



Policy: Funeral Notification

Date Approved: November 25, 2014
(Replaces Previous Policy Dated: March 27, 2012)

Approved By: Board of the Shaar Shalom Congregation

Policy Statement

Due to the short period of time between death and burial, the synagogue maintains a framework to communicate funeral information to its members in a timely manner. This policy has been developed to ensure the most efficient means of communication is utilized to provide funeral information for the death of a member of the Shaar Shalom or Beth Israel Synagogues.

Definitions

Member – an individual included in one of the following three classes of membership:

1. Single – a Jewish person over the age of eighteen (18) years who is not otherwise included in a Family Membership.
2. Family – includes:
 - A single Jewish adult with one or more dependent Jewish children; or
 - Cohabiting Jewish adults, with or without dependent Jewish children; or
 - Such other definition as designated by the Board.
3. Such other classes as may be designated by the Board from time to time

The synagogue office retains a list of the specific individuals covered under each class of membership

Policy Objectives

The objective of the policy is to describe a process that uses the most efficient methods to ensure:

1. Shaar Shalom members receive direct communication of funeral information for the death of a fellow congregant;

2. The Beth Israel Synagogue office is notified regarding funeral information for a Shaar Shalom member; and
3. Funeral information regarding a death of member of the Beth Israel Synagogue is communicated to Shaar Shalom members.

Policy Application

Death of a Shaar Shalom Synagogue member:

When the synagogue office is informed of a death of one of its members, the office will:

1. utilize the membership email list to inform its members of the funeral information;
2. notify the Calling Chair* of the funeral information; and
3. provide (via telephone and email) the Beth Israel Synagogue office with the funeral information.

* The Calling Chair maintains a list of Shaar Shalom members who do not have email. These members are assigned to volunteer callers. When funeral information needs to be communicated, the Calling Chair notifies the volunteer callers and calls are made as soon as possible. **Note: Only members who do not have email will be contacted by telephone.**

Death of a Beth Israel Synagogue member:

When the Shaar Shalom synagogue office is informed of a death of a member of the Beth Israel Synagogue, the office will:

1. utilize the membership email list to inform its members of the funeral information; and
2. notify the Calling Chair of the funeral information.

Policy Exceptions

While it is important to communicate funeral information in a timely manner, no communication is to occur on Shabbat or on High Holidays.

Policy Monitoring

None identified.

Forms Included with this Policy as Attachments

None