



## Seats Policy Pertaining to Deceased Family Members

### Preamble

On behalf of Rabbi Genende and the Board of Management of Caulfield Shule, we express the sadness felt by us over the recent passing of your loved one. Please be assured of any support we can give you during this time of loss.

The constitution requires that a membership cease upon the passing of a member. As soon as reasonably possible after of the passing of a seat-holder, and preferably within 30 days, Caulfield Hebrew Congregation should be informed in writing with respect to the wishes of the estate with regard to the seat-holding. Should the estate not contact Caulfield Hebrew Congregation within 30 days of the passing, the Shule may write to the estate of the deceased seat-holder requesting confirmation of their wishes with regard to the seat-holding.

### Passing of a Seat holder

We appreciate this is a difficult time to make a decision regarding your loved one's seat however we would like to advise you of the option for the seat to remain in your family and be passed on to an immediate family member, defined as grandparent, parent, sibling, child or grandchild (this also includes their spouse). This person will be required to apply for membership at Caulfield Hebrew Congregation.

In the case where you would like the seat to be held in memory of a loved one, we ask that the seat is allocated to a family member. We are able to put an additional label on the seat as a commemoration of your loved one for the duration of the seat being occupied by your family. This will be a silver label (to differentiate) and will incur a one off fee of \$72.

We would also like to offer you the option of allocating the seat to a minor (child under the age of 18 to this seat).

Should you decide to give up the seat, we would appreciate if you could let us know as soon as possible in writing.

May you and your family be blessed with good health, smachot and happiness.

**THIS POLICY IS EFFECTIVE FROM 15 July 2019**