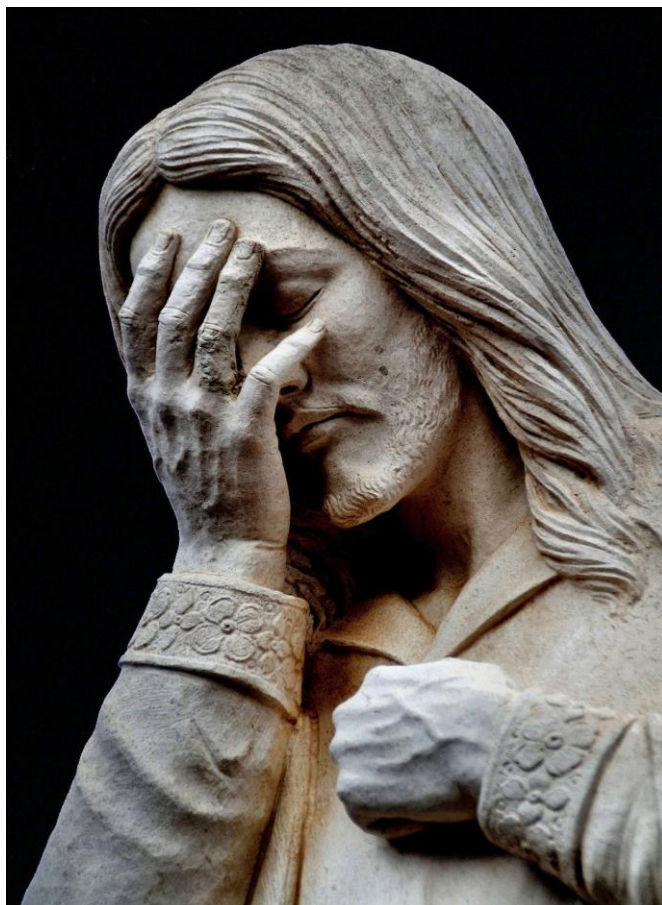


# Episcopal Church of the Holy Comforter Vienna, Virginia

## *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](http://www.holycomforter.com)

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## Table of Contents

<u>Section</u>	<u>Page(s)</u>
Introduction.....	3
What to do when death occurs.....	3 - 4
Funeral Planning.....	4 - 6
Funeral Expenses at the Parish.....	6 - 7
Funeral Home Services.....	7 - 9
Once Arrangements are Set.....	9
Reception at Holy Comforter.....	9 – 10
Local Resources (Florists and Catering).....	11 - 12
Clergy and Staff at Holy Comforter.....	12
List of Suggested Readings and Hymns.....	13 – 15
Notes.....	16

## **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. Please call our Church Office at 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 medical 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 can be reached twenty-four hours every day. Please see pages 8-9 for a list of local 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 about initial funeral logistics. Liz Bleich is the primary contact. If Liz is not available please speak to anyone else in the office. Liz will coordinate with the Holy Comforter

Episcopal Church Women (ECW) Funeral Coordinator and the Holy Comforter Funeral Team.

## **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 from the funeral home or crematorium.
  - 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), the funeral home, personal residence, or other offsite location.
  - The remains are usually present at Holy Comforter or the Funeral Home: 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?
    - Singers/Choir?
    - Congregational singing/hymns? A list of suggested hymns is 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? Family, close friends, etc.?
  - 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? This will be coordinated with our A/V Ministry team.
- **“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 Holy Comforter Memorial Fund, General Operating Fund or Endowment Fund, 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**

### **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 online with a credit card or your bank account via ACH. Go to the church’s website, [www.holycomforter.com](http://www.holycomforter.com), click “Give” on the top right, click “Give Online”, select the “Operating Fund”, which is prefilled, and write “Funeral expenses” in the memo line.

### **Fees:**

- ECW Funeral Assistance: \$100. This payment ensures that funeral reception supplies are maintained and replenished.
- 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. The Discretionary Account is an account used by the priest to provide direct financial assistance to individuals or families in need within the church and wider community.
- Organist: \$300 - David Boulware-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 Boulware-Kelley, Minister of Music, if another musician plays. This fee covers his time to coordinate with guest organist and assist with funeral planning.
- Other music: You can work directly with David Boulware-Kelley on other music options, such as an ensemble, brass, or other instruments and he will share with you the costs.
- Sexton: \$100 - paid to our parish sexton for setup and cleanup of all activities associated with the funeral.
- Reception Expenses: Any reception expenses, such as a caterer, florist, beverages not provided by the ECW, etc. are to be paid directly to the vendor(s) or direct out of pocket expenses.

- Audio/Visual (A/V) Ministry: \$125. If you would like the service live streamed and/or recorded through the Church's YouTube Chanel a member of our A/V Ministry would need to be engaged. There is no charge for the sound system in the Sanctuary.
- Columbarium Niche: \$500 - You can make a deposit of \$100 to reserve your niche at any time. Payment should be made 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.
- Additional Flowers: Any additional altar or reception flowers not provided by the Altar Guild or the ECW.
- Questions: Should you have any questions or concerns about these fees or timing or delivery of payment, do not hesitate to contact the clergy or Liz Bleich.

## **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 Holy Comforter in a simple container provided by the funeral home or crematorium. Ashes are placed in Columbarium containers. More information can be found 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. The funeral home traditionally manages this process.

## **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](http://adamsgreen.com)

### **Advent Funeral & Cremation Services** (offers direct cremation)

7211 Lee Highway, Falls Church, VA 22046

571-622-1147

[info@adventfuneral.com](mailto:info@adventfuneral.com)

### **Everly Funeral Home and Cremation Services**

6161 Leesburg Pike, Falls Church, VA 22044

571-899-6345

[wecare@everlyfuneralhome.com](mailto:wecare@everlyfuneralhome.com)

### **Money & King Funeral Home and Cremation Services**

171 Maple Ave, W, Vienna, VA 22180

703-938-7440

[moneyandking.com](http://moneyandking.com)

### **Murphy Funeral Home**

1102 W. Broad Street, Falls Church, VA 22046

703-533-0341

[murphy-fh.com](http://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](http://virginiatrappists.org/cemetery)

Duck Run Natural Cemetery  
Penn Laird, VA  
540-432-8650  
[duckruncemetery.com](http://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 via Holy Comforter's eNews. Please inform staff about any memorial donations requested. Often time information from the obituary is used.
- Flowers – Funeral: 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. Please plan for the disposition of flowers after the Service. For non-parishioners, the office will direct your questions to the appropriate individual of the Altar Guild. .
- Flowers – Reception: The ECW can provide small bud vases for the tables where guests are seated. The flowers are yours to take home. You are welcome to provide your own centerpieces for the seating and serving tables. Please make the Funeral Coordinator aware of your preferences.
- 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. Liz Bleich will arrange for tables, easels, video screen, etc. as requested. Please ensure these requests are made in advance of the service.
- 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:

- **Contact:** Please speak with Liz Bleich in the Church Office. 703-938-6521 or [lbleich@holycorforter.com](mailto:lbleich@holycorforter.com). Once the date and time are set for the service, you will receive a call from the Funeral Coordinator of the ECW Funeral Receptions ministry to assist you with the reception details. While the type of reception is determined by the family members, the coordinator is available to assist in answering questions and simplifying the process.
- **Setup:** The sexton and ECW volunteers will set up round tables for seating and rectangular tables for food and beverage service with white tablecloths in the Community Hall. For receptions with guests of 50 or less, please discuss with the Funeral Coordinator the possible use of another location other than the Community Hall.
- **Food:** Please see the list of suggested caterers below. If you prefer to use a caterer not on this list, please discuss your preferences with the Funeral Coordinator to determine if the caterer is within a reasonable proximity to the church. Menu suggestions are: small sandwiches, cheese trays, fruit platters, and finger desserts. Caterers need to supply any specialty serving utensils like tongs. Plastic cutlery does not need to be provided by a caterer. It is suggested that choices be made that do not require an oven to keep the food warm. If the family requests warm food, the caterer should provide racks, trays, and sterno.
- **Beverages:** The ECW will provide and serve coffee, decaf, hot tea, lemonade and ice water. Glassware and coffee cups will be provided. If you would like to add additional beverages, you may do so provided you inform the Funeral Coordinator ahead of time and make arrangements to bring them to the Community Hall along with any specialty cups or glasses.
- **Dishware:** The ECW does not use plastic cutlery or paper plates. Tableware and cutlery are provided. The family is asked to provide paper napkins in both cocktail and dinner size.
- **Additional Assistance:** If the anticipated number of guests is over 100 there will most likely be a need for additional assistance in the kitchen that volunteers will not be able to provide. The ECW will need to employ an individual to assist with clean up. This will be an additional fee for the family that will be discussed prior to the reception.
- **Duration:** Please plan to complete the reception two (2) hours after the reception begins. During the reception the volunteers will make sure both the dining and service tables are kept clean.
- **Reception Invoices:** The invoices, payment, and gratuity are arranged by the family and the caterer. The volunteers verify that the items on the invoice have all been delivered.

## Local Resources

These are all suggested resources for your assistance. If you have a preference of a vendor not on this list, please feel free to discuss your choices with the Funeral Coordinator. Many listed, if not all, are familiar with Holy Comforter.

### Florists

#### **Vienna Florist & Gifts**

431 Maple Ave., Vienna

\*Provider of weekly flowers to Holy Comforter

703-242-6607

[www.viennaflorist.com](http://www.viennaflorist.com)

#### **Karin's Florist**

527 Maple Ave., E. Vienna

703-592-0952

[www.karinsflorist.com](http://www.karinsflorist.com)

### Catering

#### **Amphora**

1141 Elden Street, Herndon

703-938-3800 x1

[www.amphoracatering.com](http://www.amphoracatering.com)

#### **Purple Onion**

416 Maple Ave. West, Vienna

703-631-0050

[www.purpleonioncatering.com](http://www.purpleonioncatering.com)

#### **Saint Germain**

8455 K Tyco Road, Vienna

703-506-9396

[www.saintgermaincatering.com](http://www.saintgermaincatering.com)

#### **Windows Catering Company**

5724 General Washington Drive, Alexandria [www.catering.com](http://www.catering.com)

703-519-3500

*The following companies require you to pick up the food:*

#### **Fresh Market**

150 Branch Road, East, Vienna

703-242-8923

[www.thefreshmarket.com](http://www.thefreshmarket.com)

#### **Giant Food Store**

359 Maple Avenue, East, Vienna

703-281-9257

[www.giantfood.com](http://www.giantfood.com)

#### **Wegman's Grocery**

1835 Capital One Drive South, Tysons

571-423-0400

[wegmans.com/catering](http://wegmans.com/catering)

**Whole Foods**  
143 Maple Avenue, East, Vienna

703-319-2000  
[www.wholefoodsmarket.com](http://www.wholefoodsmarket.com)

### **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 – 703-938-6521

The Rev. Jon Strand, *Rector* [jstrand@holyccomforter.com](mailto:jstrand@holyccomforter.com)

The Rev. Melissa Fauci, *Associate Rector* [mfauci@holyccomforter.com](mailto:mfauci@holyccomforter.com)

The Rev. Jackie Thomson, *Pastoral Associate* [jthomson@holyccomforter.com](mailto:jthomson@holyccomforter.com)

Dr. David Boulware-Kelley, DMA, *Minister Of Music* [dboulwarekelley@holyccomforter.com](mailto:dboulwarekelley@holyccomforter.com)

David Grove, *Executive Director of Parish Operations* [dgrove@holyccomforter.com](mailto:dgrove@holyccomforter.com)  
*Finance, Facilities, Logistics, and A/V*

Liz Bleich, *Office Assistant* [lbleich@holyccomforter.com](mailto:lbleich@holyccomforter.com)  
*Overall Planning, Reception Planning, and Communication*

Peggy Miller, *Treasurer* [pmiller@holyccomforter.com](mailto:pmiller@holyccomforter.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)

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”
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**



Episcopal Church of the Holy Comforter

543 Beulah Road, NE, Vienna, VA 22180 703-938-6521

[www.holycomforter.com](http://www.holycomforter.com)