



## HOLY TRINITY CATHOLIC CHURCH

### Funeral Guidelines

*July 2015*

#### **Setting a Time**

To arrange a funeral at Holy Trinity, contact the parish at the time of death. Please call the Parish Office at 202.337.2840. After hours, please call 202.903.2817 to speak with the priest on duty.

Funerals are scheduled at 10:30am Tuesday through Friday. Funerals may be scheduled at 10:30am on Saturdays, if there is no Noon wedding. Upon the family's call to the parish, a planning meeting with the members of the family and parish staff will be established. Discussion of all elements of the funeral takes place at the time. Guidance will be provided.

#### **Address**

The **Church** address is 1315 36<sup>th</sup> Street, NW (between N and O Streets).  
The **Chapel** address is 3513 N Street, NW.

#### **Visitation**

You are invited to have a visitation before the Funeral. This is an opportunity for the family to visit with others before the service begins. It normally lasts about an hour, and, depending on availability, can take place in the church or chapel.

#### **Receptions**

Reception space may be available: McKenna Hall, Neale Room, East Garden and other areas must be reserved. Space is subject to approval and availability. A facilities charge of \$500.00 is required for a reception.

#### **Fees**

There is no fee for the use of the Church for a Funeral or a Memorial Service. There are fees for professional music services, which are provided by parish staff members. The fee for the organist and cantor are \$400.00 total. Other musicians may be contracted by Holy Trinity Church. Fees vary.

#### **Donations**

A donation at the time of the Funeral or Memorial may be given directly to the parish. A suggested offering of \$300.00 will help defray the cost of utilities and staff. Memorial gifts in the name of the deceased may also be directed to the Parish.

Named gift opportunities are available. Some include inscribed bricks, large and small inscribed pavers, and chapel benches, as well as other appointments. For more information, contact the Director of Development, Diane Favret, at 202-903-2812, or [dfavret@trinity.org](mailto:dfavret@trinity.org).

## **Flowers**

Flowers should be delivered or brought to the Parish Center on the day of the funeral. For Saturday funerals, flowers should be delivered to the Parish Center on Friday before 3:00pm. Deliveries should be made to the Parish Center address, 3513 N Street, NW, 20007. After the service, the Funeral Home or family members normally remove the flowers from the Church.

## **Music**

Music is an integral part of the Funeral Rite. Music at funerals “should support, console, and uplift the participants and should help to create in them a spirit of hope in Christ’s victory over death and in the Christian’s share in that victory” (OCF, 31). Family members, with guidance from parish staff, will choose appropriate liturgical music for the funeral. Because a funeral is an act of worship, only sacred music is appropriate. This excludes the use of popular music, show tunes, and, often, patriotic music.

Parish staff will arrange for an organist/pianist and cantor and will create a printed worship aid which includes readings, music, and names of ministers. Ordinarily, parish accompanists and cantors lead liturgical music during the funeral. There may be opportunities for family members to participate musically after consultation with the Director of Music Ministries.

## **Words of Remembrance**

Some families wish to have a family member or friend offer words of remembrance in honor of the person who has died. This is best done at the funeral home during the wake service or afterward at a reception. However, words of remembrance may also be given at the church during the funeral service after the entrance procession and before the opening prayer. If this option is chosen, there should be no more than two people who offer Words of Remembrance. It is helpful to have them written out. The words of remembrance may last no longer than five minutes total.

## **Parking**

Holy Trinity has no parking available on site. Arrangements for parking are the responsibility of the family or funeral home. Securing parking permits from the District of Columbia are most effective. The online parking permit system enables users to receive short-term permits which may be used on the street immediately in front of the church. See <https://tops.ddot.dc.gov> for more details. In addition, there are public parking garages on Bank Alley. Parking may be available occasionally at Georgetown Visitation Preparatory School at 35<sup>th</sup> and Volta, NW. Please contact Visitation directly at 202.337.3350.

## **Construction Notice**

Holy Trinity is completing a major construction project that involves our school buildings, adjacent to the main church and chapel. The demolition and construction schedule are very tight. Because of the immediate nature of most funerals, advanced notice to halt construction during the day oftentimes cannot be given. The construction company will be given notice of the funeral, but please be aware that there may be some noise pollution on the day of the service.