



HOLY TRINITY CATHOLIC CHURCH  
WASHINGTON, DC

## FUNERAL GUIDELINES

### 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 are no baptisms or weddings. 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.

### 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.

### 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.

### Flowers

Flowers may be delivered to the Parish Center at 3513 N Street, NW 20007 by 4:00pm the day before the Funeral or Memorial Service. Flowers may also be delivered on the day of the liturgy by 9:00am to either the Church or Chapel. After the service, the funeral home or family members normally remove the flowers from the Church.

### 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. Outside caterers must be contracted for receptions.

## **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.

## **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.

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 Rock Schuler, Director of Stewardship, at [rschuler@trinity.org](mailto:rschuler@trinity.org).

## **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.

## **Rite of Committal/Burial**

Families and friends are encouraged to lead the graveside prayers themselves. Ordinarily, Holy Trinity Jesuit Staff does not accompany the body or cremated remains to the place of burial. The Pastoral Associate for Liturgy can provide the ritual texts for the Rite of Committal and Burial.

## **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.