

Funeral Details



Church of the Holy Comforter

Vienna, Virginia

May, 2017

Introduction

The purpose of this booklet is to assist those planning a funeral for themselves or a loved one. It contains information and suggestions about both spiritual and practical issues. Local resources for funeral homes, florists, and reception caterers are listed beginning on page 4.

What to do when a death occurs:

- 1.** Contact a funeral home; most are open twenty-four hours every day. See page 4 for funeral homes recently used by parishioners.
- 2.** Contact the Church office to notify clergy and staff: (703) 938-6521. The Church office will notify all parishioners via E-mail.
- 3.** After Office hours, call the Pastoral Emergency phone: (703) 216-1864.
- 4.** Set up an appointment to meet with Clergy to discuss funeral arrangements.
- 5.** Speak with the office staff (usually Mrs. Liz Bleich) about initial funeral logistics.

Planning the Funeral

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

- Funeral or Memorial service?
- Proposed date and time for Service.
- Ashes or Casket present at Service?
- Burial or Cremation? Cemetery?
- If Cremation, will ashes be interred in the Columbarium at Holy Comforter or elsewhere? Private?
- Visitation or viewing at funeral home/ Holy Comforter?
- Church service: Eucharist? Rite I or Rite II? Hymns? Other music? Scripture readings? (Suggestions can be found in “Planning a Funeral Liturgy”), which is available at the Church and on this website.

- Donations to “*” in lieu of flowers?
- Reception at Holy Comforter or elsewhere? (Reception not necessary)
- Homily: You will be asked to prepare notes about the deceased for the priest who will deliver the homily at the service.
- Service Bulletin: Information you wish to be included.

Funeral Home Services

Contact information for funeral homes recently used by parishioners can be found on page 4 of this booklet.

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.

*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.

If burial in a casket is chosen, you will need to arrange for pall bearers for the funeral service.

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 Mother Valerie Hayes for names of parishioners who have volunteered to help.

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.
- For Holy Comforter parishioners, the ECW will assist with setting up and monitoring the refreshments. Once the arrangements are set, you will receive a call from the ECW member(s) in charge, and they will finalize plans with you re: catering delivery, tips for delivery, etc.
- Setup: The sexton and ECW volunteers will set up tables with white tablecloths for both food and seating.
- Location: For a reception with food, McGill Hall will comfortably hold 150 people. For small groups, or under special circumstances, receptions may be held in the Narthex.
Food: Cold finger food only is requested. Examples: Small sandwiches, cheese tray, fruit platter, vegetables and dip, and finger desserts. Please plan for removal of leftover food. See page 5 for caterer recommendations.
- Beverages: The ECW will provide and serve coffee, tea, lemonade and ice water with the appropriate cups. You may add additional beverages if desired, with the necessary cups.
- Paper Products: You, or your caterer, must provide plates and napkins as needed.
- Duration: Please plan to complete the reception within 2 hours.

For non-parishioners, assistance with a reception at Holy Comforter may be available upon request. Please discuss with Clergy and Mrs. Liz Bleich.

- Costs

Organist: \$200.00

Sexton: \$50.00 setup and cleanup.

Reception Assistance: Suggested donation: \$50.00 for ECW

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.

Local Resources

Funeral Services

Advent Funeral & Cremation Services

7211 Lee Hwy, Falls Church 22046

adventfuneral.com 703-241-7402

Money & King

171 Maple Ave., E., Vienna 22180

MoneyandKing.com 703-938-7440

Florists

Vienna Florist & Gifts*

431 Maple Ave., Vienna 22180

viennaflorist.com 703-242-6607

*Provider of weekly flowers to Holy Comforter

Karin's Florist

527 Maple Ave., E. Vienna 22180

Karinsflorist.com 703-592-0952

Catering

Amphora (Restaurant in Vienna)

1141 Elden Street, Herndon

Amphoracatering.com 703-938-3800 x1

Purple Onion

416 Maple Ave., W., Vienna 22180

Purpleonioncatering.com (703)631-0050

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

catering@wegmans.com

wegman.com/parties

NOTES:

