



SHILOH CHURCH

DOWNTOWN

HB Charles Jr. | Pastor-Teacher
Joe Pace | Executive Pastor

COVID-19 IN-PERSON FUNERAL GUIDELINES

SUMMARY

In response to Coronavirus, on-campus funerals were initially suspended. However, to properly pay our respects to members who pass away, and to better serve our grieving members, we will resume in-person funerals on the Downtown campus, effective October 1st, 2020 with the following guidelines:

NOTIFICATION OF PASSING

Members should contact the church as soon as possible to notify us of a family member passing, so that we can provide support as quickly as possible. Notifications can be made one of a number of ways:

- Contact of District Leader | Deacon of Member
- Contact the Shiloh Church DT Office - 904-353-8829
- After hours contact Pastor Al Letson - 904-759-7982

FUNERAL OVERSIGHT

Pastor Al Letson - Pastor of Congregational Care
Sebrina Wesley - Funeral Coordinator

APPROVAL

At this time, approved funerals will only be for Shiloh Church members. All funerals on Downtown Campus [and speakers] must be approved by the Pastor of Congregational Care or the Executive Pastor. There will be no repasts served at this time.

LOCATION

On-campus funerals will take place in the Coleman Auditorium [original building].

ATTENDANCE

Maximum attendance for on-campus funerals is Eighty (80) persons total, including funeral leaders, volunteers and attendees.

SERVICE LIVESTREAM

Livestream of funerals will be available to accommodate family and friends who are not able to attend. The livestream will be available on our website at Shiloh.Church, with a specific link button with the family's name, that will start at the beginning of the service, after the casket has been closed. ADDITIONALLY one (1) DVD of funeral service will be made available [upon request] to the family within one week of the service. DVDs will not be available after one week past the funeral service.

TIME ALLOTMENTS

Funerals will be scheduled Mondays through Saturdays, between 9:00 AM and 1:00 PM, and the church will not cancel any church-wide scheduled event to accommodate service. Funerals will be one hour long. Viewing of the remains will be permitted two hours prior to the start of the funeral, then casket must be closed.

PLANNING OF SERVICE

District Leader and Funeral Coordinator will assist the family in the planning of the service [in accordance with the standard order of service below], and the final program outline will be sent from the church office to the Funeral Home. If the family is preparing their own programs, then a final copy must be sent to the funeral coordinator [swesley@smbcjax.com] for final approval before programs are printed.

- After program outline has been completed and approved, any changes must be approved by Church Office for changes to be acknowledged

SERVICE PROGRAMS

The printing of programs is the responsibility of the family [the church does not create/print programs].

ORDER OF SERVICE

To ensure that funerals remain within the allotted hour, the following order of service will be followed in all funerals:

- Call to Order | Processional
 - Musical Selection
 - Scripture Reading
 - Pastoral Prayer
 - Reflections (By two appointed persons only.)
 - Musical Selection
 - Words of Comfort
 - Recessional
- (Please note the casket is closed prior to the processional)*

STAFFING

The following are the essential support teams necessary to facilitate services. Those who are not essential staff are asked not to take up additional space from guests and family that may be attending.

- Ministers - 3
- Music Ministry - 2
- Ushers - 4
- Deacons - Max 5
- Deaconess - Max 4
- Audio/Video - 2
- Coordinator - 1

MUSIC

Shiloh DT Worship Ministry will provide music for funeral services unless otherwise approved or designated. All music selections must be approved in advance by Director or Asst. Director of Worship & Arts.

NOTIFICATIONS

With the family's consent, we will send out notifications of Homegoing Services to the Shiloh DT membership via our Homegoing Service notification email.

SOCIAL-DISTANCING GUIDELINES

For the health, comfort, and safety of all, these following COVID-19 related guidelines will be strictly enforced:

- All Attendees will be required to wear a mask.
- Masks and hand sanitizers will be available in the main lobby.
- Attendees will only be permitted to enter through rear Coleman Auditorium doors
- Seating in Coleman Auditorium will be spaced six (6) feet apart [except for family]. Ushers will keep count and direct seating.
- Administration building bathrooms will be available for use. We request bathrooms be used one person at a time.
- Attendees will be dismissed after funerals by sections, back through the same door they entered. Funeral home will escort casket out the front doors, down ramp of Admin. Building.
- Attendees are asked not to wander or linger on campus after the funeral.

