



JCAB Shiva Committee

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Thank you in advance for helping perform a greatly appreciated service to mourners in their time of need.

When the death of a JCAB congregant occurs, the Rabbi will be notified by the family. The Rabbi will contact Executive Director Jayne Luger after he has initiated his pastoral duties. Jayne will gather information from either the Rabbi or family for a congregational email regarding funeral and shiva arrangements. The assigned volunteer will be asked to call the mourner or a family member to find out 1. whether the family would like The JCAB to provide the meal upon returning from the cemetery or at a different time during the week, 2. if the family would like help setting up the shiva home (including how to cover mirrors), 3. How many shiva chairs and folding chairs are needed that the JCAB will provide, 4. if The JCAB is providing the first meal, whether the family needs disposable paper goods, including a tablecloth, and 5. the cell phone number of non-mourner attending the burial.

Role Of Shiva Committee

The Committee rotates the job of setting up a shiva home based on availability. Ideally, two people should work together. Setting up a shiva home is limited to mourners sitting in Atlantic Beach.

If you will be the volunteers setting up the shiva home:

Gather Information: Knowing the date, time and place of the funeral and interment will allow you to plan your two-hour window to set-up the house, estimate the time of return from the burial and to schedule meal delivery. Have handy the cell phone number of a friend or relative of the mourner who is attending the burial.

Arrange Shiva Chairs & Folding Chairs: The JCAB has 6 shiva chairs and 20 folding chairs available. If the family prefers to call Misaskim (718.854.4548) for shiva chairs, folding chairs and coat racks, they can make those arrangements privately – you may wish to make the family aware that a donation is expected to Misaskim after using their service.

Be Aware of Minyan Needs: If there will be minyanim at the shive house, please arrange with the Rabbi the delivery of a Torah, portable Aron, sefarim, tzedakah baskets, yarmulkes and a Hamakon sign.

Order The First Meal After The Funeral: If either you have or Jayne has the family's approval to send food and number of people to feed, orders for dairy shiva platters should be placed with Traditions in Lawrence; contact Shiv 516.860.5494. JCAB policy is to order a NUT FREE menu with hard-boiled eggs, bagels, cream cheeses, tuna, egg salad, rugalach or cookies, orange juice and fruit for up to 10 people. Please let him know the address & time for delivery. No need to worry about payments or tipping. If the family expects more people, we are happy to order for more and bill them the difference when shiva concludes. The JCAB will provide paper goods for the first meal if needed. Preferably, families will have a hot water urn or instant hot for the volunteers to set up; otherwise, shiva committee volunteers will arrange to have someone bring hot coffee from Dunkin Donuts.

Arrange Home Access: Please be sure you have the key or are certain someone will be at the house to let you in.

At The Shiva Home: Indoors: Mirrors need to be covered. Make sure the shiva chairs, folding chairs and sefarim, Torah, etc are in place. Set the table for the first meal (based on the number of people food was ordered for), with provisions made available at the home or provide by The JCAB. Arrange coffee set-up or Dunkin Donuts pick-up. When the food is delivered, refrigerate perishables if possible, or leave covered in a cool place. If you have a cell phone contact number for someone attending the burial, you should text them to let you know when the family will be returning home. If your preparations take less than 2 hours or the family is late, you may need to wait for them to arrive home – it's ok to read a book or bring your laptop. **Outdoors:** A washing stand with a pitcher of water, basin to pour the water into, paper towels and a waste basket need to be set up outside for the mourners to ritually wash when they return from the cemetery.

When the Family Arrives Home: Show the family where the washing station has been set up. Open the platters for them to have their meal. Return the house key if you have it. You have done an amazing mitzvah!

Other: Please let the JCAB know if Merrick is to pack up paper goods (indicate quantity) for you to have sent to the house with JCAB shiva chairs, etc. If the family prefers a meal during the week, please let Yael at The JCAB know and she will reach out to them. We will provide a lunch or dinner for up to 10 people.

After Shiva: If there is female mourner who wishes to recite Kaddish, Jayne Luger will meet her in shul at weekday morning minyans to guide her in the order of the prayer service and stand with her to help recite Kaddish prayers.

The Shiva Committee is not responsible for delivery or pick-up of JCAB shiva chairs, sefarim and paper goods, or organizing meals throughout the week of shiva.

