

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 everlasting with God.

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 ahead.

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 Names(s): _____ Need Readings: Yes No

Lay Reader Names(s): _____ Acolyte: _____

Pallbearer Name(s): _____

Remembrances/Eulogy (no more than two people): _____

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: _____

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 Suggested Readings from Scripture Appropriate for Funerals

Old Testament: 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	New Testament: 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	Gospel (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
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Some Hymn Suggestions

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	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	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)
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Reception Planning Fees and Logistics

	ACTIVE MEMBER [^]	NON-MEMBER/ INACTIVE MEMBER	FEES PAID
GENERAL FEE	\$400	\$800	
ADDITIONAL FEES			
ORGANIST*	\$400*	\$400	
SOLOIST (EACH)*	\$300*	\$300	
CLERGY HONORARIUM # *	\$500	\$500	
ALTAR FLOWERS	\$150	\$150	
ST. FRANCIS HALL RECEPTION	\$500	\$1000	
KINCAID LIBRARY RECEPTION	\$350	\$750	
RECEPTION COORDINATOR*	\$400	\$400	
COLUMBARIUM NICHE	\$5,000	*Not available for non-members/ inactive members	
PLAQUE FOR NICHE	\$350	N/A	
OPEN AND CLOSE NICHE	\$250	N/A	
<p>[^] Active Membership is defined by 1) regular participation in the life and sacraments of the church within the last three years (homebound members who welcome pastoral visits 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 years, we receive many such requests each year, and the financial burden this places on Saint Francis makes it necessary to ask such families to offset the costs of staff time, cleaning fees, printing fees, and facilities maintenance which go into each event.</p> <p># The Priest's honorarium for member funerals supports the Rector's discretionary fund for community needs or other ministry needs or goes to other parish ministries. <u>Organists, livestream techs, reception coordinators, and special musicians are paid for funerals on a fee-for-service basis, and their checks must be in-hand <i>before</i> the day of the funeral.</u></p> <p>*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 <i>must</i> be received <i>before</i> 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 communicating with the family, making sure tables are set up, being present to open up for the caterer, 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 <i>day of</i> the reception.</p>			

Finally, while we do ask for fees to cover the costs to the parish community and to support the ongoing work of the Gospel (a tiny 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.

Other Facilities Rules

- The parish facilities are home to the ministry and mission of St. Francis Episcopal Church. As such, they are expected to accommodate any and all parish programs for which they are suitable. To protect the parish facilities, and to ensure safe and effective programs, all parish users are expected to respect the guidelines contained in this policy. The program sponsor or designee is responsible for carrying out the expectations under this policy. In accordance with canon law, the rector has authority to approve all facilities use.
- Facilities may be rented between the hours of 9 a.m. and 10 p.m. Rental fees reserve the space for a four-hour block of time. If you need the facility for more than four hours, additional fees may apply.
- All space and equipment are to be left clean and in good order. Trash is to be put into heavy duty trash bags and deposited (via back building egress only) in the dumpster off the rear parking lot. All indoor and outdoor spaces, including walkways, lawn and parking lot, must be cleared of debris (cups, signs, streamers, balloons, cigarette butts, etc.).
- If music is used, the sound level should be appropriate to the space, in the judgement of the parish representative, and in compliance with any local noise ordinance to avoid disturbance to neighbors.
- Alcoholic beverages may be served, but are limited to beer and wine. The renter is responsible for any damages or consequences arising from the decision to serve alcohol at the event.
- For larger receptions, we require an extra security deposit.

Caterers

We work with several excellent caterers, who are familiar with our space and expectations for set-up and clean-up. They provide wonderful food and service and are very accommodating to various needs. Please contact one of these services for your catering needs. These caterers will ensure that *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

Maryland Country Caterers

301-855-2771

<https://www.mdcountrycaterers.com/> Jennifer
Endres Jendres@mdcountrycaterers.com

The Big Greek Café (Request staffing)

301-943-7652

catering@biggreekcafe.com



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

Rev. Dr. Allison Michael
amichael@stfrancispotomac.org

Other helpful contacts in planning:
Rector, Fr. Mark Michael
mmichael@stfrancispotomac.org

Organist and Choirmaster, John Widmann
music@stfrancispotomac.org

Parish Life Coordinator, Kathy Herrmann
kherrmann@strancispotomac.org