

# Saint Francis Episcopal Church Funeral Planning Resources



Dear Families,

May God's peace be with you as you plan for this burial service. Whether you are thinking ahead to the ways you would like your own funeral to bear witness to your faith, or preparing to commend your loved one to God's care through the rich liturgy of the Church, may you look forward with confidence and hope, trusting in God's mercy and grace to help in time of need.

In the burial liturgy, we acknowledge that all of us are sinners in need of God's mercy now and in the life to come. We pray for healing for those who grieve and we commend those who have died to God's care. We also proclaim and give thanks for the ways in which God has blessed us through the time we have had to share with our loved ones on earth. Above all, we remember Christ's gift poured out in love for us on the cross, the source and foundation of our hope that we might be welcomed into the life of the world to come.

Jesus wept at the grave of Lazarus, and we acknowledge that we need space for grief, too. We pray, though, that through confidence and hope in God's promises and the prayers of Christ's church, you will find strength and peace in the days and weeks to come.

In Christ,

Pastor Allison Michael  
Father Mark Michael

**St. Francis, Potomac: Burial Information Form**

Full Name of the Deceased: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of death: \_\_\_\_\_ Age: \_\_\_\_\_

Cause of death: \_\_\_\_\_

Last Address: \_\_\_\_\_

Family Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date & Time of Service: \_\_\_\_\_ Eucharist: Yes No Rite: One Two

Music: Yes No Soloist/Instrumentalist: \_\_\_\_\_

Officiant: \_\_\_\_\_ Other Clergy: \_\_\_\_\_

Lector(s): \_\_\_\_\_ Need Readings: Yes No

Lay Reader(s): \_\_\_\_\_ Acolyte: \_\_\_\_\_

Pallbearer(s): \_\_\_\_\_

Remembrances: \_\_\_\_\_

Casket: Ashes/Urn No Body Hangings White Purple Congregants: \_\_\_\_\_ Rows for Family: \_\_\_\_

Flowers: Outside Flower Guild None Stay for Sunday: Yes No

Florist & Delivery Time: \_\_\_\_\_

Flowers/Colors for Flower Guild: \_\_\_\_\_

Readings: \_\_\_\_\_

Hymns: \_\_\_\_\_

Solos/Anthems/Organ: \_\_\_\_\_

Livestream: Yes No Use Technician: Yes No

Bulletin: Yes No Bulletin Image: \_\_\_\_\_

Interment: \_\_\_\_\_ Date & Time of Interment: \_\_\_\_\_

Columbarium Niche: \_\_\_\_\_ Niche Paid: Yes No

Plaque Inscription: \_\_\_\_\_

Reception: Yes No Location: SF Hall Library Undercroft Off-Campus: \_\_\_\_\_

Reception needs: \_\_\_\_\_

Funeral Home: \_\_\_\_\_

Memorial Gifts: \_\_\_\_\_

Other Notes: \_\_\_\_\_



## Some Readings from Scripture Appropriate for Funerals

<p><b>Old Testament:</b>  Lamentations 3:22-26; 31-33  Ecclesiastes 3:1-8  Isaiah 43:1-3a  Isaiah 61:1-3  Isaiah 25:6-9  Job 19:23-27a  Psalms  Psalm 23  Psalm 46:1-7  Psalm 90  Psalm 118  Psalm 121  Psalm 130  Psalm 143</p>	<p><b>New Testament:</b>  1 Corinthians 13:1-8; 13  Revelation 7:9-17  1 Corinthians 15:12-26  Revelation 14:13  2 Corinthians 4:16-5:10  Revelation 21:2-7  Romans 5:1-11  Hebrews 11:13-16  Romans 5:17-21  1 Peter 1:3-9  Romans 8:31-34; 37-39  Romans 12:9-18  Romans 14:7-9</p>	<p><b>Gospel</b> (Eucharists all have one Gospel reading)  John 5:24-29  Matthew 11:25-30  John 6:37-40  Matthew 25:1-13  John 11:21-27  Luke 24:13-35  John 11:25-26  John 14:1-7</p>
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## Some Hymn Suggestions

<p>208 The strife is o'er  287 For all the saints  388 O worship the King, all glorious above  390 Praise to the Lord, the Almighty, the King of creation  397 Now thank we all our God  518 Christ is Made the sure foundation  526 Let saints on earth in concert sing  637 How firm a foundation, ye saints of the Lord  680 O God, our help in ages past  688 A mighty fortress is our God  690 Guide me, O thou great Jehovah</p>	<p>447 The Christ who died but rose again  482 Lord of all hopefulness, Lord of all joy  635 If thou but trust in God to guide thee  669 Commit thou all that grieves thee  335 I am the bread of life  439 What wondrous love is this  448 O love, how deep, how broad, how high  645 The King of love my shepherd is  662 Abide with me, fast falls the eventide  671 Amazing grace, how sweet the sound</p>	<p>356 May choirs of angels lead you  358 Christ the Victorious, give to your servants rest  473 Lift high the cross  492 Sing ye faithful, sing with gladness  618 Ye watchers and ye holy ones  620 Jerusalem, my happy home  623 O what their joy and their glory must be  624 Jerusalem the golden  625 Ye holy angels bright  208 The strife is o'er  680 O God, our help in ages past  690 Guide me, O thou great Jehovah  608 Eternal Father, strong to save (Navy hymn)</p>
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## Funeral Planning Fees and Logistics

	ACTIVE MEMBER <sup>^</sup>	NON-MEMBER/ INACTIVE MEMBER	FEES PAID
GENERAL FEE	\$300	\$600	
ADDITIONAL FEES			
ORGANIST*	\$400*	\$400	
SOLOIST (EACH)*	\$300*	\$300	
CLERGY HONORARIUM # *	\$ *	\$ *	
LIVE STREAM & RECORDING	\$300	\$300	
ALTAR FLOWERS	\$400	\$400	
ST. FRANCIS HALL RECEPTION	\$425	\$850	
UNDERCROFT RECEPTION	\$325	\$650	
KINCAID LIBRARY RECEPTION	\$325	\$650	
RECEPTION COORDINATOR*	\$400	\$400	
COLUMBARIUM NICHE	\$5,000	*Not available for non-members/ inactive members	
PLAQUE FOR NICHE	\$350	*Not available for non-members	
OPEN AND CLOSE NICHE	\$250	\$250	

<sup>^</sup> Active Membership is defined by 1) regular participation in the life and sacraments of the church within the last three years (homebound members are considered active church members) and 2) supporting the financial operations of the church through regular pledging. While we are glad to offer funerals for people who have been away from Potomac or Saint Francis for decades, we receive many such requests each year, and the financial burden this places on Saint Francis makes it necessary to require such families to offset the costs of staff time, cleaning fees, printing fees, and facilities maintenance which go into each event.

# It is optional to offer an honorarium for the priest, though most do. The Rector's honorarium typically supports the Rector's discretionary fund for community needs. Organists, livestream techs, reception coordinators, and special musicians are paid for funerals on a fee-for-service basis.

\*Clergy, Organist, Soloist, and Reception Coordinator fees should be made directly to the person serving. The total of all other fees should be made out to Saint Francis Episcopal Church. Payment *must* be received before a plaque can be ordered, a niche can be opened or an organist can be

secured. A reception coordinator is required for all receptions hosted on site. This person is responsible for making sure tables are set up, being present to open up for the caterer and to provide direction for set-up, and for staying on site during the reception and locking up after the reception. The caterer is responsible for providing everything necessary for the food, and for retrieving all supplies on the *day of* the reception.

*Finally, while we do ask for fees to cover the costs to the parish community (a fraction of what funeral homes typically demand), we do not wish our funeral fees to be a burden on any member of our community in financial need. If you have demonstrated financial need, please do not hesitate to reach out to one of the clergy.*

## Caterers

We work with several excellent caterers, who are familiar with our space and expectations. They provide wonderful food and service, and are very accommodating to various needs. Please contact one of these services for your catering. The full-service options with staffing are *strongly* recommended. *All food, dishes, and decorations must be removed at the end of the reception.* We share space with a childcare, and must leave the rooms safe and suitable for the young children.

### **Stone Soup Catering**

(301) 515-6998

<https://www.stone-soup-catering.com>

Kim and Robert Zello

[chefzello@gmail.com](mailto:chefzello@gmail.com)

### **Maryland Country Caterers**

301-855-2771

<https://www.mdcountrycaterers.com/>

Jennifer Endres

[Jendres@mdcountrycaterers.com](mailto:Jendres@mdcountrycaterers.com)

### **The Big Greek Café (Request staffing)**

301-943-7652

[catering@biggreekcafe.com](mailto:catering@biggreekcafe.com)

### **Potomac Grocer**

10107 River Road, Potomac, MD

301-299-4200 \*\* (Food only, no staffing. You are responsible for providing dishes, drinks, silverware, tablecloths, etc., clearing tables, and taking leftovers with you).

## Final Reminders

- Remember to bring a guest book if you wish to have one.
- We can provide an easel for photos at the reception or a projector setup for PowerPoint or Google Slides photo slideshows. Both must be arranged in advance, and slideshows must be emailed to [zoom@stfrancispotomac.org](mailto:zoom@stfrancispotomac.org).
- Before purchasing an urn for a columbarium niche, check the dimensions with our parish administrator. Niche sizes vary.
- Each year on All Soul's Day, November 2nd, we hold a service where we specially remember all those who have died in the last year. You are most welcome to join us on that day as we pray.



**For most funerals, the first point of contact is Pastor Allison:**

**Rev. Dr. Allison Michael**  
[amichael@stfrancispotomac.org](mailto:amichael@stfrancispotomac.org)

**Other helpful contacts in planning:**

**Rector, Fr. Mark Michael**  
[mmichael@stfrancispotomac.org](mailto:mmichael@stfrancispotomac.org)

**Organist and Choirmaster, John Widmann**  
[music@stfrancispotomac.org](mailto:music@stfrancispotomac.org)

**Property Manager, Shanti Nanan (columbarium and facilities questions)**

[snanan@stfrancispotomac.org](mailto:snanan@stfrancispotomac.org)