid to Victor Hernandes).
- Reception Assistance: \$100 - This suggested donation goes to the Episcopal Church Women for their assistance with the receptions (paid to "ECW")
- Clergy: The clergy do not charge a fee for conducting funeral liturgies; the family may choose to donate to the officiant's Discretionary Fund. A suggested range is \$200–400.
- Columbarium Niche: \$500 - You can make a deposit to reserve at any time. Payment in full by the time of the interment. Please do not get any special container for the ashes from the funeral home or crematory. We provide the container for the Columbarium.

Making payments:

- Generally, payment is expected by the day of the funeral.
- You may write one check to "Holy Comforter" with "Funeral" in the memo line and a note explaining how you would like the amount disbursed. The parish treasurer will then make sure the amounts get to each party.
- You may also pay with a credit card online. Please speak to Ms. Peggy Miller for details. pmiller@holycomforter.com or 703-938-6521

Should you have any questions or concerns about these fees or timing or delivery of payment, do not hesitate to contact the clergy or Ms. Peggy Miller.

FUNERAL HOME SERVICES

Contact information for funeral homes and 'green' burial options in the area can be found below.

It is suggested that you have someone accompany you to the funeral home when making arrangements there.

Funeral homes provide a variety of services, including assistance with a public obituary.

Check funeral home websites for details about services and costs for cremation, burial, prayer cards, guest books, etc. By law, all services related to burial and funeral costs must be provided. You may ask questions.

*For interment of cremains in the Columbarium at Holy Comforter, do not purchase an urn. Bring the ashes to CHC in a simple container. Ashes are placed in Columbarium containers. More info under "Fees."

If burial in a casket is chosen, you will need to arrange for pall bearers for the funeral service. We can help with this and so will the funeral home. Pall bearers are mostly ceremonial: they do not usually actually lift and carry the casket which is usually discreetly placed on a gurney.

Funeral Homes and Cremation Services:

Adams-Green Funeral Home and Crematory
721 Elden Street, Herndon, VA 20170
703-437-1764 or 703-471-4090
adamsgreen.com

Advent Funeral & Cremation Services (offers direct cremation)
7211 Lee Highway, Falls Church, VA 22046
571-622-1147
info@adventfuneral.com

Everly Funeral Home and Cremation Services
6161 Leesburg Pike, Falls Church, VA 22044
571-899-6345
wecare@everlyfuneralhome.com

Money & King Funeral Home and Cremation Services
171 Maple Ave, W, Vienna, VA 22180

703-938-7440
moneyandking.com

Murphy Funeral Home
1102 W. Broad Street, Falls Church, VA 22046
703-533-0341
murphy-fh.com

“Green” Burial:

Green Burials, also called Natural Burials, are an environmentally considerate option and are becoming more and more popular in Virginia. The following cemeteries provide this service:

Cool Spring Natural Cemetery at Holy Cross Abbey, Berryville, VA
540-955-4461 virginiatrappists.org/cemetery

Duck Run Natural Cemetery, Penn Laird, VA
540-432-8650 duckruncemetery.com

Green Hill Cemetery; Berryville, VA; 540-955-4499 (no website listed)

ONCE ARRANGEMENTS ARE SET...

- E-mail notice will be sent to the Parish with funeral details. Please inform staff about any memorial donations requested.
- Flowers: For parishioners, the Altar Guild will arrange for an all-white arrangement for the funeral; these flowers are yours to keep. You may provide additional flowers, as may well-wishers. Please plan for the disposition of flowers after the Service.
- Pastoral Care Committee members will be on hand at the Church the day of the funeral to assist the family before the Service. They will help arrange memorabilia and photos if you desire. Mrs. Bleich will arrange for tables, easels, video screen, etc. as requested.
- Assistance with Details: If you would like someone to help you to make arrangements, please contact one of the clergy.

RECEPTION AT HOLY COMFORTER

If you wish to hold a reception at Holy Comforter, the following information will be helpful:

- Please speak with Mrs. Liz Bleich in the Church Office. 703-938-6521 or lbleich@holyccomforter.com
- The ECW (Episcopal Church Women) will assist with setting up and monitoring the refreshments. A suggested donation of \$100 is recommended. Once date and time are set, you will receive a call from the ECW member(s) in charge, and they will finalize plans with you regarding catering delivery and reception details. ECW will arrange food trays on a buffet table, refill platters during reception, and clean up.
- Setup: The sexton and ECW volunteers will set up tables with white tablecloths for both food and seating.
- Location: For a reception with food, the Ministry Center will comfortably hold 300 people. For small groups, or under special circumstances, receptions may be held in the Narthex.
- Food: See list of caterers below. Suggestions: Small sandwiches, cheese trays, fruit platters, vegetables and dip, and finger desserts. Caterers need to supply any specialty serving utensils like tongs.
- Beverages: The ECW will provide and serve coffee, decaf, hot tea, lemonade and ice water. Glassware and cups will be provided. You may add additional beverages if desired, along with any specialty cups or glasses.
- Paper Products: Please provide paper napkins, your choice of color.
 - In general, we are happy to use our dishes. On the rare occasion that this does not make sense, you, or your caterer, must provide paper plates as well as napkins. Please consider using compostable products.
- Duration: Please plan to complete the reception within 2 hours.

LOCAL RESOURCES

FLORISTS

Vienna Florist & Gifts*

431 Maple Ave., Vienna 22180

*Provider of weekly flowers to Holy Comforter

703-242-6607

www.viennaflorist.com

Karin's Florist

527 Maple Ave., E. Vienna 22180

703-592-0952

www.karinsflorist.com

CATERING

Amphora

1141 Elden Street, Herndon

703-938-3800 x1

www.amphoracatering.com

Purple Onion

416 Maple Ave. West, Vienna 22180

703-631-0050

www.purpleonioncatering.com

Saint Germain

8455 K Tyco Road, Vienna 22182

703-506-9396

www.saintgermaincatering.com

Seasons Catering

301-477-3515

inquiry@cateringbyseasons.com

Windows Catering Company

703-519-3500

The following companies require you to pick up the food:

Giant Food Store, Vienna

703-281-9257

Wegman's Grocery

Fairfax: 703-653-1600

Sterling: 703-421-2400

wegmans.com/catering

CLERGY & STAFF AT HOLY COMFORTER

Below is a list of the clergy and staff at Holy Comforter and a notation of which areas of funeral planning with which they can help.

The Rev. Jon Strand, <i>Rector</i>	703-938-6521 x11 jstrand@holycomforter.com
The Rev. Ann Gillespie, <i>Sr. Associate Rector</i>	703-938-6521 x15 agillespie@holycomforter.com
The Rev. Jackie Thomson, <i>Pastoral Associate</i>	703-938-6521 x25 jthomson@holycomforter.com
David Kelley, DMA, <i>Minister of Music</i>	703-938-6521 x19 dkelley@holycomforter.com
Ms. Peggy Miller, <i>Office Manager</i> <i>Finances & Planning</i>	703-938-6521 x14 pmiller@holycomforter.com
Mrs. Liz Bleich, <i>Office Assistant</i> <i>Planning, Reception Planning Communication</i>	703-938-6521 x13 bleich@holycomforter.com
Mr. Tom Gadell, <i>Facilities Manager</i> <i>Logistics</i>	703-938-6521 x12 tgadell@holycomforter.com

LIST OF SUGGESTED READINGS AND HYMNS

SUGGESTED READINGS FOR CHRISTIAN BURIAL OR MEMORIAL

From the Old Testament

Isaiah 25:6-9 (He will swallow up death for ever)

Isaiah 61:1-3 (To comfort those who mourn)

Lamentations 3:22-26, 31-33 (The Lord is good to those who wait for him)

Wisdom 3:1-5, 9 (The souls of the righteous are in the hands of God)

Job 19:21-27a (I know that my Redeemer lives)

A suitable psalm, hymn, or canticle may follow.

The following Psalms are appropriate: 23, 27, 42:1-7, 46, 90:1-12, 106:1-5, 116:121, 130, 139:1-11.

From the New Testament

Romans 8:14-19, 34-35, 37-39 (The glory that shall be revealed)

I Corinthians 15:20-26, 35-38, 42-44, 53-58 (The imperishable body)

2 Corinthians 4: (Things that are unseen are eternal)

1 John 3:1-2 (We shall be like him)

Revelation 7:9-17 (God will wipe away every tear)

Revelation 21:2-7 (Behold, I make all things new)

A suitable hymn may follow.

From the Gospels

John 5:24-27 (He who believes has everlasting life)

John 6:37-40 (All that the Father gives me will come to me)

John 10:11-16 (I am the good shepherd)

John 11:21-27 (I am the resurrection and the life)

John 14:1-6 (In my Father's house are many rooms)

SUGGESTED HYMNS FROM THE HYMNAL 1982

- 174 – 213 Any hymn from the Easter section
- 178 “Alleluia, Alleluia! Give Thanks to the Risen Lord”
- 287 “For All The Saints”
- 293 “I Sing A Song Of The Saints Of God”
- 296 “We Know That Christ Is Raised And Dies No More”
- 304 “I Come With Joy To Meet My Lord”
- 335 “I Am The Bread Of Life”
- 336 “Come With Us, O Blessed Jesus”
- 339 “Deck Thyself, My Soul, With Gladness”
- 343 “Shepherd Of Souls”
- 366 “Holy God We Praise Thy Name”
- 376 “Joyful, Joyful, We Adore Thee”
- 383 “Fairest Lord Jesus”
- 388 “O Worship The King, All Glorious Above”
- 390 “Praise To The Lord, The Almighty”
- 397 “Now Thank We All Our God”
- 410 “Praise, My Soul, The King of Heaven”
- 423 “Immortal, Invisible, God Only Wise”
- 439 “What Wondrous Love Is This”
- 460 “Alleluia, Sing to Jesus”
- 473 “Lift High The Cross”
- 477 “All Praise To Thee”
- 482 “Lord Of All Hopefulness”
- 488 “Be Thou My Vision”
- 493 “O For A Thousand Tongues”
- 517 “How Lovely Is Thy Dwelling Place”
- 618 “Ye Watchers and Ye Holy Ones”
- 620 “Jerusalem, My Happy Home”
- 625 “Ye Holy Angels Bright”
- 635 “If Thou But Trust In God To Guide Thee
- 637 “How Firm A Foundation, Ye Saints Of The Lord”
- 645 “The King Of Love My Shepherd Is”
- 657 “Love Divine, All Loves Excelling”
- 662 “Abide With Me”
- 671 “Amazing Grace”
- 680 “O God, Our Help In Ages Past”
- 685 “Rock Of Ages”

Funeral Planning at Episcopal Church of the Holy Comforter

- 688 “A Mighty Fortress Is Our God”
690 “Guide Me, O Thou Great Jehovah”
691 “My Faith Looks Up To Thee”

SUGGESTED HYMNS FROM WONDER, LOVE, AND PRAISE

- 764 “Taste And See”
810 “Eagle’s Wings”
811 “Be Not Afraid”

SOLOS IN THE HYMNAL 1982

- 314 “Humbly I Adore Thee”
357 “Jesus, Son Of Mary”
676 “There Is A Balm In Gilead”
694 “God Be In My Head”

OTHER SOLOS

- “Ave Maria” – Bach/Gounod – Schubert
“I Know That My Redeemer Liveth” – G.F. Handel (*The Messiah*)
“The Call” – R. Vaughn Williams (#487 1982 Hymnal)
“O Rest In The Lord” – Mendelssohn
“Pie Jesu” – Faure

Funeral Planning at Episcopal Church of the Holy Comforter

NOTES

