**Adas Israel Congregation Bereavement Committee - Abridged Checklist 1-15-19**

**I. BEFORE MEETING THE FAMILY :** Information from David/Marcy/Megan

Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_

Location:

* Gravesite \_\_\_\_
* synagogue sanctuary \_\_\_\_
* other\_\_\_\_\_\_\_\_

Name of Cemetery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If old Adas cemetery, will liner be required? yes \_\_\_\_\_ no \_\_\_\_\_)

Clergy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1B. Deceased

**Name of Deceased**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Death:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Approximate time of death:** \_\_\_\_\_

**Hebrew Date of Death**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1C.** Bereaved (Initial contact)

**Name of Bereaved**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relationship**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address of Bereaved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Phone: (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell phone: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1D. Funeral Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Primary Chaver should download the Abridged Checklist, the Death Certificate template, and the Death Notice Template from the Adas Website. The Second Chaver should download the Complete Checklist.***

**2. Initial Contact of Chaver with Family:** *Chever calls family contact to say s/he will be coming to help with arrangements.*

2A. Set time for meeting

**Does anyone else family or friend need to be there?**

*Make sure your appointment with the family does not conflict with the Rabbi’s visit.*

**Meeting Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***2***B***.*** Tell the family that you will need the social security number, Hebrew name, and mother's maiden name when you meet with them.

2C. Verify with the family if you have already gotten this information. Otherwise ask for preference. Final determination will depend on coordination among family, synagogue, cemetery and Hines-Rinaldi.

**Adas Israel Service:**

Sanctuary \_\_\_\_\_\_\_

Not Requested \_\_\_\_

**OR**

Judean Chapel \_\_\_\_\_ Hines-Rinaldi Chapel \_\_\_\_\_\_

Graveside \_\_\_\_\_

Note that there is a charge of $645 for the Judean Chapel and it seats 150.

The chapel at Hines-Rinaldi (seats ) is free, as is the Adas Sanctuary.

Adas Israel Cemetery: \_\_\_\_\_\_\_

Judean Cemetery: \_\_\_\_\_\_\_\_\_\_\_

Other Cemetery: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time & Day preference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_time \_\_\_\_\_\_\_\_\_\_\_\_**

**2D. Does the family want shomrim?** yes \_\_\_ no \_\_\_\_

***If the death is near Shabbat or a Holiday****: Paid shomrim must be arranged quickly. If family needs more information about shmira go to page 8 of the complete checklist for shomrim info.*

***2E.* Does the family want a death notice the next day?** *Post deadlines are 4:00 PM on weekdays and 3:00 PM on weekends and holidays. You will need at least an hour to allow time for proofing.*

***If death is near the deadline for the Post*** *and the family wants a death notice the following day, you may determine that you need to get all the information on the phone before you meet with the family****.***

**Will death notice need to be completed quickly?**

*Yes\_\_\_ No \_\_\_*

*If yes, go to page 11 for death notice information and complete the Death Notice Template.*

2F. **Are there pets in the home?** yes \_\_\_\_ no \_\_\_\_

*Rabbi Alexander and Rabbi Krinsky are allergic to dogs. Alert them if there are dogs in the home*

**3. Chaver Calls Partner:**  *One of you will be the* ***primary*** *contact for the family. Clarify between the two of you who that will be. Also clarify who will give the family a copy of the Jewish Mourner's Handbook****.*** *More copies are available from Marcy Spiro. Clarify who will write the Funeral Follow-up.*

**Chaver Partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Initial Contact with Hines-Rinaldi** :

*Call (301)622-2290 to tell funeral director when you will be meeting with the family; confirm funeral arrangements; and ask about location of the deceased. If the body has not been transported see page 6 of the complete checklist for instructions. Tell funeral director that you will be emailing the death notice and death certificate information.* **Funeral Director email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For the safety of the Tahara committee, ask H-R if the deceased had any infectious disease. Ask about the condition of the body. Will there be tubes, blood? This is especially important if the body has been with the Medical Examiner. Toni will be sure to include medical personnel if the condition of the body is complicated. Yes\_\_\_\_ No \_\_\_\_\_\_.**

**If Hines-Rinaldi doesn't yet have this information now, get it later.**

**Ask which forms will be required for the family to sign*.*** *Ask H-R to email the forms to you, or get the from the Adas website and bring them with you when meeting with the family.*

*The forms on our website are for identification acknowledgement, release authorization, minimal preparation, and Release from the Medical Examiner. If there is any change please note this in your follow-up report.*

**6. Contact Tahara Chair**:

Call Toni Bickart ASAP so she can gather a Tahara team.

Her home number (202) 244-2747 or cell (202) 257-2823 are best.

Tell Toni if the condition of the body is complicated -infectious disease, tubes, blood, etc.

If you cannot reach Toni within a reasonable time, check with David / Marcy/Megan about a back-up. If no back-up is available, Hines-Rinaldi will contact the community Chevra Kadisha to provide Tahara.

**7. Contact Shmira Chair**

Text, telephone Wendy Kates (315-882-1518) or email ([wendy.kates.30@gmail.com](mailto:wendy.kates.30@gmail.com)) with the family's wishes, if the family wants voluntary coverage, or a combination of voluntary and paid coverage.

**II. MEETING WITH THE FAMILY:** Bring copy of the checklist, family reminder, and Jewish Mourner's Handbook.

**1. Name of Family Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email (for proofing death notice, death certificate and contract)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

2. **Shmira: Does the family want shomrim?** Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

**Is the family comfortable with gaps in coverage?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If the family is comfortable with voluntary gaps during the day, does the family want to hire the paid shomer to fill the gaps usually through the night, Shabbat or Holidays?**

**Yes \_\_\_\_ No \_\_\_\_**

**"It's our practice to include family and friends as shomrim." Can the family give us a name of someone who might know additional family or friends who might want to honor the deceased by supplementing the Adas volunteers?**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Was the deceased involved in any groups at the synagogue - Sisterhood, Hesed, Board Member, etc. who should be notified of the death?**  Groups that shomrim may be drawn from:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**3. Shiva & Minyan**:

**Does the family want Shiva**? Yes\_\_\_\_ No \_\_\_\_

Mornings? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_

Nights? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_

Shiva Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Does the family need leaders for minyanim**? Yes \_\_\_ No \_\_\_

**Is the family concerned there will not be a minyan at the shiva house** ? Yes\_\_\_ No\_\_\_

**Does the family want the shiva kit?** Yes \_\_\_ No \_\_\_\_

**Will more than one kit be needed ?** Yes \_\_\_ No \_\_\_\_\_

**Does the family want low chairs for shiva?** Yes \_\_\_ No \_\_\_

**How many chairs?** \_\_\_\_\_\_\_\_\_

*Tell the family that chairs & Shiva kit should be returned to the synagogue after the shiva period*. **Will the family need help returning them**? Yes \_\_\_ No \_\_\_\_\_

**4. Information for Washington Post Death Notice:** ***Complete the template for Death Notice.***

Does the family want a death notice? Yes \_\_\_\_\_ No \_\_\_\_\_

**Number of Days Death Notice is to run in the Post?** \_\_\_\_\_\_

**Days of the week** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The third day of a death notice run is free.*

**5. Information for Death Certificate:** ***complete the template for the Death Certificate. See checklist for pricing.***

**Flag for Veterans:** Yes\_\_\_No\_\_\_\_\_

Draped or folded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presented to whom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honor Guard Yes \_\_\_ No \_\_\_\_

**6. Hines-Rinaldi Forms:** *Ask family contact to sign the forms that you have downloaded.*

Contract - Who will sign? Next of kin or person responsible for paying

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will contract be signed and faxed or emailed back?** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If not how will contract be signed & delivered

**7. Acknowledgement Cards & Shiva Candle:** Does the family want extra cards or candles?

**Cards** Yes \_\_\_\_ No \_\_\_\_ # \_\_\_\_\_\_\_\_\_

**Candles** Yes \_\_\_\_ No \_\_\_\_ # \_\_\_\_\_\_\_\_\_

**8. Tahara** (preparation of the body):

Full Hebrew Name of Deceased \_\_\_\_\_\_\_\_\_\_\_\_\_ ben/bat \_\_\_\_\_\_\_\_\_

Cohen \_\_\_\_\_ Levi \_\_\_\_\_ Yisrael \_\_\_\_\_\_\_

Height \_\_\_\_\_\_\_\_\_\_\_\_\_\_and Weight\_\_\_\_\_\_\_ of the deceased

The Tahara team and the shomrim would like to know something about the deceased. Perhaps the family, if they haven't shared up until now, would like to share something?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Need for atypical sized coffins**:

Oversized coffins: yes\_\_\_ no \_\_\_

Short coffins: yes\_\_\_\_ no**\_\_\_\_**

**Tallit**: Will a particular tallit be used? Yes \_\_\_ No\_\_\_

If yes, how will it be delivered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. Pallbearers**:

Tell the family that there is a notation to this effect on their REMINDER sheet. If the family knows the names of the pallbearers, you may want to take them now so you know whom to look/ask for at the time of the funeral.

1.

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Identify a head pallbearer to be responsible for identifying himself / herself to chaver and gathering pallbearers at the coffin ten minutes before the service.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If the family cannot identify six pallbearers,**

**Six Pallbearers?** Yes \_\_\_\_\_No \_\_\_\_\_

**Minyan at gravesite?** Yes \_\_\_\_\_No \_\_\_\_\_

**Minyan at shiva** Yes \_\_\_\_\_No \_\_\_\_\_

**9. Transportation:** Family should be at the funeral at least 20 minutes ahead of time. More if receiving mourners in Beit Midrash. HR has 8 passenger Limo/drivers 4 hour minimum @$595. Additional time is $100/hour. Car Service options can be arranged by HR or privately.

**How will the family get to the cemetery? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Does the family want limousines?** Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_

How Many \_\_\_\_\_\_

**How many people will ride in the limos?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If limousines are being used, what addresses should they go to?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What time should the limo be at this addresse(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_ be sure to include 15 minutes extra loading time. And, assign someone to bring drinks and snacks for limo ride.**

**10. If Cemetery is out of town:**

Funeral Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Airline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Flight \_\_\_\_\_\_\_\_\_\_\_Time: \_\_\_\_\_\_\_\_\_

Funeral Home on Receiving End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_

Phone Number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Meal of Consolation**: **Does the family want us to call a friend or relative to arrange for the meal after the burial?** Yes \_\_\_\_\_No \_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the family asks, you may call Shalom, Moti’s or some other place for a meal at the family’s expense.

# People \_\_\_\_\_\_\_\_\_\_

Paper goods needed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**12. Letting People Know*:*** *Do not offer to make a lot of phone calls for the family. Use your discretion in asking if there is someone special at the Congregation whom they would like to notify or any other difficult phone calls to make.*

Names & Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

III. **BEFORE LEAVING THE HOME**

**1. If the funeral will be at Adas**:

**Will the family want to receive visitors before the service**. Yes \_\_\_\_\_No \_\_\_\_\_

**Will they want privacy**? Yes \_\_\_\_\_ No \_\_\_\_\_

**Will the family want to use the live streaming?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Email address where it should be sent**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

An edited version of the live-streaming will also be available for the family. It can be sent to one person and forwarded by that person to others. Who would like to get the link?

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Preparations of the shiva house:**

* Advise the family to have someone stay in the home during the funeral.
* Water pitcher, paper towels, and waste basket should be left at the door for ritual hand washing after returning from the cemetery.
* Remove breakable items from coffee tables and end tables and have coasters or napkins around. Use paper hand towels in the powder rooms.
* Tell the family that everything - (shiva kit, candle, acknowledgement cards, guest book, and chairs as requested) that will be needed for shiva will be placed in their car or limo. The driver usually remembers, but someone from the family should make sure.

**3. Give the family The Jewish Mourner's Handbook**. Tell them that it contains information on Conservative Jewish practice that they might have questions about now or in the future. They should also feel free to call you if they have any questions.

Tell the family that the Handbook contains the Mourner's Kaddish. If they have not gone to the

daily minyan before to say Kaddish, a minyan regular could meet them before the service. Times of the services are in the Family Reminder.

**Would you like a greeter for Daily Minyan?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**4. Family Reminder**: State again that although there are two of you, one is the principal contact. Requests from H-R should go through you. **Fill out the Family Reminder and leave it with the family. Tell the family that the contact information is on the Family Reminder.**

**Tell them it also contains information about the charges and information about Fram Monument Company that has a contract with the Jewish Funeral Practices Committee of Greater Washington to provide discounted memorial gravestones at Judean Gardens. Tell the family that they MUST ask for the contract price to receive the discount.**

**5. Document Proofing**:

**Remind the family to carefully proof the death notice and death certificate and sign the contract. You will be proofing as well and will call the family after you’ve proofed it**.

**6. Ask if the family about any special needs**. You can borrow the Adas wheelchair. Or arrange for sign language or any other accommodation requests with Naomi Malka. Use her email: [inclusion@adasisrael.org](mailto:inclusion@adasisrael.org) or phone (202)841-8776.

**7. Contributions to Clergy** -if the family asks about honoraria or contributions to the clergy, advise them as follows: Nothing is required, but any or all of the options below are appropriate, in amounts from $18 - $1000. David Polonsky says s/he sees on average $100-$500.

A contribution may be made to the synagogue in honor of the clergy.

A contribution may be made to the clergy’s discretionary fund.

Clergy are not allowed to accept honoraria from members.

**AT THE** **SMITH SANCTUARY FUNERAL SERVICE:**

Please wear your Adas Israel lapel pin. If you don't have one, visit the Front Desk.

**1. Before the Funeral**: One chaver should be at the synagogue 45 minutes to an hour before the funeral to take care of last minute things. Park your car on Quebec Street behind the space allowed for the limousine. David Polonsky / Marcy Spiro will have set up everything. The funeral director from Hines-Rinaldi will bring the guest book, shiva candle, acknowledgment cards, and an envelope containing kriah ribbons, knife, clergy records and kaddish cards. Give the envelope to the rabbi. The Hines-Rinaldi director will hold on to the acknowledgment cards and shiva candle to put them inside the limo/car along with the shiva kit. The kaddish cards are for use at the grave site. Get kippot for the gravesite, and a wheelchair if requested.

Funerals will be held in the sanctuary. The family will receive visitors in the Beit Midrash. If they have requested privacy, screens will be set up.

Guest book(s) and kippot should be available in the lobby. Fill in the front pages of the guest book. Unless it is a very large funeral, you may only want to fill in the front page of one of the books. Then add the pages together later to complete the book.

The chaver should put out directions to the cemetery at the reception desk.

The coffin should be brought into the synagogue through the Quebec Street door. Be sure that the end marked with an "h" for "head" does not go first. ***The feet go first. The foot side is marked with the Magen David.*** Once inside, be sure the coffin is covered with the pall by our maintenance staff.

When the family arrives, the chaver should meet them at the door; take them to the Biran Beit Midrash. Let the rabbi know that they have arrived. Also, ask the family to identify the pallbearers. The rabbi will be joining the family to cut the kriah ribbon. When the rabbi indicates that it is time, the chaver should lead the family to the place where the funeral will be held where they will sit in the first row on the left side facing the pulpit.

One chaver should sit at the end of a row near the front to better assist the pallbearers and family at the end of the service. After the pallbearers start pushing the coffin toward the door, stand with the family and help escort them out the chapel door behind the Rabbi.

The other chaver should stand near the exit to direct latecomers and at the end of the service open the door for the pallbearers and coffin, removing the pall as they exit the building.

**2. Instructions for Pallbearers**: Gather the pallbearers together before the funeral begins. Tell them to sit near the front on the right side facing the pulpit. Tell them when the rabbi says, "Will the pallbearers please step forward,” that that is their signal to stand.

The Hines-Rinaldi Funeral Directors will stand at the head and foot of the coffin or a pallbearer will be at the head and foot. It's the chever's decision, but please tell the H-R funeral directors if they will not be leading the coffin. Tell the other pallbearers that they can gather at the sides of the coffin. Remember to sit on the side near the front so you can assist if needed.

Indicate which door they will be going through to get to the hearse.

At the cemetery, the pallbearers should assemble as quickly as possible at the back of the hearse where they will carry the coffin from the hearse to the gravesite.

**3. After the Service**: As the rabbi concludes the service, he/she will tell the pallbearers to take their place. **The coffin goes out of the chapel head first.** The rabbi will walk directly behind the coffin. The family follows the rabbi. You may need to direct them.

**Take the pall off the coffin at the Quebec Street door and give it to Adas staff at the door.** The pall remains at the synagogue. Collect the guest book. Give the guest book, and shiva kit to the Hines-Rinaldi director who will put them with the shiva candle and acknowledgment cards in the family car, limousine or the car of a friend who will deliver it. If possible, also put in the chairs when requested. If they do not fit, they will have to be delivered to the house. Get kippot from the synagogue, if you do not already have them.

The office has directions and funeral banners, which you should provide for those people who intend to go to the cemetery. The Hines-Rinaldi director and Adas staff will help line up cars going to the cemetery. Remind those going to the cemetery to keep their emergency flasher lights on and stay close to the car they are following.

**AT THE CEMETERY**:

Bring kipot to the cemetery. At least one chaver goes to the cemetery, and should offer the clergy a ride. Provide copies of the Kaddish to mourners. Remind someone from the family, preferably not a mourner that everything they need for shiva is in their car.

**AFTER THE FUNERAL**

**1. Follow-up** Check with all the people who have worked on the funeral, especially your partner. Each funeral may raise issues that are not reflected in this checklist. Please share anything that you learn while working on the funeral. **Even if you have no comments, please submit a Follow-Up Form.**

**2. AT THE** **SMITH SANCTUARY FUNERAL SERVICE:**

Please wear your Adas Israel lapel pin. If you don't have one, visit the Front Desk.

**1. Before the Funeral**: One chaver should be at the synagogue 45 minutes to an hour before the funeral to take care of last minute things. Park your car on Quebec Street behind the space allowed for the limousine. David Polonsky / Marcy Spiro will have set up everything. The funeral director from Hines-Rinaldi will bring the guest book, shiva candle, acknowledgment cards, and an envelope containing kriah ribbons, knife, clergy records and kaddish cards. Give the envelope to the rabbi. The Hines-Rinaldi director will hold on to the acknowledgment cards and shiva candle to put them inside the limo/car along with the shiva kit. The kaddish cards are for use at the grave site. Get kippot for the gravesite, and a wheelchair if requested.

Funerals will be held in the sanctuary. The family will receive visitors in the Beit Midrash. If they have requested privacy, screens will be set up.

Guest book(s) and kippot should be available in the lobby. Fill in the front pages of the guest book. Unless it is a very large funeral, you may only want to fill in the front page of one of the books. Then add the pages together later to complete the book.

The chaver should put out directions to the cemetery at the reception desk.

The coffin should be brought into the synagogue through the Quebec Street door. Be sure that the end marked with an "h" for "head" does not go first. ***The feet go first. The foot side is marked with the Magen David.*** Once inside, be sure the coffin is covered with the pall by our maintenance staff.

When the family arrives, the chaver should meet them at the door; take them to the Biran Beit Midrash. Let the rabbi know that they have arrived. Also, ask the family to identify the pallbearers. The rabbi will be joining the family to cut the kriah ribbon. When the rabbi indicates that it is time, the chaver should lead the family to the place where the funeral will be held where they will sit in the first row on the left side facing the pulpit.

One chaver should sit at the end of a row near the front to better assist the pallbearers at the end of the service. After the pallbearers start pushing the coffin toward the door, stand with the family and help escort them out the chapel door behind the Rabbi.

The other chaver should stand near the exit to direct latecomers and at the end of the service open the door for the pallbearers and coffin, removing the pall as they exit the building.

**2. Instructions for Pallbearers**: Gather the pallbearers together before the funeral begins. Tell them to sit near the front on the right side facing the pulpit. Tell them when the rabbi says, "Will the pallbearers please step forward,” that that is their signal to stand.

The Hines-Rinaldi Funeral Directors will stand at the head and foot of the coffin. Tell the others that they can gather at the sides of the coffin. Remember to sit on the side near the front so you can assist if needed.

Indicate which door they will be going through to get to the hearse.

At the cemetery, the pallbearers should assemble as quickly as possible at the back of the hearse where they will carry the coffin from the hearse to the gravesite.

**3. After the Service**: As the rabbi concludes the service, he/she will tell the pallbearers to take their place. **The coffin goes out of the chapel head first.** The rabbi will walk directly behind the coffin. The family follows the rabbi. You may need to direct them.

**Take the pall off the coffin at the Quebec Street door and give it to Adas staff at the door.** The pall remains at the synagogue. Collect the guest book. Give the guest book, and shiva kit to the Hines-Rinaldi director who will put them with the shiva candle and acknowledgment cards in the family car, limousine or the car of a friend who will deliver it. If possible, also put in the chairs when requested. If they do not fit, they will have to be delivered to the house. Get kippot from the synagogue, if you do not already have them.

The office has directions and funeral banners, which you should provide for those people who intend to go to the cemetery. The Hines-Rinaldi director and Adas staff will help line up cars going to the cemetery. Remind those going to the cemetery to keep their emergency flasher lights on and stay close to the car they are following.

**AT THE CEMETERY**:

Bring kipot to the cemetery. At least one chaver goes to the cemetery, and should offer the clergy a ride. Provide copies of the Kaddish to mourners. Remind someone from the family, preferably not a mourner that everything they need for shiva is in their car.

**AFTER THE FUNERAL**

**1. Follow-up** Check with all the people who have worked on the funeral, especially your partner. Each funeral may raise issues that are not reflected in this checklist. Please share anything that you learn while working on the funeral. **Even if you have no comments, please submit a Follow-Up Form.**

**2. Family follow-up** You or your partner should arrange to call the family before the next Jewish holiday or at the end of Shloshim (30 days after the burial). You might mention that the first holiday without their loved one may be difficult or that the end of sheloshim represents another stage in the mourning process.

Who will make the call? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When will the call be made? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The chever should mark the calendar with the date.**

If for some reason, neither chaver is able to make the call, refer to Rae Grad (703)509-2838 or [rgrad@comcast.net](mailto:rgrad@comcast.net) or Ed Kopf (301) 613-0793 or ej@kopf.com.

**DIRECTORY**

Adas Israel 2850 Quebec St NW Washington, DC 20008

202-362-4433 Fax: 202-362-4961 Emergency: (answering service) 301-421-5271

Adas Dial-in line: 202-686-8405

* Marcy Spiro [Marcy.Spiro@adasisrael.org](mailto:Marcy.Spiro@adasisrael.org)

585-704-5250 cell

* David Polonsky [David.Polonsky@adasisrael.org](mailto:David.Polonsky@adasisrael.org)

914-439-9212 cell

* Cantor Arianne Brown [Cantor.Brown@adasisrael.org](mailto:Cantor.Brown@adasisrael.org)

310-616-6009 Cell

* Rabbi Aaron Alexander [Rabbi.Alexander@adasisrael.org](mailto:Rabbi.Alexander@adasisrael.org)

310-405-9282 Cell

* Rabbi Lauren Holtzblatt [Rabbi.Holtzblatt@adasisrael.org](mailto:Rabbi.Holtzblatt@adasisrael.org)

516-606-5358 Cell

* Rabbi Sarah Krinsky [Rabbi.Krinsky@adasisrael.org](mailto:Rabbi.Krinsky@adasisrael.org)

818- 261-1220 Cell

* Toni Bickart (Tahara) [tonibickart@gmail.com](mailto:tonibickart@gmail.com)

202-244-2747 Home

202- 257-2823 Cell

* Rae Grad (Hesed Committee) [rgrad@comcast.net](mailto:rgrad@comcast.net)

703-509-2838

* Wendy Kates (Shmira) [wendy.kates.30@gmail.com](mailto:wendy.kates.30@gmail.com)

315- 882-1518

Hines-Rinaldi Funeral Home 11800 New Hampshire Avenue, Silver Spring, MD 20904

(301) 622-2290 fax 301 622-1254

Washington Post Death Notices 202-334-4122; fax 202-334-7188

Shalom’s Kosher .... 301-946-6500

Moti’s .....................301-468-0400

Adas Israel Cemetery…………….202-562-5831

Judean Memorial Cemetery……..301-384-1000

King David Cemetery…………….703-289-4703

CHAVERIM \*indicates chaver is experienced and can serve as the family's primary contact.

Bill Begal [bbegal@begal.net](mailto:bbegal@begal.net)

202-244-5001 Home

301- 919-5400 Cell

Toni Bickart [tonibickart@gmail.com](mailto:tonibickart@gmail.com)

202-244-2747 Home

202-257-2823 Cell

\*Jamie Butler [jgb3611@gmail.com](mailto:jgb3611@gmail.com)

202-364-1989 Home

202-213-7589 Cell

Sue Greenberg [Sue@suegreenberg.com](mailto:Sue@suegreenberg.com)

202-337-6960 Home

202-329-7754 Cell

\*Art Hessel [Hessel.arthur@yahoo.com](mailto:Hessel.arthur@yahoo.com)

202-244-7189 Home

202-569-4289 Cell

\*Edie Hessel [edith\_hessel@yahoo.com](mailto:Edith_hessel@yahoo.com)

202-244-7189 Home

202-316-1747 Cell

Lisa Himmelfarb [lisa@lisahimmelfarb.com](mailto:lisa@lisahimmelfarb.com)

202-249-1880

Ed Kopf [ej@kopf.com](mailto:ej@kopf.com)

301-907-9174 Home

301- 613-0793 Cell

Susan Lubick [susanc.lubick@gmail.com](mailto:susanc.lubick@gmail.com)

301-951-0127 Home

301-467-6740 Cell

\*Herlene Nagler [Herlene.nagler@gmail.com](mailto:Herlene.nagler@gmail.com)

301-320-5970 Home

202-262-5433 Cell

Tamar Nicolson [tamar.nicolson@gamil.com](mailto:tamar.nicolson@gamil.com)

240-350-4060 Cell

240-497-1700 Office

Rhoda Ritzenberg [rritzenberg@yahoo.com](mailto:rritzenberg@yahoo.com)

703-538-4747 Home

703-655-8591 Cell

Caleb Robinson [robinsca@gmail.com](mailto:robinsca@gmail.com)

423-943-5541

\*Gail Schwartz [Bubbiegail@aol.com](mailto:Bubbiegail@aol.com)

301-654-6893 Home

\*Janet Scribner [jlseverest@verizon.net](mailto:jlseverest@verizon.net)

202-387-6087 Home Office

202-286-9454 Cell

Jessika Wellisch jswellisch@gmail.com

202 210-2677 Cell

**POST HOME VISIT PHONE CALL CHECKLIST**

*(To be made from the home if possible)*

**Contact Rabbi Alexander or Rabbi Krinsky, if they are meeting with family and there are pets in the home. Their email is listed above in the Directory.**

**David Polonsky / Marcy Spiro/ Megan Soe @ 202-362-4433**

\_\_\_\_ Confirm time and location of funeral and shiva.

\_\_\_\_ If the family wants morning minyan, tell David Polonsky / Marcy Spiro to put tallitot and the right books in the shiva kit.

\_\_\_\_How many shiva kits will be needed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Tell David / Marcy /Meganif the family wants low chairs and how many.

\_\_\_\_ Tell David / Marcy/Megan if the Family needs leaders for minyanim. Inform the family who the leaders will be, if possible.

\_\_\_\_ If burial is at Adas, confirm with David/Marcy/Megan if a grave liner is needed. And, if yes, tell Hines-Rinaldi.

\_\_\_\_Tell David / Marcy/Megan if an oversized coffin will be required.

\_\_\_\_ If David / Marcy/Megan has not already given you the Hebrew date of death, get it.

\_\_\_\_Tell David / Marcy/ Megan if family will not be receiving before the service, and the family will need to be screened.

\_\_\_\_Tell David / Marcy/ Megan if the family wants a cd of the service. Give the address where the cd should be mailed.

\_\_\_\_Tell David/Marcy/ Megan if the family is concerned that there will not be a minyan at the shiva house.

**Hines-Rinaldi**: [(301)622-2290] All the information that you need to give is in this checklist. Be sure to go through the following:

\_\_\_\_Convey information for death certificate and death notices. Information in checklist conforms to the Hines-Rinaldi worksheet. Death Notice information is in the appropriate format. Or send information electronically from forms in the appendix.

\_\_\_\_If the timing of the funeral allows for the death notice to be run for two days, tell H-R the family's preference.

\_\_\_\_ The Washington Post will email a copy of the death notice to be proofed. Give the email address where the death notice should be sent, both your email and family contact's. Tell the Funeral Director that family will confirm the accuracy of the death notice, death certificate, and contract but you will be proofing as well.

\_\_\_\_Give the funeral arrangements. If you do not have this information, leave this item unchecked and get back to it.

\_\_\_\_ Number of death certificates. Will they be sent certified mail, by courier service or will the family pick them up?

\_\_\_\_ Extra acknowledgment cards, if requested.

\_\_\_\_ Extra shiva candle, if requested.

\_\_\_\_ Flag for veteran.

\_\_\_\_ Military burial for veteran

\_\_\_\_ Number of black limousines, if family wants them, and number of people riding in them.

\_\_\_\_ Pick up point for limousines.

\_\_\_\_ If burial is at the old Adas Cemetery, confirm with H-R that the driver knows the direction and that the limousine will be able to maneuver the cemetery road.

\_\_\_\_ Remind them to provide a liner for the grave if necessary.

\_\_\_\_ Inform them if an oversized casket is required.

\_\_\_\_Ask Hines-Rinaldi for community Tahara if unable to reach Toni, and there is no back up

\_\_\_\_Request paid shmira or confirm with Hines-Rinaldi that Wendy Kates will be organizing shomrim and will contact them if paid shomrim will be required.

\_\_\_\_If the family cannot provide six pallbearers, tell H-R that we hope to have volunteers to carry the coffin, but you will let them know if other arrangements need to be made. (page 16)

\_\_\_\_ Remind them to bring Kaddish cards, Kriah Ribbons, a knife, and 4 copies of the Clergy Record to Adas for the rabbi

**\_\_\_\_If you haven't gotten information about the condition of the body, get it now**.

Tahara

\_\_\_\_Contact Toni Bickart at home 202- 244-2747, cell 202-257-2823, or email [tonibickart@gmail.com](mailto:tonibickart@gmail.com) Give her the Hebrew name, height and weight of the deceased, and something personal about the deceased. Tell Toni about the condition of the body. (page 5) Also let her know if there will or will not be shomrim, and if a special tallit will be used, and how it will be delivered.

If you cannot reach her within a reasonable time, check with David Polonsky / Marcy Spiro about a backup. If you are unable to make arrangements with the Adas volunteers, Hines-Rinaldi will arrange Tahara. A donation of $100 to the Community Chevra Kadisha will be on the Hines-Rinaldi bill.

Shmira

\_\_\_\_Wendy Kates 315-882-1518 or email [wendy.kates.30@gmail.com](mailto:wendy.kates.30@gmail.com) with the family wishes for voluntary Shmira or a voluntary/paid combination.

\_\_\_\_\_Give Wendy the date of death, Hebrew name of the deceased, date and time of the funeral, and something personal about the deceased.

**MISCELLANEOUS ITEMS:**

Arrange Meal:

\_\_\_\_ Do this only if the family has requested.

Friends:

\_\_\_\_ Any phone calls you have agreed to make

Tallit:

\_\_\_\_If the family wants a special tallit, it has to be delivered to Hines-Rinaldi. Check if family member is doing it. If not arrange to get it done.

Body to Another City:

\_\_\_\_ Do this only if you have agreed to get involved.

Oversized coffin:

\_\_\_\_Check with David / Marcy/Megan to be sure that the cemetery knows that an oversized grave must be dug. You may need to inform cemetery if it is other than Adas.

Gravesite pallbearers/minyan:

**\_\_\_\_**Call Rhoda Ritzenberg (703 538-4747) if family cannot provide six pallbearers and/or family doesn't think there will be a minyan at the gravesite. Give Rhoda the weight of the deceased (page 15). If she is unable to find volunteer pallbearers, she will contact you, and you must tell H-R to make arrangements for the coffin at the gravesite. She can also arrange for a greeter at the daily minyan.

**ADAS ISRAEL CONGREGATION BEREAVEMENT COMMITTEE**

**FUNERAL FOLLOW-UP**

Chaver/Chaverot:

Name of Deceased:

Name of Bereaved (individual or family):

Date of Funeral:

Did everything go reasonably well? Yes No \_

Comments/Suggestions/Glitches/Things Others Might Want To Know:

Please send to Marcy Spiro at [marcy.spiro@adasisrael.org](mailto:marcy.spiro@adasisrael.org) for distribution