

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 and Fridays, beginning July 16.

WHAT WE ASK OF YOU

Let us know as soon as possible what date works for your family. Each family group should register themselves, so we'll know what sized groupings we'll need to seat.

Attendance Registration

OUR COMMITMENT TO YOU

Attendance will be by registration, with a maximum of 80 participants allowed to attend your loved one's service. A registration link will be provided to you at least two weeks 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.

Private Space

OUR COMMITMENT TO YOU

A private space will be provided for up to 15 family members prior to the service.

WHAT WE ASK OF YOU

Please arrive at our wooden doors on Bijou St. at least 45 minutes prior to the service.

Guest Entrance and Exit

OUR COMMITMENT TO YOU

All guests will enter/exit through the wooden doors on the corner of Nevada and Bijou.

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 “used”, coordinated by a staff member. Guest entry will flow best if a guestbook with removable pages is used, allowing multiple locations for signing it.

WHAT WE ASK OF YOU

Please let us know if you wish this option, and bring a book on 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 suggested for guests and required for 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 box 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 that lists the order of service for guests and a link to your loved one's information on our website.

WHAT WE ASK OF YOU

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

Livestreamed Service

OUR COMMITMENT TO YOU

A website link will be provided to families at least a week before the service, which will include your loved one's picture, a worship bulletin and livestream link to the service.

WHAT WE ASK OF YOU

Please forward this information to any friends and families who would like to take advantage of this.

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.

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.

Guest Acknowledgement

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 invite your family to stand and face guests at the conclusion of the service if you wish, allowing you to see who has attended. A microphone will be available if one family member would like to thank them for coming on behalf of the family.

WHAT WE ASK OF YOU

Please let us know which of these options is preferred by your family.

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 offer three options for your departure and/or acknowledgement of those attending:

WHAT WE ASK OF YOU

Please let us know at least a week in advance which of these options is preferred by your family.

1. We can invite your family to stand and face guests at the service conclusion, allowing you to see who has attended. A mic could be available if one family member would like to thank guests on behalf of the family for coming. You can remain standing up front to watch guests be ushered out.
2. We can escort you out immediately following the service, and you may gather on the sidewalk outside the church for an informal receiving line. However, the church cannot assist in coordinating that, nor can we allow anyone back into the building once they've departed.
3. We can escort you back to the parlor until after all guests have been ushered out.

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 these to you after all guests have departed, along with your loved one's picture if you've included that in the service.