



Planning a Funeral or Memorial Service

We are sorry for your loss. It is often difficult to concentrate on logistical details at a time like this, so we offer this information to help you prepare a funeral or memorial service at St. Columba's. We hope planning this service will be a spiritual and healing process for you.

Setting a Date

The first step is to speak with one of the clergy to establish a date for the service. The standard time for a funeral at St. Columba's is 11 am on Saturdays. In general, we need at least one week to prepare a funeral.

What does the liturgy include?

Funerals and memorial services at St. Columba's follow the guidelines established in the [Book of Common Prayer](http://www.bcponline.org) (www.bcponline.org). The Rite II Liturgy beginning on page 491 of the Book of Common Prayer is customary, with the Rite I Liturgy (beginning on page 469) available for those who prefer it.

We have compiled a list of readings and hymns that you may choose from, but we are generally flexible about the readings, prayers, and music. There should be at least one reading from scripture, and in the case of a service with communion, there must be a reading from one of the Gospels. The Lord's Prayer is included with the prayers.

Please take time to read through the liturgies and begin to think about your preferences where there are options for hymns, prayers or readings. After you have confirmed the date of the service, you will have an opportunity to meet with the clergy person to plan details of the liturgy.

Participation by Family and Friends

Remembrances (eulogies) may occur at the beginning of the service, after the welcome and before the opening prayers. These are not required. We ask that you limit remembrances to three at the service itself, and please ask speakers to keep remarks brief (3-5 minutes each). You may invite family and friends to serve as readers and ushers, as well as include a soloist or other musicians in addition to a church organist.

Service Bulletin

We will create and print a service bulletin that includes the liturgy and the names of those participating in the service (clergy, musicians, readers, ushers, lay eucharistic ministers). We will need to know the number of bulletins to print and the full names of people who are participating in the service at least five days in advance to allow for bulletin production.

Obituaries

You may provide an obituary and/or photo for inclusion in the service bulletin. Our preference is for the photo and obituary to be printed on the inside front cover of the bulletin (and they should fit on one page with text at 12pt Times New Roman), but the photo can also appear on the front. The photo should be sent as a jpg file type of sufficient resolution for printing (300-600 DPI), CYMK color mode, and approximately 2.5 x 3.5 inches in size. The files must be received five days before the funeral.

Flowers

See page 3 for information about the Flower Guild at St. Columba's and the types of floral arrangements that can be created for a funeral or memorial service. You may also choose to use an outside florist.

Audio-Visual

Live streaming of a funeral or memorial service is available by request and requires the services of our AV technician.

Receptions

If you wish to host a reception at St. Columba's, we have two spaces available to rent: the Great Hall (our fellowship hall on the Butterworth Street side of the building) and the Common (space adjacent to the Nave). You may choose your own caterer, but we recommend Versatile Foods for receptions at the church (www.versatilefoods.com; info@versatilefoods.com; 301-686-1116). They are familiar with our facilities.

Funeral Homes and Cremation Services

There are several funeral homes and crematories in the area; we suggest [DeVol Funeral Home](#) and [Rapp Funeral & Cremation Services](#) based on the recommendation of other families who have been pleased with their services.

Interment

If your loved one has a niche in our Columbarium, the interment can occur at the end of the service or at a later date. Please note that the niches are approximately 11" wide x 11" deep x 14" high. We recommend urns be 5" x 6" x 10" high, but size may vary depending on the number urns that will be interred in the niche.

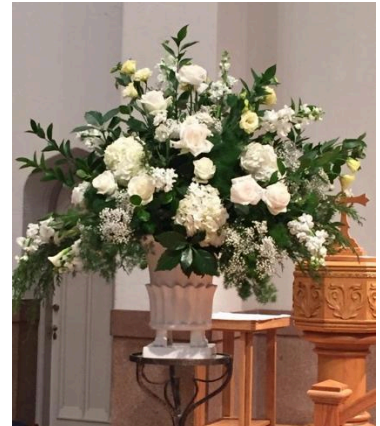
If you wish to have your loved one buried, please notify the clergy person and coordinate with the funeral home.

St. Columba's Flower Guild Funeral Flower Arrangements and Pricing

St. Columba's all-volunteer Flower Guild offers flowers for funerals and memorial services. Below are descriptions and prices for funeral arrangements (photos are examples only). Family members should give their selections for flowers to the priest or staff person they meet with when planning the service.

Pedestals: Two pedestals of flowers are placed on either side of the altar. These pedestals must remain in the church for Sunday services.

Price: \$400 (\$200 each)



Fireside Basket: A basket of flowers is placed beside the urn and would mirror the flowers in the pedestal arrangements. This arrangement can be taken home by the family if they so desire.

Price: \$125



Small Arrangement: A smaller arrangement is often desired for the Element Table at the back of the church or placed at the entrance to the church beside the guest book. With prior notification, this arrangement can also be taken home by the family.

Price: \$100



A family may choose all four arrangements for a set fee of \$600 or individual pieces at the prices listed above. If you do not wish to have flowers other than those already in place for a Sunday service, there is a suggested donation of \$200.

Estimated Fees

Clergy honorarium	\$450 (at family's discretion, this is suggested minimum)
Organist	\$400
Additional musicians (if used)	Fees established with Director of Music
Bulletin creation and printing	\$150
Flowers (if provided by Flower Guild)	\$600 (for four standard arrangements)
AV to livestream service (if requested)	\$350 (cost may increase if additional services and technician support are needed)
Reception space rental (if needed)	\$250 Common: standing capacity of 150 people Great Hall: standing capacity of 250 people
Facilities Staff	\$300
Interment in Columbarium* (if needed)	\$600 (includes opening/closing/sealing niche and engraved plaque)
Inactive or non-member fee	\$1,000
Estimated Total	\$4,100

*Purchasing a niche in St. Columba's Columbarium is not included in this fee schedule. To learn more about purchasing a niche, please visit our website (columba.org/funerals-and-memorial-services) or contact the church office at 202-363-4119.

Contact Information Sheet

Name of deceased _____

Date of death _____

Date of funeral/memorial service _____

Primary Family Contact

Name _____

Address _____

Email _____

Phone Number _____

Whom do we contact for payment (if different from above)?

Name _____

Address _____

Email _____

Phone Number _____