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

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

Date of Death \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I. BEFORE MEETING THE FAMILY**

1. **Initial contact with chaver:**

David Polonsky / Marcy Spiro contacts the Rabbi and chaver. When s/he calls you, get information to fill in 1A, 1B and 1C below. If s/he has any other information required on this checklist, take it now.

**1A.**  **Funeral Information**:

If David Polonsky / Marcy Spiro does not have this information when you speak, fill it in when s/he gets it.

Day: \_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_

Location:

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

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

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

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

 *(Rabbi Alexander is allergic to dogs. Alert him if there are dogs in the home.)*

**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 (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Initial Contact of Chaver with Family**

Chaver calls family contact to say s/he will be coming, to help with arrangements. Ask if anyone else (family or close friend) needs to be there. Set time & get directions.

Make sure your appointment with the family does not conflict with the Rabbi’s visit. ***Rabbi Alexander and Rabbi Krinsky are allergic to dogs and cats. Alert them if there are pets in the home.***

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

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

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

***2A. Tell the family that you will need the social security number and Hebrew name when you meet with them.***

2B. Verify with the family if you have already gotten this information from David Polonsky / Marcy Spiro. 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 \_\_\_\_\_

Graveside \_\_\_\_\_

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

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

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

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

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

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

**time day date**

**2C. 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 for shomrim info.

**2D. 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**.**

***Post deadlines are 4:00 PM on weekdays and 3:00 PM on weekends and holidays.***

Give yourself an hour, at least, so you will be able to proof.

Will death notice need to be completed quickly?

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

*If yes, go to page 9 for death notice format.*

**3. Chaver Calls Partner:**

Agree on a time when you can both meet with the bereaved. 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.

**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, ask about location of the deceased. Tell the funeral director you will be emailing the death notice and death certificate directly.

Name of funeral director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email of Funeral Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 is coming from 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 have this information now, get it when you speak to them 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.

 **5. Transfer of the Body:**

What is the location of the deceased? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the deceased has been transferred, continue with Section 5, page 4.

If the deceased is at home, a hospital, or any other facility, the body needs to be transferred to the funeral home now. To have the body transferred, you must meet the following requirements, based on the location of the body:

For **home-hospice** deaths in D.C., MD or VA, a call to Hines-Rinaldi from the hospice nurse (not volunteer assistants) is sufficient. A death certificate is not necessary for transfer, but will need to be signed by the doctor at some point before burial. A release authorization will need to be signed by the family.

For **non-hospice home** deaths in Maryland or Virginia, if there is an attending physician, he/she may authorize transfer of the body. Obtain the physician’s name and phone number and ask the funeral home to contact the doctor. If there is no attending physician, or if the death is in DC, the police must be called to send the Medical Examiner to the home. The family must sign a Release from the Medical Examiner Form in order for Hines-Rinaldi to get the body from the Medical Examiner. The form is on the Adas website.

For deaths in any **hospital or other facility in Virginia**, the funeral home will pick up the body if given the name of the physician who will sign the death certificate.

For deaths in any **hospital or other facility in D.C. or Maryland**, the death certificate must be signed in order to transfer the body. Some physicians do not realize Jewish tradition requires a prompt burial, and have inadvertently stalled the process. If this appears to be the problem, notify Hines-Rinaldi with name and phone number of the doctor; they will contact him or her.

NOTE: Most hospitals will also require the signature of the next of kin in order to release the body. Hines-Rinaldi will usually take care of this since the body will not be released without the signature.

***If you have any questions about these procedures or how to fulfill them call Hines-Rinaldi (301) 622-2290.***

Has the initial death certificate been signed? \_\_\_\_

Where is it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not, name of physician \_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If the death certificate has not been signed, and H-R must make a second trip to get the body or the signed death certificate there will be an $80 charge. Notify the family and add the charge to the Family Reminder****.*

**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 Polonsky / Marcy Spiro about a back-up. If no back-up is available, Hines-Rinaldi will contact the community Chevra Kadisha to provide Tahara.

If Toni cannot arrange Tahara she will contact the chaver. The chaver should call Hines-Rinaldi who will make arrangements with the community Chevra Kadisha to perform Tahara.

**If the community Chevra Kadisha is used, there will be a $100 donation added to the Hines-Rinaldi bill for this service.**

**7. Contact Shmira Chair**

Text, telephone Wendy Kates (315-882-1518) or email (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. Explain that your purpose is to help with the practical arrangements. The information you need is for the death certificate, death notice, and synagogue purposes. Just as there is one main chaver there is one main family contact. Explain to the family that this arrangement avoids confusion.

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

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

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

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

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

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

2. **Shmira**: Shmira refers to the religious ritual of watching over the body of a deceased person from the time of death until burial. It is practiced out of respect for the dead, and considered a mitzvah.

It is not necessary to be literally watching the body. Hines-Rinaldi provides for a separate room with an attached bathroom, comfortable chairs, and appropriate reading materials. Shomrim may be family, friends, volunteers from Adas Israel or paid members of the community.

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

Explain that Adas may not have enough volunteers for complete coverage until the time of the funeral. If there is a gap in coverage, a professional shomer can be engaged fro $15/hour, usually for no fewer than eight hours at a time.

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

If the family responds **NO, they do not want any gaps:** Explain that if the family does not want any gaps in coverage, it might be necessary to use the paid shomrim only. Tell the family that the bill for the professional, paid shomer will be added to the Hines-Rinaldi bill.

**If the family responds YES, gaps are okay:** Explain that the choices are either:

1) Possible gaps in voluntary coverage during the day and probably none or limited coverage overnight and for Shabbat and holidays, or

2) Possible gaps in voluntary coverage during the day, but availability of paid shomrim at night and on Shabbat and holidays.

**If the family is comfortable with voluntary gaps during the day, does the family still want to hire the 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?** If there is a close family friend helping with funeral arrangements, this person might also help with gathering shomrim. Tell the family that you can provide an information sheet for shomrim. It is available on the Bereavement Committee Resource Page on the website, and can be emailed.

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:

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

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

If you have not already done so, text, telephone Wendy Kates (315)882-1518) or email (wendy.kates.30@gmail.com ) with the family's wishes. If the family wants voluntary coverage or a combination of voluntary and paid coverage. You will also need to provide Wendy with the date of death, the Hebrew name of the deceased, and the date for the funeral.

If the family will be using only paid shomrim, the chaver will make the arrangements with

H-R for the professional shomrim. If there will be a combination of volunteer and paid shomrim, the chaver will arrange for the professional from 10 pm to 8 am and through Shabbat, if necessary, with H-R. Wendy will post a google doc for shomrim to fill in during the day. If the family wants only volunteers, Wendy will post the schedule, and the chaver should tell H-R that paid shomrim will not be required.

**3. Shiva & Minyan**:

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

If the family has questions about shiva, tell them to ask the rabbi.

Shiva:

Morning? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_

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

Adas uses the following standard shiva minyan times:

Evenings: 7:30 PM

Weekday mornings: 7:30 AM

Sunday mornings & holidays 9:00 AM

Will the family have morning minyans?

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

Which mornings? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If there will be morning minyan, tell David Polonsky / Marcy Spiro to put tallitot and the appropriate books in the shiva kit.)

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

Does the family need leaders for minyanim? If yes, tell David Polonsky / Marcy Spiro.

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

Is the family concerned there will not be a minyan at the shiva house ?

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

We will provide a shiva kit with siddurim and kippot for 24 people.

Does the family want the kit?

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

Will more than one kit be needed ?

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

Shiva kits will be placed in the limo or family car at the time of the funeral. At the cemetery, if possible, remind someone from the family (not a mourner) that the Shiva kit, candles, etc. are in the car or limo.

If funeral is gravesite, arrangements must be made to get the Shiva kit to the family. The rabbi

leading the first minyan may be able to this. Or, you can pick them up from Adas and deliver to the home or cemetery.

Does the family want low chairs for shiva?

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

Only mourners need chairs. (There are four low folding chairs at the synagogue)

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:**

Note that the family will be charged for the death notice which contains the names of the survivors, the time and location of the funeral, etc., **but the death notice is** **optional**. Average charge is about $300 for two inches. The cost will be listed on the proof sheet.

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.**

The deadline for death notices in the next day’s Washington Post is **4:00 PM on weekdays and 3:00 PM on weekends**. Corrections must be complete by that time. If it is close to 3:00 PM on weekdays or 2:00 PM on weekends, stop here and call Hines-Rinaldi (301) 622-2290 with the death notice information. Then return to the family to complete the checklist. Make sure the

family understands the deadline. You and / or the family should proof the death notice by email. Any corrections must be faxed, emailed or called in by phone before the deadline. Remember to also carefully check the run date(s) for accuracy. Family may want to see the exact wording. You can complete the template below with them.

If the family wishes to have the Post include an obituary (a news article about the deceased), they can submit the obituary to the Post. This link can be found in the Family Reminder: <https://www.washingtonpost.com/apps/g/page/local/submit-an-obituary/872/>.

After submission, an obit writer (an actual Wash Post news reporter) will contact the

designated contact person.

Obituaries in Jewish Week are free.  Information for placing an obituary (news article) in The Post and Jewish Week is in the family reminders.

*Complete the template below. Remember survivors may include anyone the family wants and plus city and state from out of town survivors.*

On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Day, date, year of death

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Deceased’s name Deceased’s city

Survivors: Include anyone the family wants, plus city and state of people from out of town-e.g. children (and spouses, if desired) grandchildren, great grandchildren, brothers, sisters, others.)

Beloved (husband) (wife) of (the late) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Spouses’ Name

Devoted (father) (mother) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beloved (brother) (sister) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Cherished grand (father) (mother) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Funeral) (Gravesite) services will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

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

 day and date time

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 location & address

Interment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Cemetery name, city and state

Family will be (receiving friends) (observing shiva) at the residence of:

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

Starting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Start date and time end date and time

Contributions may be made to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Tell family that contributions to Adas Israel are always welcome.**

Death notice will include a Jewish star and the line, required by the Jewish Funeral Practices Committee:

***“Arrangements by Hines-Rinaldi Funeral Home, Inc. under Jewish Funeral Practices Committee of Greater Washington contract”***

**You and/or the family will need to** **proof the death notice**. **This can be done by email. Keep the deadline in mind.**

**5. Information for Death Certificate:** If information has been received before, double-check.

Full Name of Deceased

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

First Middle Last

Date of Death \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of death \_\_\_\_\_\_\_\_\_ am\_\_ pm \_\_ (page 3)

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Month Day Year

Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex: Male\_\_\_\_\_\_ Female\_\_\_\_\_\_

Age in years: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If under one year: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 months days hours minutes

Birthplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, State, or Foreign Country

Place of death \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If not an institution, give street address)

City of Death \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County of Death \_\_\_\_\_\_\_\_\_\_\_\_\_ State of Death \_\_\_\_\_\_\_\_

If Death occurred in a hospital, select one: inpatient DOA ER / Outpatient

If death occurred other than hospital: Residence Nursing Home Hospice Other

Citizen of what country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of residence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Apartment # \_\_\_\_\_\_\_\_\_\_\_**

Zip code and if in DC, Quadrant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status at Time of Death:

Married widowed divorced married but separated never married other

Surviving Spouse (include maiden name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maiden Name if deceased was married woman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hispanic Origin?

Yes\_\_\_

No\_\_\_\_\_

Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decedent's Race: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was Decedent in the US Armed Forces:

Yes\_\_\_\_

No\_\_\_\_\_

Branch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Served \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highest Level of Education Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Decedent's Occupation for most of their Life: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business / Industry of Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Decedent's Father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last

Name of Decedent's mother with full maiden name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Informant's name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Informant's full address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Burial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Cemetery \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of burial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many death certificates should be ordered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Most people need 6 to 12 for insurance, bank accounts, etc. Hines-Rinaldi obtains copies of the death certificate, which is issued by the jurisdiction of the location of the death. The copies themselves are charged by jurisdiction (These costs are listed in the Family Reminders):

DC $18.00 each

Virginia $12.00 each

Maryland $ 24.00 for one copy, $12 for each additional

Note that there is a $15 charge if the death certificates are sent to the family certified mailed. Family can also choose to pick them up at H-R or have a courier deliver for $80. What does the family want? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where should the copies be sent? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Death Certificate will need to be checked closely for accuracy before signing****.*

**Veterans** are eligible for burial at military cemeteries, although if the family chooses this option, there may be limitations on when the funeral can take place. There also needs to be a preliminary discussion with the rabbi. The military provides a free burial plot. The family must provide the deceased's discharge papers to Hines-Rinaldi. Once the papers are received by Hines-Rinaldi, they will facilitate arrangements. Veterans are also eligible to have their coffin draped with a flag.

**Flag:**

Yes\_\_\_

No\_\_\_\_\_

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

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

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

**6. Hines-Rinaldi Forms:** All forms are available on the Adas website or you can ask H-R to email them to you. Explain to the family that they will need to sign the three H-R forms, plus, when they are available by email, the contract and death certificate. If the body has gone to the Medical Examiner in DC, a release form must also be signed before H-R can pick up the body. The family can sign, take a smartphone photo, and email them or fax them back to H-R. If they

cannot send them back electronically, you can, from your home, or with the ok of H-R, bring them to the funeral. Tell the family that the death certificate can be downloaded and signed but must be carefully checked for accuracy. **Tell them, when they look at the contract, to skip right down to the last page for the price after the contract discounts.**

*Price will be base $2,045 plus additions.*

* Release Authorization if not previously signed
* Identification Acknowledgement (viewing of the body declined by Jewish Religious Preference.)
* Authorization for Minimal Preparation
* Release Authorization from Medical Examiner in DC.

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?

Yes \_\_\_\_\_

No \_\_\_\_\_

H-R should also send the chaver a copy of the contract and death certificate. Be sure they have

your email. Tell the family that you will also look over both for accuracy and then you will

confer with the family. You will confirm accuracy and confirm how the documents will get

returned to H-R.

**7. Acknowledgement Cards & Shiva Candle:** Hines-Rinaldi provides two boxes, 25 cards per

box, and one shiva candle. Does the family want extra? Cost: $15 for 2 boxes and $10 per

candle.

**Cards**

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

**Candles**

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

**8. Tahara** (preparation of the body): Explain that the body will be prepared either by a synagogue volunteer committee or by the community Chevra Kadisha. If the community Chevra Kadisha is used, the family may make a $100 donation. If there are further questions, refer to the rabbi.

Information for Tahara team:

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: H-R will need to know if an oversized coffin is required. If you are unsure, discuss the height & weight with H-R. Standard coffins are 23” x 76”, and oversized coffins are 26” x 76”.

**Please note that if an oversized coffin is required, the family will be charged an additional $1,594. Write this additional charge into the family reminder, and mention it to the family.**

**If an oversized coffin is required the cemetery will also need to know in order to dig a larger opening. You can let David Polonsky / Marcy Spiro know if the burial will be at the Adas Israel Cemetery**.

Short coffins: **If the cemetery can only accommodate a short coffin (some NY cemeteries, particularly) the family will be required to purchase a 71” coffin for $2,542.**

**Tallit**: The met or Meta (male or female deceased) are buried with a tallit that sits like a blanket. Tallitot are available at the funeral home for this purpose. ***If the family wants to use a particular tallit, a chaver or a family member must get it to the funeral home before tahara.*** The family may need to be reminded that if a particular tallit is buried it will not be available to pass on through future generations.

Will a particular tallit be used?

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

ONLY IF THE FAMILY ASKS, about placing items in the coffin (jewelry, etc.) tell them that the tradition is that nothing is placed in the coffin. If they are insistent, tell the family to discuss this with the rabbi.

**8. Pallbearers**: **Six pallbearers are needed**. Male and female relatives or close friends are appropriate. Pallbearers need not be Jewish. Grandchildren past bar and bat mitzvah, cousins, and sons-in-law or daughters-in-law are usually pleased to be asked. No mourners (spouses, children, parents and siblings) should serve as pallbearers. Note that pallbearers must be able to carry the coffin. If the family would like people to serve who cannot do this, they may be honorary pallbearers, and walk alongside the coffin. Pallbearers also have to go to the cemetery to move the coffin from the hearse to the grave.

Pallbearers must be asked ahead of time to verify that they can carry, be at the funeral 10 minutes ahead of time to get instructions, and go to the cemetery. Who in the family will call and ask for pallbearers?

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

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,** contact Rhoda Ritzenberg (home (703)538-4747) for volunteer pallbearers from Adas. The funeral may be very small. Ask the family if they think there will be a minyan at the gravesite. Inform Rhoda if volunteers from Adas will be needed to make a minyan at the gravesite. If the family is concerned about having a minyan at the shiva house, notify Marcy Spiro / David Polonsky.

**Six Pallbearers?**

Yes \_\_\_\_\_

No \_\_\_\_\_

**Minyan at gravesite?**

Yes \_\_\_\_\_

No \_\_\_\_\_

**Minyan at shiva**

Yes \_\_\_\_\_

No \_\_\_\_\_

If Rhoda Ritzenberg cannot find six pallbearers she will contact you. You must tell H-R to get staff from the cemetery or H-R to carry the coffin behind the rabbi to the gravesite. If that is not possible, ask H-R to put the coffin at the gravesite before anyone arrives.

**9. Transportation:** The family should be at the funeral service 20 minutes ahead of time. A friend can drive them to the funeral and cemetery. Discourage the family from driving themselves. Hines-Rinaldi can furnish one or more 8-passenger limousines and drivers for a minimum of four hours at $595. If the funeral is at the Adas Cemetery remind H-R that the limo must be able to navigate the small driveway. If the family does not want a limousine, they can make their own arrangements with a car service. Suggestions for car services are in the Family Reminders.

Additional time is charged at $100 per hour. The time is measured from the time the limousine leaves the garage to the time it returns, but no more than one hour shall be charged for the round trip to and from the garage.

Costs are listed on the REMINDER sheet. If the family wants limousines, the chaver should inform Hines-Rinaldi. The limo will come to the house to pick up the family the day of the funeral and will return to the family home.

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

**Does the family want limousines?**

Yes \_\_\_\_\_\_\_\_

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

No \_\_\_\_\_\_\_\_

**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.

**10. Cemetery** In Adas Israel’s newer cemetery section, a liner for the grave is required and no standing monuments are allowed. The cost for the liner is $900 and is billed by Hines-Rinaldi. All other cemeteries require liners, but the costs vary. This is explained on the REMINDER sheet.

**Remind the family that there is a discounted price for markers at Judean, and that information for that is on the Reminder Sheet under Judean Memorial Garden Charges.**

Cemeteries, other than Adas or Judean, usually require payment on the spot, but some have payment plans. If family wants burial at one of these cemeteries, they may have to go to the cemetery to confirm location of the plot. Tell the family to take a check if they will be going to the cemetery. If the visit will not be required, the chaver can deliver the check at the time of burial.

**If the body is being shipped out of town:** Remember every situation will be different. Ask the family if they have a funeral home in mind.

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

If not, ask Hines-Rinaldi for an affiliate or recommendation at the receiving end. The family should make transportation arrangements with the funeral home where the funeral service will be. Use your discretion about offering help. Immediate payment will probably be required. Tell the family to bring **several** checks (for funeral home, cemetery, rabbi, etc.) Hines-Rinaldi will take the coffin to the airport.

Transportation of the body beyond 40 miles of the beltway will be charged at $3.44 per mile. Road trips to New York, New Jersey or Pennsylvania will be charged $919. Whether you help with arrangements or not, get the following information:

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

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

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

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

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

**11. Meal of Consolation**: Inform the family that the first meal after the family returns from the synagogue traditionally is meatless, and includes round foods such as hard boiled eggs to symbolize the cyclical nature of life.

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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sometimes the family receives too much food. Please tell the family that the family reminder includes two places that accept food donations.

**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**:

Ask the family if they will want to receive visitors before the service.

Yes \_\_\_\_\_

No \_\_\_\_\_

The family will wait in the Beit Midrash before the service. If they want privacy, screens will be set up to block the view of the family.

Will they want privacy?

Yes \_\_\_\_\_

No \_\_\_\_\_

**Tell the family that relatives and friends who cannot be at the synagogue for the funeral can listen to the dial-in to the service (202-686-8405).** The service will also be available for live-streaming. If the family wants to share the live-streaming, a link can be sent with a password. 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 and paper towels should be left at the door for ritual hand washing after returning from the cemetery.
* 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 at the funeral.

 **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, and Rhoda Ritzenberg can arrange for a greeter. Would like a greeter for Daily Minyan?

Yes \_\_\_\_\_

No \_\_\_\_\_

If you don't have a copy, you can get it from the Synagogue office and put it in the car with the shiva kits. Remind the family to look for it.

**4. Family Reminder**: State again that although there are two of you, one is the principal contact. Space for chaverim names and phone numbers are on the REMINDER sheet. **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. Tell the family that they will also be receiving a reminder from the synagogue.**

**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 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 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 or Ed Kopf (301) 613-0793 or ej@kopf.com.

**3. Hesed Referral** If you think a mourner may benefit from a Hesed call contact Rae Grad 703-509-2838 or rgrad@comcast.net

**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

585-704-5250 cell

* David Polonsky David.Polonsky@adasisrael.org

914-439-9212 cell

* Cantor Arianne Brown Cantor.Brown@adasisrael.org

310-616-6009 Cell

* Rabbi Aaron Alexander Rabbi.Alexander@adasisrael.org

310-405-9282 Cell

* Rabbi Lauren Holtzblatt Rabbi.Holtzblatt@adasisrael.org

516-606-5358 Cell

* Rabbi Sarah Krinsky Rabbi.Krinsky@adasisrael.org

818- 261-1220 Cell

* Toni Bickart (Tahara) tonibickart@gmail.com

202-244-2747 Home

202- 257-2823 Cell

* Rae Grad (Hesed Committee) rgrad@comcast.net

703-509-2838

* Wendy Kates (Shmira) 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

202-244-5001 Home

301- 919-5400 Cell

Toni Bickart tonibickart@gmail.com

202-244-2747 Home

202-257-2823 Cell

\*Jamie Butler jgb3611@gmail.com

202-364-1989 Home

202-213-7589 Cell

Sue Greenberg Sue@suegreenberg.com

202-337-6960 Home

202-329-7754 Cell

\*Art Hessel Hessel.arthur@yahoo.com

202-244-7189 Home

202-569-4289 Cell

\*Edie Hessel edith\_hessel@yahoo.com

202-244-7189 Home

202-316-1747 Cell

Lisa Himmelfarb lisa@lisahimmelfarb.com

202-249-1880

Ed Kopf ej@kopf.com

301-907-9174 Home

301- 613-0793 Cell

Susan Lubick susanc.lubick@gmail.com

301-951-0127 Home

301-467-6740 Cell

\*Herlene Nagler Herlene.nagler@gmail.com

301-320-5970 Home

202-262-5433 Cell

Tamar Nicolson tamar.nicolson@gamil.com

240-350-4060 Cell

240-497-1700 Office

Edna Povich Ednapovich@aol.com

H 202 966-8546

Cell 202 262-3601

Rhoda Ritzenberg rritzenberg@yahoo.com

703-538-4747 Home

703-655-8591 Cell

Caleb Robinson robinsca@gmail.com

423-943-5541

\*Gail Schwartz Bubbiegail@aol.com

301-654-6893 Home

\*Janet Scribner jlseverest@verizon.net

202-387-6087 Home Office

202-286-9454 Cell

Jessika Wellisch jswellisch@gmail.com

202 210-2677

 **POST HOME VISIT PHONE CALL CHECKLIST**

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

**If there are pets in the home alert Rabbi Krinsky and Rabbi Alexander if they will be meeting with the family.** Their email is listed in the directory.

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

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

\_\_\_\_\_Are there pets in the home?

\_\_\_\_ If the family wants morning minyan, put tallitot and the right books in the shiva kit.

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

\_\_\_\_ Does the family wants low chairs and how many?

\_\_\_\_ Does the family needs leaders for minyanim. Inform the family who the leaders will be, if possible.

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

\_\_\_\_Will an oversized coffin be required?

\_\_\_\_ Get the Hebrew date of death.

\_\_\_\_Will the family be receiving before the service, or will the family need to be screened?

\_\_\_\_Does the family need a password to livestream the service. Give the email address. Does the family want the edited live stream sent to the same address or a different one.

 \_\_\_\_Is the family 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 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 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.

\_\_\_\_\_Give Wendy the name of any friends or synagogue groups who may want to provide shmira.

**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 Polonsky / Marcy Spiro 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 for distribution