

# First Pres Memorial Services During COVID-19 Planning Guide

Memorial services at First Pres are grounded deeply in our understanding that Jesus has conquered death through His work on the cross, and in our Lord's promise of life beyond death for all in relationship with Him. It's also an opportunity to celebrate the life of a loved one who has died, giving thanks for how God used this person to touch our lives.

As we seek to serve your family in this time of loss, memorial services will look a bit different during this pandemic. As we begin planning this service with you, we want to ensure that you have answers to questions that may arise. The following information is provided as a guide for your planning.

## Contact

### OUR COMMITMENT TO YOU

Our Memorial Coordinator and Pastor will schedule a time to talk with you about your desires for your loved one's service.

### WHAT WE ASK OF YOU

Be considering in advance any songs, Scripture or service elements that are important to you.

## Scheduling

### OUR COMMITMENT TO YOU

Services will be scheduled on Thursdays.

### WHAT WE ASK OF YOU

Let us know as soon as possible what date works for your family.

## Attendance Registration

### OUR COMMITMENT TO YOU

Attendance will be by registration, with a maximum of 100 participants—including family—allowed to attend your loved one's service. A registration link will be provided to you prior to the service.

### WHAT WE ASK OF YOU

Please pass along the registration link to those whose presence at this service is most important to you. Let us know when family has registered so we can open this to the general public. Each family group should register themselves, so we'll know what sized groupings we'll need to seat.

# Private Space

## OUR COMMITMENT TO YOU

A private space will be provided for no more than 15 family members prior to the service.

## WHAT WE ASK OF YOU

Please arrive at our Weber Street entrance for check-in at the Welcome Desk at least 45 minutes prior to the service.

# Guest Entrance and Exit

## OUR COMMITMENT TO YOU

All guests will enter through the main Weber Street doors leading into the Plaza and will exit through the glass Narthex doors on Bijou Street.

## WHAT WE ASK OF YOU

Please inform your guests of this entrance as you interact with them.

# Guest Book

## OUR COMMITMENT TO YOU

A guest book can be placed in the Narthex for people to sign. Pens will be labeled “clean” and “dirty” and coordinated by a staff member.

## WHAT WE ASK OF YOU

Please let us know if you wish this option, and bring a book a few days before the day of the service.

# Social Distancing

## OUR COMMITMENT TO YOU

Guests will be asked to maintain 6-foot distancing both inside and outside, with guests seated in every other pew.

## WHAT WE ASK OF YOU

We would be grateful if you would inform guests of this as you interact with them.

# Masks

## OUR COMMITMENT TO YOU

Masks will be required for guests and staff who are not up front.

## WHAT WE ASK OF YOU

We would be grateful if you would inform guests of this as you interact with them.

# Card Dropoff

## OUR COMMITMENT TO YOU

A basket will be available in the Narthex where guests can deposit cards; they'll be given to the family immediately following the service.

## WHAT WE ASK OF YOU

If friends ask, let them know cards can be left there for the family.

# Service Bulletins

## OUR COMMITMENT TO YOU

Bulletins for family only will be printed and provided in the parlor when you arrive. Signs will be provided in the Narthex with a QR code so guests can access the bulletin on their phone.

## WHAT WE ASK OF YOU

Please let us know at least a week in advance how many bulletins we should print.

# Livestream Service

## OUR COMMITMENT TO YOU

A website link will be provided to families, which will include your loved one's picture, a worship bulletin and livestream link to the service. Following the memorial, a video of the service will be available to download for 30 days on our website.

## WHAT WE ASK OF YOU

Please forward this information to any friends and family who would like to take advantage of this. Please make sure to download this before the 30 days because we do not store them after that time.

# Slideshow

## OUR COMMITMENT TO YOU

If a slideshow of pictures is requested, we can show this during the 10 minutes prior to and after the service as guests are being seated and dismissed.

## WHAT WE ASK OF YOU

Please provide photos, minus any background music, at least a week prior to the service on a flash drive of an MP4 video file in 720p or higher resolution. Alternatively, you can email files to [worshiparts@firstprescos.org](mailto:worshiparts@firstprescos.org).

# Speakers

## OUR COMMITMENT TO YOU

If friends or family speak during the service, Lysol wipes will be quickly applied to the lectern by the pastor immediately before and after use.

## WHAT WE ASK OF YOU

Please let us know at least a week in advance if anyone else will be speaking, and their names.

# Hymn Lyrics

## OUR COMMITMENT TO YOU

Any congregational hymns will be projected on screens in the front. Keep in mind that singing together will be more challenging than solos with people spaced apart.

## WHAT WE ASK OF YOU

Please let us know at least 10 days in advance the music that you desire.

# Military Honors

## OUR COMMITMENT TO YOU

Military Honors may be included at the end of the service, and personnel are coordinated by the family's mortuary.

## WHAT WE ASK OF YOU

Please work with your mortuary and let us know at least a week in advance if you desire this option.

# Service Conclusion

## OUR COMMITMENT TO YOU

Unfortunately, we are unable to allow gatherings in the building before or after the service. In the absence of a reception, we can escort you out immediately following the service, to greet people as they're ushered out of the service. This allows personal interaction while following necessary social distancing guidelines.

Immediately following the service, guests will be ushered out row by row, beginning from the back. If flowers are donated for your service, we'll get those to you after all guests have departed, along with your loved one's picture if you've included that in the service.

## WHAT WE ASK OF YOU

Please let us know at least a week in advance if you'd like to take advantage of this opportunity to greet people.