



ST ALBANS MASORTI SYNAGOGUE

9 The Dencora Centre, Campfield Road, St Albans, AL1 5HN

☎ 01727 860642

🌐 www.e-sams.org

✉ info@e-sams.org

SAMS Burial Society Membership and Bereavement Guidelines

January 2019

Charity registration no. 1118649. Company limited by guarantee with company no. 6131892

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The Jewish Joint Burial Society

SAMS is a synagogue member of the Jewish Joint Burial Society (JJBS) which serves synagogues belonging to the progressive movements in the United Kingdom, i.e. Masorti, Reform, Liberal and Independent Communities.

In general, the Society arranges the funeral of any of our members although there is some interaction with a group of people who assist with the preparation of the body, our Chevra Kadisha (holy fellowship).

The Society arranges the burials and is also able to arrange funerals for non-Jewish partners (Friends of SAMS) of our members.

The address of the cemetery is:

The Western Cemetery
Bulls Cross Ride
Waltham Cross
EN7 5HT

The Society has invested a great deal into the woodland burial area and the closely associated lawn area. It should be noted that there is an additional cost for burials in the woodland area which is currently £1,600 (subject to annual review and likely increase) for a single or double depth plot and subject to annual change. A double depth plot is for two people.

Members of our community have the choice of being buried in three different places:

- 1 The traditional area of the Western Cemetery. This area contains traditional grave sites with vertical and horizontal stones and is for Jewish members only.
- 2 The Woodland burial site. This consists of grave sites with much smaller stones that will eventually sink into the ground as the site returns to woodland. There is an area for mixed faith couples and another for only Jewish members.
- 3 The Lawn cemetery. This consists of traditional graves with only a vertical stone that will be maintained to avoid the area turning into woodland. The Lawn cemetery is for members from mixed faiths with one of the deceased being Jewish.

The woodland burial and lawn areas are able to accommodate Jewish members and their non-Jewish partners and further details can be seen on page 3.

The Society can be contacted on telephone number 020 8989 5252 and its correspondence address is:

The Jewish Joint Burial Society
1 Victory Road
Wanstead
London
E11 1UL

More information can be found at the Society's website which can be accessed at www.jjbs.org.uk.



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Membership of Jewish Joint Burial Society (JJBS)

The cost of membership of the Society is included in your membership fees and as such our members gain the benefit of the services provided by the Jewish Joint Burial Society (JJBS).

Joining the scheme at age 50 and over

If someone joins the scheme aged 50 and over, there is an additional one-off charge known as the Late Entry Payment. The fee is calculated based on a 'notional cost' of a burial which is subject to review, usually upwards, annually. The details of the charges are shown below:

Notional Cost - £2,500 (with effect from 1st January 2019 and subject to annual change)

Age at the date of joining	Percentage of the notional cost	Actual amount
50 to 55	10%	£250.00
56 to 60	25%	£625.00
61 to 65	40%	£1,000.00
66 to 70	55%	£1,375.00
71 to 75	70%	£1,750.00
76 to 80	85%	£2,125.00
81 to 85	100%	£2,550.00
86 to 90	150%	£3,750.00
91 and over	200%	£5,000.00

It is not a requirement of the Jewish Joint Burial Society to pay this fee upon joining. However, most people do so because it fixes the fee amount at that time and will save money and potential aggravation at a difficult time.



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Burials

Traditional, Woodland and Lawn

Together with some members of our community, the JJBS is responsible for supplying the necessary undertaking services in the event of a member passing away.

Traditional

The Traditional Cemetery at the Cheshunt site follows the layout seen at many traditional cemeteries with graves and gravestones and is for **Jewish members only**. The gravestones at the Traditional site tend to be modest by nature.

The Traditional site is owned by the Western Cemetery that provides burial services for Masorti, Reform, Liberal, Orthodox and Chabad members.

Woodland

The Woodland Burial site offers a more 'green' funeral with a coffin made of highly biodegradable material. There are two woodland sites, one where only Jewish members are buried and one where Jewish members can be buried with their non-Jewish partner.

Both sites offer double depth graves at a one off additional cost of £1,600 (correct as at January 2019, reviewed annually) in which two bodies are interred. Each grave is allowed a gravestone stone of no more than 30 centimetres square for a single grave and 30 x 45 centimetres for a couple.

Over a period of time, the stone will naturally sink into the ground and disappear thus returning the site to a woodland. However, each gravesite will be logged into a system using global positioning system (GPS) that will provide geographical coordinates so that the site can always be identified.



Typical Woodland Grave



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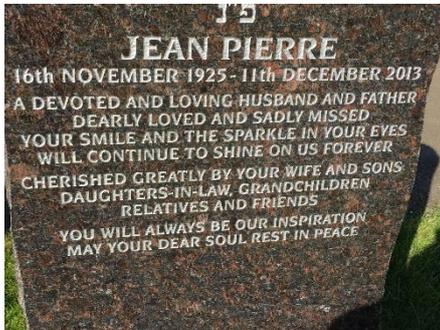
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Lawn

The Lawn cemetery is designated for members from mixed faiths with one of the deceased being Jewish. It follows the traditional layout with graves and, vertical only, grave stones.



Two examples of stones in the Lawn

Non-Jewish Funeral Subscriber Scheme (included as part "Friends of SAMS")

The JJBS can now provide facilities for funerals of non-Jewish partners of Jewish synagogue members in two areas:

- 1 the Woodland Cemetery
 - 2 the Lawn cemetery with the scheme effectively mirroring that for Jewish synagogue members.
-
1. Non-Jewish partners who wish to be buried can be registered with the JJBS as *Non-Jewish Funeral Subscribers* under the auspices of our 'Friends of SAMS' scheme. The only stipulation by the Society is that a 'Friend of SAMS' is recognised by the synagogue and its rabbi as a partner (married, civil partnership or living together). Single non-Jewish subscribers will not be acceptable. Partners may be of the same sex.
 2. Burials can only take place in the JJBS Woodland or Lawn Cemetery at Cheshunt. Every grave - woodland or lawn - will be double depth, i.e. the two bodies in the same grave and must contain a Jewish person. If the non-Jewish partner dies first, they will be buried subject to agreement that their Jewish partner will be buried in the same plot.
 3. The synagogue pays to the JJBS for each Friend of SAMS the same annual fee as is payable for existing Jewish members and the same benefits will apply.
 4. Full details of the Friends of SAMS member must be provided by the synagogue and listed separately on the synagogue's return to the JJBS. A form is provided at the end of this document.
 5. Friends of SAMS will be entitled to a burial in the JJBS Woodland or the Lawn Cemetery at Cheshunt, subject to the Late Entry Payment (see details on page 2) which will apply in the same way as for a Jewish member. The identical rules covering death within six months of joining the scheme where the benefit is not payable apply as for a Jewish member. The Late Entry Payment will be based on the age at which the non-Jewish partner becomes a funeral subscriber and should be paid at the time of joining the scheme.

If the Friend of SAMS is divorced or separated from the Jewish member and is therefore no longer entitled to have a JJBS funeral, on receipt of documentary evidence, the Late Entry Payment will be



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returned to the synagogue without interest and passed back to the Friend of SAMS. There will be no return of contributions in any other circumstance.

The funeral will be free of charge except that a one-off surcharge, (£1,600 on the 1st January 2019 and subject to annual review) will be charged for the burial of the first partner in the Woodland area. There is no further charge for the second partner.

It is not a requirement of the Jewish Joint Burial Society to pay this fee upon joining. However, most people do so because it fixes the fee amount at that time and will save money and potential aggravation at a difficult time.

6. Following cremation, the ashes of non-Jewish partners can be placed in the Columbarium at the woodland site. SAMS does not recognise cremations for Jewish members.
7. On joining the scheme, both partners are required to sign the application form (see below), together, if possible, with their next of kin. One copy must be given to the couple; one copy to the synagogue and the signed copy retained in the JJBS offices.
8. Periodically the JJBS will ask the synagogue to verify that the arrangement is still valid and there are no changes in the circumstances of the couple which require new arrangements to be made.
9. Other than in the circumstance in 5 above, no refund will be made of any of fees paid if the Jewish or Friends of SAMS partner leaves the synagogue.
10. The benefits will be transferable within JJBS synagogues who participate in the same way as for Jewish members, assuming that the other synagogue accepts non-Jewish partners.

The scheme will also cover non-Jewish dependents up to the age of 21 who will be buried in a double depth grave on the understanding that their Jewish parent will be buried in the same grave area in due course. Children over the age of 21 will not be covered; if they are Jewish they can become full members through membership of the synagogue; if they are not Jewish, they can only become Non-Jewish Burial Subscribers if they have a Jewish partner. Provision will be made for burial of still born or neo-natal deaths of children of mixed faith parents.

In the exceptional circumstance where the non-Jewish partner is buried first and the Jewish partner is not buried in the same plot, the rabbis have agreed that the grave will not be disturbed.

The JJBS will take advice on status and procedures from the Assembly of Reform Rabbis UK, the Rabbinic Conference of Liberal Rabbis, the Masorti Beit Din, or the relevant rabbinic authority for other synagogues as necessary.

Please note that all plots in the Woodland area are subject to a premium charge to cover the additional space required, the extra costs of tree planting and on-going management. Only one premium is payable for a double depth grave.



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Some frequently asked questions

Question	Answer
How would the service and process look for the non-Jewish partner - in what ways would they be different from the Jewish funeral service?	The service would be different in some ways; however most Rabbis are happy for immediate family mourners to say Kaddish for the non-Jewish partner.
If the burials are to be in the Lawn cemetery, are there rules about the inscription on the headstone? Can one headstone show that one partner was Jewish and the other not?	<p>The Society does not differentiate on the stone that someone was Jewish or not, although it is likely that the non-Jewish partner would not have a Hebrew name.</p> <p>Additionally, the Society prefers to include the Hebrew letters that mean 'Here Lies' on the stones in the Woodland and Lawn cemeteries although the inscriptions do remain the choice of the family.</p> <p>See the pictures on Page 4.</p>
How is a woodland grave site marked?	<p>The woodland gravesite is initially marked with a stone no larger than 30 centimetres square for a single grave and with a stone measuring no more than 30 x 45 centimetres for a double grave.</p> <p>Over a period of time, the stones will sink into the earth and disappear thus allowing the woodland to grow and be maintained accordingly.</p> <p>In order to allow the grave site to be identified, a database will be maintained holding information about the deceased and the global positioning system location co-ordinates.</p>
Is there confirmation that a Rabbi or appropriate minister will conduct the burial service for the non-Jewish partner at the grounds as a matter of straight forward process?	<p>At the time of writing (October 2018), full confirmation is being sought although to date the Society has made appropriate arrangements without any difficulty.</p> <p>This subject needs to be discussed with the Masorti Rabbis individually.</p>
Could a secular/humanist minister conduct a funeral for a non-Jewish partner?	<p>A Humanist celebrant can conduct a service in the Woodland and Lawn Cemeteries.</p> <p>Any leader of a non-Jewish religious faith is welcome to attend and speak but is unable to conduct the service.</p>
Will the JJBS step in and do everything as is done for Jewish members?	Yes.



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Question	Answer
Understanding that the Chevra Kadisha needs will not be appropriate to a non-Jewish person, what does the Friends of SAMS membership fee include?	<p>The Friends of SAMS membership fee includes:</p> <ul style="list-style-type: none">• the collection of the body by the funeral director within a forty-mile radius of the synagogue,• the transportation of the body to the cemetery directly from the funeral director's premises,• the preparation of the grave,• ministerial support¹. <p>If there are any additional charges such as the out of area collection, these will be invoiced after the funeral.</p> <p>If there any are extra cars needed and provided by the Burial Society, this needs to be paid for at the time of booking.</p>
Where/how do we get the small headstone - do the Jewish funeral stone masons do this?	<p>There are three recommended stone masons:</p> <p>Gary Green - 020 8551 6866 or 020 8381 1525 - http://www.garygreenmemorials.co.uk/</p> <p>Elfes Limited - 01708 682790 - http://www.memorialgroup.co.uk/</p> <p>Memorial Masters - 0800 018 7275 - http://www.memorialmasters.co.uk/</p> <p>Full details are provided to the family by the Burial Society.</p>
Would there be a stone setting for the non-Jewish partner? If so, how is this organised?	Yes and organised in the same way as with Jewish members.
As non-Jewish people very often choose cremation, can the ashes put in the columbarium at JJBS grounds?	Yes.
What is said in the service for a non-Jewish partner?	This is at the discretion of the minister.
Are either the late entry fee or the woodland burial fee required to be paid upon joining or request for a woodland burial?	No. However, it should be very carefully noted that both these fees will increase annually. It is especially likely that the woodland burial fee will increase faster as the site is developed further. We therefore strongly advise that these payments are made upfront if at all possible.

¹ This assumes that the SAMS' Rabbi is available to conduct the service. If not, a charge may apply.



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What to do in the event of a death

We understand that this is a difficult time and the community is here to support the bereaved. We hope this guide gives some counsel and the information needed. However, please be assured that we are a telephone call away and ready to provide support.

In the first few hours

Following the death, a call should be made (even if the death is on Shabbat or a Yom Tov) to the SAMS Office 01727 860642. Please leave a message on the answer machine which then automatically notifies various relevant people.

We will need to know:

- the address of where the body is;
- a phone number to ask for access to it;
- the name and phone number of the person reporting the death and its probable cause.

We recommend that a call is also made to our rabbi so that he can provide support and counselling to the bereaved family.

The community will nominate a previously identified volunteer to be the single focus (the *'Bereavement Co-ordinator'*) for arrangements throughout the bereavement period. This person will also contact the Burial Society although it can also be contacted directly on 020 8989 5252.

If the deceased passes while in hospital or in a home/hospice, the staff will usually clean the body. However, they should be asked to place the arms at the side of the body and not crossed over the torso. Following this, members of our specialist team or the Jewish Undertakers will perform the *Taharah* (ritual washing and preparation of the body for burial).

Any personal possessions, for example wedding rings, other jewellery or clothing must be removed and retained for collection by the family and/or the next of kin.

The Bereavement Co-ordinator will need to organise for the deceased's body to be watched over (known as *Shmirah*) until the Undertakers collect the body. Once the body is under the auspices of the Undertakers, SAMS will offer to provide member(s) to watch over the body - this is considered an important mitzvah. Sometimes however, it is not possible to do so because of the particular arrangements that a hospital or home makes.

With regard to the *Shmirah* being in a family home, the family should consider the weather at the time of death as hot weather may cause problems with a deceased body. The Burial Society can offer advice on how to look after the body.

The period following the death will require private time for the bereaved - SAMS will try to make a careful balance of involvement, depending on the family's circumstances.



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Repatriation

The Burial Society membership includes the collection of a body within a 40-mile radius synagogue. However, there may be some leeway to this with close major centres of population such as Brighton and Southend. For any other repatriation, the cost (known as 'Out of Area' charge) will need to be borne by the family after the funeral.

Repatriation from abroad

If the deceased is located abroad, the family is asked to deal with Rowland Brothers (<http://rowlandbrothers.com/>, telephone 0800 078 9636) who will arrange for the repatriation and delivery of the coffin to the undertakers, Calos – see page 15 for further details. With other repatriation agents, the coffin must be collected from an airport and the *correct paperwork* supplied. This paperwork is incredibly important because this must go to the Coroner.

In the case of someone dying abroad, there is usually a delay of at least four days once the deceased arrives at Calos as the body must be taken to the Coroners. There may well be a post-mortem.

The cost of repatriation from abroad will vary depending on where the body is located with the likely cost *starting at* £2,500.



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Death Certificates

The Bereavement Co-ordinator can help the deceased's family in acquiring the Death Certificate together with supporting them in attending the local 'Registry of Deaths & Births' (if sought).

If the deceased died at home of expected/natural causes and had been seen recently by a doctor, then the attendant doctor can issue a Death Certificate. The Undertaker can then be contacted to collect the body. A 'Medical Certificate of Cause of Death' will be required from the deceased's regular doctor, and should be collected from the deceased's normal GP surgery.

If he or she passed away in hospital, then a 'Medical Certificate of Cause of Death' will be issued by the attendant doctor and the body retained in the hospital's Mortuary.

Whether the person died at home or in hospital, the completed 'Medical Certificate of Cause of Death' should then be taken to the local Registrar of Deaths & Births Office (see the details on page 15), for formal registration of death.

The Registrar will then issue a (green-coloured) Registrar's Disposal Certificate in exchange for the Medical certificate.

Obtaining the Disposal Certificate is, administratively, the most pressing task, as this can otherwise lead to a delay in the funeral.

We understand that Watford General Hospital requires a special form in order to release the body to an undertaker. This can be obtained at the hospital.

It is worth remembering that, while at the Registrar's office, it is normal to take the opportunity to purchase several formal Death Certificates for legal purposes, for example as required for Probate, closing bank accounts, etc.

A 'white certificate' should be collected at the same time if a Death Grant is going to be applied for (available to those on Social Benefit).

If the death occurred of unexpected circumstances or the person had not been seen recently by a doctor, then it must be referred to the Coroner for an inquest and/or a post-mortem autopsy, and the body will need to be moved to the Coroner's Offices. The Coroner will arrange for the body to be transferred to its premises (whether from home or from hospital). On completion of the autopsy, a Coroner's Burial Order certificate will be issued directly to the Registrar's office.

The Rabbi or Bereavement Co-ordinator should explain to the family that, according to Jewish law, an autopsy under these circumstances is permitted by Jewish Law and is not a desecration of the body.



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Burial Arrangements

The Burial Co-ordinator should check whether any previous/special burial arrangements apply to the deceased, for example a reserved plot, and what they are.

Unless under the auspices of a different burial society, the Jewish Joint Burial Society (JJBS) should be telephoned.

The Coordinator should speak with the JJBS Sexton (i.e. burial officer). The JJBS phone number is 020 8989 5252. For out of office hours, that same phone number usually connects to a mobile telephone which is normally answered by a member of the JJBS team. If needed, please leave a message to be called back.

The JJBS will want to know:

- the deceased's name
- to which synagogue he/she was a member (i.e. in our case 'St Albans Masorti Synagogue')
- where the body is being held (location/address)
- confirmation of the body is to be buried (woodland, lawn or traditional);
- whether an adjoining plot is required to be reserved for their partner.

Please note that cremation of Jewish members is not acceptable in Masorti practice.

The JJBS will arrange for the undertaker to collect the body. Please see the paragraph on page 15 for details of the undertaker.

An initial task for the Bereavement Co-ordinator is to establish which of the bereaved will be dealing with the burial arrangements which is often, but not necessarily, the 'executor'. Their address/phone number need to be established.

Please note that if any charges arise due to any non-standard requirements, e.g. additional cars, these will need to be paid for at the time of booking. Otherwise, there should be nothing to pay (for a fully paid up SAMS member or Friend of SAMS).

It is important to have follow-up conversations with the JJBS every few hours (during office hours) so that the funeral arrangements can proceed in a co-ordinated way.

Please note that the JJBS will gladly help with any problems as they arise.



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Preparing for Shiva prayers

At some appropriate time, it should be discussed with the bereaved family whether they want Shiva prayers organised and if so where and for how many nights.

The Bereavement Co-ordinator should then advise the Synagogue Administrator (by email at info@e-sams.org or by telephone on 01727 860642) to make arrangements:

- for these prayers to be led,
- for *Shiva* chairs to be provided (for the spouse and immediate family) and
- for prayer books to be lent to the *Shiva* house.

The Bereavement Co-ordinator and the Rabbi will need to help the bereaved family in the preparation of the *Shiva* house, e.g. catering, covering of mirrors (if required).

The Rabbi will advise about the traditional tearing (*Keriah*) of a garment and clothing to be worn throughout the week. The Rabbi will also advise on all Jewish laws and customs that the family is to undertake during the mourning period.

The Bereavement Co-ordinator should help organise the setting up of chairs, prayer books, candles, etc. at the *Shiva* house.

Furthermore, the Bereavement Co-ordinator should offer to contact SAMS members via the Administrator to inform them and ensure that there is a *Minyan* each evening.

Normally, Shiva prayers are held in the deceased's or a mourner's home some time after sunset.

Shiva prayers are not said during Shabbat or key festivals.



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About the funeral

When the funeral date/time/location are confirmed, this information should immediately be passed to:

- the deceased's family
- the Rabbi, so that appropriate arrangements are put into place;
- the Synagogue Administrator (by email at info@e-sams.org or by telephone on 01727 860642), so that the wider SAMS community can be told.

The JJBS burial ground is located at:

Western Cemetery
Bulls Cross Ride
Waltham Cross
EN7 5HT

Driving directions are:

Take the M25 and exit at Junction 25, the junction with A10 and follow sign to London. Take the immediate right filter into Bullsmore Lane. At the end turn right into Bull's Cross. Follow the road that goes left into Whitewebbs Lane then turn first right into Bulls Cross Ride. The cemetery is clearly signed on the left.

At an appropriate occasion, the bereaved will be asked whether someone other than the Rabbi will be paying a tribute to the deceased at the funeral service and a close friend or family member of the deceased should be asked to draft some personal notes for inclusion in the Rabbi's eulogy.

In connection with the funeral arrangements:

- the next of kin should be advised that the next time they will be with the body is when they attend the funeral,
- it will need to be resolved whether a car is required to take the bereaved to/from the funeral (this can be arranged by the JJBS for an additional fee payable at the time of booking),
- the Bereavement Co-ordinator should support the co-ordination of funeral arrangements between the JJBS and the Rabbi, including any advice on the eulogy.

If the deceased is male, then tradition has it that his Tallit and Kipa are buried with him. These should be handed to the Undertakers in advance of the burial in order that one of the fringes of the Tallit can be cut (in accordance with Jewish tradition).

Please note:

- the body will be buried in a white robe (*kittel*); which this is provided by the Undertaker,
- the family and friends should be encouraged to participate in the burial itself, i.e. shovelling earth onto the coffin for this is considered a great mitzvah.

The bereaved family should be advised that no payments (except for additional cars) are required prior to the funeral.



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Further Synagogue involvement

The Bereavement Co-ordinator should offer for one or more SAMS member(s) to stay with the bereaved family until the burial while respecting that this can be a very private time for many families.

The Bereavement Co-ordinator should – when appropriate – offer for the deceased's family to receive copies of Jewish Bereavement Readings.

The Bereavement Co-ordinator should, at some convenient stage, advise the Synagogue Administrator, so that a formal Letter of Condolence can be sent on behalf of the Synagogue, the Rabbi and the Synagogue Trustees.

The Synagogue Treasurer (or deputy) is to be advised, so that it can be confirmed that the deceased was a fully paid subscriber to the JJBS scheme.

Any additional questions or problems should immediately be passed on to the Rabbi and/or the Bereavement Co-ordinator.

During the Shiva period, it is customary for the bereaved to receive visits from those wishing to personally offer their condolences.

A detailed discussion on *Shiva* traditions can be found in the 'Jewish Book of Why'.



ST ALBANS MASORTI SYNAGOGUE

9 The Dencora Centre, Campfield Road, St Albans, AL1 5HN

☎ 01727 860642

🌐 www.e-sams.org

✉ info@e-sams.org

Some useful information

Undertakers

The JJBS uses the following undertaker:

Calos Funeral Directors
44 Glengall Road
Edgware
HA8 8SX

Telephone numbers – 0800 170 1176 or 020 8958 2112.

Web site - <http://www.calosfuneraldirectors.co.uk/>

Although that they are Jewish undertakers, they operate throughout Shabbat and Yom Tov. If a body is required to be removed (even for burial) at any time/day, they will collect.

Registrars of Births & Deaths

The Death Certificate will be issued from the *Registrar of Births, Deaths & Marriages* office applicable to the district where the person died.

It should be noted that the Registrar's Office does *not* offer full office hours and all visits are by appointment only. This will ensure that customers are seen promptly and will avoid lengthy waiting times.

For information about the Hertfordshire Registration & Citizenship Service for Deaths, please see <http://www.hertfordshire.gov.uk/your-community/register/deaths/>.

To book appointments in Hertfordshire, please book online using the following link:

<https://secure1.zipporah.co.uk/CeremonyPlanner.Hertfordshire/default.aspx> or call 0300 123 4045.

Information required by the Registrar about the deceased will include:

- full name (and maiden name, if appropriate);
- date and place of birth;
- occupation;
- usual postal address;
- the 'Medical Certificate of Cause of Death';
- his/her medical card;
- Birth Certificate and Marriage Certificate (if available);
- if married, date of birth of surviving widow/widower.



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Some of the local Registrars of Births & Deaths are:

<p>St Albans Registration Office The Gatehouse 1 Victoria Square Victoria Street St Albans AL1 3TF</p> <p>Telephone: 0300 123 4045</p> <p>Email: stalbens.registrars@hertfordshire.gov.uk</p> <p>Opening Hours (as of July 2016): Monday to Thursday – 08:30 to 12:30 and 13:30 to 17:00 Friday – 09:00 to 12:30 and 13:00 to 16:00</p> <p>Parking: Visitor parking is available on site. Please park in the spaces marked for the Registration Service only.</p>	<p>Hemel Hempstead Registration Office The Bury Queensway Hemel Hempstead HP1 1HR</p> <p>Telephone: 0300 123 4045</p> <p>Email: hemelhempstead.registrars@hertfordshire.gov.uk</p> <p>Opening Hours (as of July 2016): Monday to Thursday – 09:00 to 13:00 & 14:00 to 17:00 Friday - 09.00 13:00 & 13:30 to 16.00</p> <p>Parking: Visitor parking is available on site.</p>
<p>Watford Registration Office 31 Hempstead Road Watford WD17 3EY</p> <p>Telephone: 0300 123 4045</p> <p>Email: watford.registrars@hertfordshire.gov.uk</p> <p>Opening Hours (as of July 2016): Monday to Thursday – 08:30 to 12:30 and 13:30 to 17:00 Friday – 09:00 to 12:30 and 13:00 to 16:00</p> <p>Parking: Free visitor parking is available on site.</p>	<p>Hatfield Registration Office 19b St Albans Road East Hatfield AL10 0NG</p> <p>Telephone: 0300 123 4045</p> <p>Email: hemelhempstead.registrars@hertfordshire.gov.uk</p> <p>Opening Hours (as of July 2106): Monday to Thursday – 09:00 to 17:00 Friday – 09:00 to 16:00</p> <p>Parking: Visitor parking is available on site.</p>



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Saying Kaddish

Jewish tradition has it that the immediate family of the deceased say *kaddish* for the deceased at every synagogue service they attend for one year following the death. More observant mourners will attend a synagogue service to say daily *kaddish*.

For help with saying the *kaddish* prayer, please see the Bereavement Co-ordinator or the Rabbi. Women, as well as men, may (optionally) say aloud *kaddish* at the Shiva prayers; and at synagogue services.

Providing food to the bereaved

Tradition has it that the bereaved do not provide meals for themselves in the period prior to and immediately following the funeral. Therefore, the Bereavement Co-ordinator should offer for meals to be provided for the mourners (though allowing the family to make their own choice as to whether they would like this or not); these meals are not to include meat or wine.

Traditionally, the first meal for the mourners includes a hard-boiled egg.

Confirmation of Arrangements for Burial for a Jewish Member

Name of Member	
Date of birth	
Gender	
Address	
Synagogue	St Albans Masorti Synagogue

We confirm that the member named above is registered with St Albans Masorti Synagogue as a Jewish Joint Burial Society Subscriber and that any Late Entry Payment paid in advance due has been made to the JJBS on his/her behalf.

I wish to be buried:

Place	Tick as appropriate
In the traditional part of the Western Cemetery	
In a grave at the JJBS Woodland Cemetery (a double depth grave will be provided for joint burials with a partner)	
the Lawn cemetery area	
I have made alternative arrangements as noted here	

I/We understand that there is no cost for the basic funeral for me/either of us but there are supplements for woodland burials which are published each year by the JJBS. Unless previously paid, we undertake to ensure that our executors will pay to the Synagogue any additional charges and supplements for the funeral according to the then JJBS scale of charges.

If paying payment for a woodland grave site is to be made in advance this can be done electronically via SAMS or directly with the JJBS by credit card. Please note here, the preferred action.

Payment made to SAMS
Delete as appropriate

Payment made to JJBS Directly

Signed (Member)	Signed (Next of Kin)
Printed Name	Printed Name
Date	Date

Original to Synagogue and copy to Member.

Confirmation of Arrangements for Burial for a non-Jewish Partner of a Member

Name of Jewish partner	
Date of birth Jewish Partner	
Gender	
Name of non-Jewish Partner	
Date of birth non Jewish partner	
Gender	
Address	
Synagogue	St Albans Masorti Synagogue

We confirm that the non-Jewish partner named above is registered with St Albans Masorti Synagogue as a JJBS Non-Jewish Burial Subscriber.

Payments

Payment Type	Received/Paid over - x or ✓
Late Entry Payment due	
The Woodland Burial Payment	
The relevant premium/s have been paid over to the JJBS	

We wish to be buried together in a joint double depth grave at the JJBS Woodland Cemetery in:

the mixed faith Woodland area	the Lawn cemetery area
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delete as required

We understand that there is no cost for the basic funeral for either of us but there are supplements for woodland burials which are published each year by the JJBS. We undertake to ensure that, unless payment has been made in advance, our executors will pay to the Synagogue any additional charges and supplements for the funeral according to the JJBS scale of charges.

Signed (Member)	Signed (Next of Kin)
Printed Name	Printed Name
Date	
Signed (non-Jewish Partner)	
Printed Name	
Date	Date

Original to JJBS, copies to: Member and Synagogue