

Instructions for a Memorial / Funeral Service During COVID-19

August 2020 (updated 11/12/20)

First Lutheran Church of Columbia Heights, MN – website: flcch.org

For the safety of your family and guests, we have created these policies and procedures for a funeral or memorial service during the COVID-19 pandemic.

The Pastor and family will meet either in person or by Zoom to arrange:

- The date of and schedule of the funeral/memorial service or burial service. At this time, no visitation or luncheon/reception may be held at First Lutheran.
- The order of the worship service. Please note no congregational singing is allowed at this time, as this is one highly contagious way to spread the coronavirus.

The order of service we suggest includes:

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| 1. Prelude | 9. Instrumental or Vocal Music |
| 2. Welcome and Announcements | 10. Prayers |
| 3. Opening Prayer | 11. The Lord's Prayer |
| 4. Family Memories/Eulogy | 12. Commendation |
| 5. Readings (1 or 2 from the Bible) | 13. Benediction |
| 6. Instrumental or Vocal Music | 14. Instrumental or Vocal Music |
| 7. Gospel Reading | 15. Recessional |
| 8. Message – a pastor from First Lutheran | |

Checklist for the Family:

Guest List

- ♦ We recommend that this be understood as a private service, inviting only to the capacity of our facility at that time.
- ♦ Please do not publish the time and date of the service in public postings (such as the newspaper). If you hold a public visitation following the service at another location, share that publicly.
- ♦ Please create your guest list as a spreadsheet for use as people arrive and register for contact tracing in case someone who attends tests positive for COVID-19.
- ♦ All guests will be screened for COVID19: temperature checks, screening questions. Please encourage guests who

have any symptoms or known exposure not to attend.

- ♦ The church will keep a copy of the list of people who signed in for the service in case there is a need for contact tracing.

- Personal Protection & Masks** - Please let your guests know that we require masks while in the building. Masks will be provided upon entrance for those who do not have one.

Obituary

- ♦ Do not submit an obituary until the dates and times of the service and visitation have been officially approved by the Pastor and placed on the church calendar.

Order of Service/Bulletin - At this time, medical experts advise against a paper bulletin.

☐ Seating, Ushers & Greeters

- ◆ When people enter the building (with doors propped open, weather permitting), they'll be asked to wear a mask, screen for COVID19 symptoms, register on the guest list, and apply hand sanitizer.
- ◆ Seating is currently limited to 25 people in the Sanctuary using physical distancing (six feet). The church has been marked with tape to indicate where people may sit.
- ◆ The funeral home will have 1-2 people at the service. Because of social distancing, we ask that you have 3 or 4 additional people to assist them with seating people immediately as they arrive, and ushering people to leave the sanctuary by row at the end of the service.
- ◆ People will be ushered into the Sanctuary and seated in the order they arrive. Those who live in the same household may sit together.
- ◆ We ask that ushers continue to monitor physical distancing in the Sanctuary and encourage people to remain seated.
- ◆ Immediately following the service, we ask that everyone leave the building for the safety of all concerned.
- ◆ The family is encouraged to leave the building as the service ends.

☐ ZOOM broadcast. (Or Facebook Live) – Advance Request Only

- ◆ The church is able to provide a Zoom link to share the service with those unable to attend in person.
- ◆ We will provide a Zoom link with Password for you to share with family and friends. We suggest this information be shared by email or on closed social groups (CaringBridge, FB Group, etc.)

- ◆ We ask that a family member be in charge of recording during the service. Please bring a laptop/iPad and a smartphone for this purpose. (Smartphone for recording on the FLC tripod; the laptop to monitor who is participating.)
- ◆ You may record the service as long as this is set up at the beginning. We suggest you download the recording to your personal files as soon as possible.

☐ Photo in the Sanctuary (with or without urn)

- ◆ An 8x10 portrait may be displayed alongside or in place of the urn at the front of the sanctuary or chapel. The family is responsible for this 8x10 and its framing.

☐ Urn -- If an urn is present, we suggest that you identify who will be responsible for:

- ◆ Bringing the urn to the church (if not provided by the funeral home).
- ◆ The safety of the urn before, during and after the service.
- ◆ Taking the urn home or to the cemetery for the burial service (if this service is not provided by a funeral home).

☐ Cards/Memorials – These are watched over by the funeral home. If no funeral home is involved, designate a friend of the family to watch the card box as people arrive, and then secure it in the church office during the service. This person should deliver it to a designated family member after the service.

☐ Guest Book - We discourage use of a guest book, and instead, a spreadsheet for people who have been invited to check off their names by a designated person. (see Guest List above)

☐ **Flowers & Photo Displays**

- ◆ Flowers will be arranged and set up by the funeral home.
- ◆ In this time without visitation or reception in the church, we do not allow photo displays, poster boards or digital.

☐ **Cemetery**

- ◆ The Pastor will preside at the graveside service when requested by the family, and when the Pastor is available.
- ◆ The family is responsible for contacting the cemetery for burial schedules and procedures.
- ◆ The family is responsible for transporting their family and guests to and from the cemetery safely.

☐ **Musicians**

- ◆ Only the organist / Pianist on staff at First Lutheran will play for the funeral.
- ◆ If other instrumentalists / vocalists are requested, the Music Director will assist in securing them.

☐ **Fees**

- ◆ Pastor, \$200
- ◆ Musician/organist, \$150 each
- ◆ Soloist or other musician, \$100 each
- ◆ Tech fee, \$100
- ◆ Building use, \$150 (\$50-member rate)
- ◆ Scholarships available