



A Guide for the Bereaved

and

Rules for the operation of the
Burial and Cremation Scheme

May 2014

If you need any further information on any aspect of our services at this time, please contact Lee Taylor in the Synagogue Office on 020 7794 3949 or you may ring him after office hours on 07964 849941.

For emotional or spiritual support, please contact either Rabbi Altshuler through the Synagogue Office on 020 7794 3949 or Dorothy White, our Community Care Coordinator, on 0208 445 6388.

The Guide for the Bereaved

1. Introduction

When someone near to us dies, it is often a highly emotional period. It is also the case that the mourners are being called upon to make practical decisions. This document gives some guidance as to what these decisions are and how they can be made.

For Jews, considerable help is available in the form of a traditional framework which can assist the bereaved through the process. Judaism teaches us that death has its allotted place in the cycle of life and encourages us to focus on our behaviour in this world. Some people, whatever their level of observance at other times, find comfort in following the customs and practices that have become established and laid out in strict order by Jewish tradition. Others prefer to make personal selections of what is meaningful to them and their families and friends. Whatever your choices at this difficult time, Belsize Square Synagogue aims support and help you with the practical and the spiritual aspects of dealing with death.

This guide gives both the dying and the mourners useful advice during a difficult period. It sets out what the next-of-kin need to do immediately following a death and offers practical help regarding how to deal with the necessary formalities. It also outlines the religious ceremonies and customs associated with bereavement, how the bereaved can find meaning through Jewish tradition and where Belsize Square Synagogue can help. In addition, this guide describes, for the first time in one document, how the Burial and Cremation Scheme operates. There is a detailed question and answer section, which I hope will answer many queries.

The stimulus for me to write this guide came from the purchase by Belsize Square Synagogue of its own burial ground in Edgwarebury Lane and the community is indebted to Thomas Tausz (z"l) and Emeritus Rabbi Rodney Mariner, and all those who gave donations or time to make that happen. My own thanks are due to all those who contributed to this guide by helping to set policy, offering advice or proof-reading the text. Special thanks are due to Henny Levin in this regard, as well as to Belsize Square Synagogue's Rabbi Dr Stuart Altshuler.

Elizabeth Nisbet

Chair of the Burial and Cremation Committee

October 2013

2. Key contact details

If you want to report a death, please call Lee Taylor in the Synagogue Office on 020 7794 3949.

If you want to report a death outside office hours, please follow the instructions on the Belsize Square Synagogue answer machine to speak to Lee Taylor on 07964 849941 [Lee's mobile phone] or to speak directly to the undertakers. The preferred undertakers are MM Broad who may be contacted on 020 8445 2797 (24 hour service).

If you want to talk to the Rabbi in confidence, please ring the office on 020 7794 3949. If he is not available immediately, he will return your call as soon as possible.

Bereavement services:In addition to the Rabbi, Belsize Square Synagogue offers the bereavement support services of Dorothy White, ourCommunity Care Co-ordinator, and the team of volunteers, known as Belsize Bereavement Group. Dorothy White may be contacted on 020 8445 6388.

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4. Outline of the Burial and Cremation Scheme

Members of Belsize Square Synagogue who contribute to the Burial and Cremation Scheme via the annual subscription fees (included in the annual fee invoice) have certain entitlements. Children under 21 are automatically covered by their parents' contributions.

These entitlements include:

- the right to an unreserved plot and burial in our cemetery – Edgwarebury Lane;
- OR
- the right to a weekday cremation service at Golders Green Crematorium

In addition, the Synagogue offers at no additional charge:

- *tahara* – ritual preparation of the body before burial by volunteer members of the *ChevraKadisha* (ritual burial society)
- a funeral service with a rabbi (or a lay leader) at either the cemetery or crematorium
- provision of a service leader for *shiva* prayers
- a loan of prayer books and *shiva* chairs
- provision of a service leader for a service at Edgwarebury Lane, either for a grave stone 'stone-setting' or following the interment of ashes.

The subscription to the scheme does NOT cover:

- undertaking costs
- the cost of moving the body
- out-of-hours surcharges imposed by the undertakers
- 'watching the body' (see section 5 below)
- medical certificates required for cremation
- death certificates
- the surcharge charged by Golders Green Crematorium for Sunday funerals
- a space at Edgwarebury Lane for interment of cremated ashes
- cars for mourners
- a reservation for a specific plot– graves are normally dug in rotation
- name plaques, headstones and foundations
- the cost of removing the headstone to inter the second deceased
- memorial services (except for stone-setting services or following interment of ashes in Edgwarebury Lane)
- memorial roses in the relevant section at Edgwarebury Lane
- woodland burials
- the provision of another officiant for services at your request if our Rabbi is available
- administration costs for arranging a funeral.

5. What you need to know when a death occurs

Summary of what you will need to do:

1. Notify the Synagogue Office on 020 7794 3949. If the Synagogue Office is closed, follow the instructions on the answer machine.
2. Follow the instructions of the coroner or other authorities if a post mortem or autopsy needs to be carried out.
3. Obtain a Death Certificate from the doctor or hospital stating the cause of death.
4. Make an appointment with the Registrar for Births, Deaths and Marriages and take the Death Certificate and any other information requested by the Registrar. You must obtain a "Green Form" before a funeral can take place.
5. Arrange the date and time of the funeral with the Synagogue Office.
6. Notify your family and friends
7. Speak to the Rabbi or officiant about the eulogy and other aspects of the funeral as well as *shiva* arrangements.

Please read through the more detailed information below for further details.

a. First steps

When a death has occurred, the first step is to arrange a funeral. Belsize Square Synagogue will be available to support you from the moment you contact the Synagogue Office and throughout the entire process of mourning. If you are making contact during office hours, telephone Lee Taylor on 020 7794 3949. If you are making contact when our offices are closed, please follow the instructions on the answer machine to speak to a member of the Synagogue Office staff or you may speak directly to the undertakers. The preferred undertakers are MM Broad who may be contacted on 020 8445 2797 (24 hour service).

Please feel free to ask for advice or help, as we have much experience in arranging funerals. We are on hand to offer support, to make arrangements and to provide practical help, from the period of the approaching death all the way through to the end of the formal mourning period.

If death follows an illness, it is possible that the Rabbi has already been in touch. Some people call on the Rabbi for support when death is felt to be approaching.

If the person dies in hospital, the nursing staff may need to deal with the body first.

If the death occurs at home, you may be the first to deal with the body. It may be that you do not need to touch the body. It is possible that the hands could be left lying alongside and not crossed over and the lower jaw should be held in the normal position and not allowed to drop. A candle may be lit near the body.

In Judaism, the funeral should take place, as soon as practicable. It has been the custom not to leave the body unattended but this is not obligatory and it is often not possible. That may be a quiet and tranquil time to read comforting texts. Traditionally, someone who is thought to be dying also should not be left alone, but that may not be practical or possible, particularly if there are hospital timetables to be observed.

It may be the case that a post-mortem or other enquiries need to be carried out. These take precedence over religious tradition. The relevant authorities are sympathetic to Jewish tradition but it is important that their work is not hindered in any way. It is our experience that they will endeavour to release the body for burial or cremation, as soon as possible, once their enquiries are completed.

b. Who makes the arrangements

When making the arrangements for a funeral, it is normally the views of the next-of-kin that are paramount, but, for practical purposes, anyone may be delegated responsibility for the arrangements. It may be that the most suitable person is a relative, a friend or a solicitor. It is important, however, that it is clear who has the ultimate responsibility for the decisions, so as to avoid confusion. We do ask, therefore, that ONE PERSON is delegated to make the arrangements with Belsize Square Synagogue, so as to avoid any misunderstandings of dealing with several people. Please ensure that the Synagogue Office has all the contact details for this nominated person. Belsize Square Synagogue will then co-ordinate all the arrangements needed for the funeral.

c. Registering the death

There are certain legal arrangements which have to be made. The Synagogue Office is available to guide you should you need any help. Ring Lee Taylor on 020 7794 3949 during office hours if you need to talk through any aspect of this process.

It is the law in England that one has to register a death within five days of the death (unless a death has been referred to the coroner). In order to register a death, you will need to provide certain information about the person who died to the Register Office for the area in which the person died. The Registrar will then record the details of the deceased in a registration database.

You will need to obtain a medical certificate of cause of death from a doctor who had recently seen the deceased person. If the death was as a result of an accident or the person has not seen a doctor recently, then the doctor or the hospital may not be able to issue a

certificate without consulting a coroner. The coroner is responsible for deciding whether there is to be a post-mortem or an inquest. You must adhere to these legal requirements but the coroners will usually try to do their best to ensure that the funeral can proceed, as quickly as possible.

It is then necessary to register the death with the Registrar for Births, Deaths and Marriages in the district where the death occurred. This is not necessarily the district where the deceased lived. The doctor, hospital or coroner's office should be able to tell you where this is but it is usually located in the Council Town Hall. All Registrars work on an appointments system, therefore, arrangements for Registration should be made by telephone or on-line, as soon as the Death Certificate is available. In some areas the Registrar will make special efforts to be available outside normal working hours to allow for swift burials in line with Jewish customs. Often, however, it is not possible to register a death over the weekend or Public Holidays.

In the London Borough of Camden, you can make an appointment with the Registrar by calling 020 7974 4444 or on-line at www.camden.gov.uk/registrars but you still have to attend in person.

The Registrar will ask you to provide certain information. Check what will be required before you go. In the London Borough of Camden, the following information about the deceased will be requested: their full name and surname; if applicable, any maidsurname; their place and date of birth; their occupation and usual address; the full names and occupation of the husband or wife, or surviving civil partner if the person was either married, a widow or widower, or a civil partner; information about pensions; and information about any public funds or benefits the deceased was receiving.

The Registrar will supply a certificate giving the authority to arrange a funeral. This is known as the 'Green Form' and no funeral can proceed without it. It is then your responsibility to arrange a funeral with the Synagogue Office and present the 'Green Form' when required by the undertakers, Cemetery or the Crematorium.

The Registrar will also provide you with a Death Certificate. These will be needed for legal purposes such as dealing with the deceased's financial arrangements and you may need several 'certified copies' of this certificate. It is often easier to obtain these while you are at the Registrar's, although there may be a charge for each copy. You probably will need more copies than you expect.

d. Arranging the funeral

It is traditional to hold a Jewish funeral, as soon as possible, after the death. Funerals do not take place on Shabbat or on Jewish festivals (including second day of festivals) but may take place on Public Holidays. When you choose a date for a funeral, you must take into account delays in registering the death or in arranging a post-mortem. In some cases, arrangements

will also have to be made to move the deceased body from a distant place. The Synagogue Office and the undertakers will be able to assist you in choosing the date. The preferred undertakers are MM Broad who may be contacted on 020 8445 2797 (24 hour service). It may be possible to use a different undertaker of your choice.

It is important that the Synagogue Office assists in making all the arrangements. This is because a number of different people need to be brought together at the right time and to instruct cemetery staff if that is appropriate. These include arranging someone to conduct the funeral - this will usually be Rabbi Altshuler - but in certain circumstances, alternative ministers or a member of the congregation may be asked to lead a funeral. You may also choose someone else to lead the service, but this may incur additional charges. Furthermore, a funeral time must be fitted into the schedule either at the cemetery at Edgwarebury Lane or at the Crematorium in Golders Green. If *taharais* requested, the *ChevraKadisha* has to be included in the scheduling.

The Rabbi will make contact with you before the funeral. You will be asked for the Hebrew name of the deceased. If you do not know it, it is possible that it may be found on their *ketubah*, or marriage contract, or a record of it may be held in the Synagogue Office. The Rabbi will also discuss with you the form of the funeral service. It can be helpful to look at the service liturgy ahead of time. Normally, there is a *hesped*, or eulogy, concerning the deceased. The Rabbi will want to talk to the mourners and gather information for the *hesped* that he will give. It is possible that you yourself or someone of your own choosing could give the *hesped*.

6. Services at the Cemetery

On arrival at the cemetery, the coffin will usually be waiting at the front of the prayer hall (*ohel*) and, when invited to enter, the mourners should go straight to the front. If there is already a funeral taking place or you want some time alone, please speak to the staff in the cemetery office. They will find you a space where you can wait in peace.

At Belsize Square Synagogue there are no restrictions on a Cohen (someone from a priestly heritage) attending funerals. Traditionally, a Jew who is a *Cohen*, may not come into contact with dead Jews or enter a building where a dead Jew lies. The family may or may not be of priestly heritage if their surname is Cohen – it is not a definitive guide to this status. Special provision has been made at Edgwarebury Lane for those *Cohanim* who wish to comply with this tradition and a separate room is available for mourners from where they can watch the proceedings. It has never been the practice at Belsize Square Synagogue to restrict what *cohanim* are allowed to do nor to offer special privileges. It is the custom at Belsize Square Synagogue that anyone who wishes to participate in the service will be welcomed whether they are a *Cohen* or not. Therefore, whilst the separate room is provided, no-one should feel in any way compelled to be excluded from the service or to use this room.

Our form of service usually follows the text of the services written for the Movement for Reform Judaism. The Rabbi may also add contemporary and traditional readings. If there are specific requirements for what you would like included or excluded from the service, please contact the Rabbi or the officiant at the service. Usually the service includes a eulogy or *hesped*. Often the mourners prefer to speak to the Rabbi and allow him to deliver the *hesped*. You may, however, wish to deliver the eulogy yourself or nominate a friend or a relative to do so. The main constraint is the timing of the next funeral which may mean that speaking at the *shivais* is more appropriate.

After the *hesped* or eulogy, the congregation will accompany the coffin to the graveside for the interment. Some prefer this to be a time of quiet reflection. The coffin bearers will lower the coffin into the prepared grave. Only employees of Edgwarebury Lane are authorised to carry out this task. When asked by the officiant, it will then be the duty first of the mourners, and then of anyone else present who wishes to participate, to cover the coffin with earth. A spade and a pile of earth will be provided. It is customary to throw an odd number of shovelfuls of earth onto the coffin – normally one, three or five shovelfuls. It is also usual to return the spade to the earth rather than hand the spade to the next person to use. Employees of the cemetery will be on-hand to assist in this task. Then the congregation returns to the prayer hall for the conclusion of the service.

Running water is available for the symbolic washing of the hands on leaving the burial ground. It is customary that the vessel used for hand-washing is not passed to the next person. Some people do not dry their hands.

The service concludes with the recital of the memorial prayers and the Mourners' Kaddish. Traditionally, the *Kaddish* is recited only by the closest relatives but, sometimes, it is more suitable that the whole congregation recite the *Kaddish* together. Both men and women recite *Kaddish* at Belsize Square Synagogue, if they wish. The words are available in Hebrew and in transliteration (using English letters to give the sounds of the Hebrew words). You may want to look at the words of the Mourners' *Kaddish* beforehand. This is included on page 20 or the website.

At the end of the service, the mourners will be asked to sit, so that they can be 'comforted with all the mourners of Zion and Jerusalem', a traditional hope.

The full blessing is:

הַמָּקוֹם יְנַחֵם אֶתְכֶם בְּתוֹךְ שְׂאֵר אֲבֵלֵי צִיּוֹן וִירוּשָׁלַיִם

Hamakomyenachemetchemb'tochshe'aravelayiTziyonVirushalayim.

"May God comfort you among the other mourners of Zion and Jerusalem."

There is then an opportunity for all those present to greet the mourners personally. The traditional greeting on such occasions is to say, 'I wish you a long life', which is an encouragement to wish them to look to the future. You may also choose to say something personal of your own choice.

Tips are never expected or allowed. No-one at the cemetery may accept any form of tip. This includes the Rabbi, the funeral officiant and all cemetery staff. If you feel particularly strongly that you wish to acknowledge someone's services, a gift to a charity may be made in someone's name. Charitable gifts to Edgwarebury Lane Cemetery would be used to enhance the facilities for all.

7. Services at the Crematorium

Golders Green Crematorium is used by many congregations of different faiths as well as by those of no faith. It tends to be very busy, particularly at weekends. The Crematorium charges a premium to us if you need to have a funeral on a Sunday and we will pass that extra cost on to you.

On arrival at the crematorium, it may not be possible to enter the chapel until the venue is ready and the coffin has been taken inside. There is a waiting room available and there are tea rooms on site.

There are two chapels; the smaller East Chapel and the larger West Chapel. Musical accompaniment can be arranged for the service. The funeral service is similar to that at the cemetery but you have the choice whether the coffin stays in place throughout the ceremony, so that the mourners leave and file past the coffin, or whether the coffin should be removed after the eulogy or *hesped*, in a similar part of the service to where the coffin is taken to be interred during the service in the cemetery. Although this gives the appearance that the coffin is going to be cremated at that time, cremations actually happen later in the day, by law.

Following the cremation, the ashes can be stored temporarily at the crematorium while a place of internment is arranged. After a short period of time, the crematorium will levy a charge for storage. You will be told when the ashes are available for collection, should you wish to do so.

8. Funeral customs

The observance of Jewish customs affords us concrete ways of working through our grief while, at the same time, allowing us to demonstrate our respect and affection for those, now gone, whose lives touched ours with love and caring. Some or all of the following customs may be meaningful in your circumstances.

a. Tahara

Throughout the ages, Jewish communities have established "societies" whose sole function was the care of the deceased from the time of death until interment. The primary concern is the ritual purification and the dressing in traditional shrouds. This process is called *tahara* and is a time-honoured ritual of preparing the deceased in accordance with Jewish tradition. The shrouds are known as '*tachrichim*'.

The *ChevraKadishais* an organisation of men and women who perform this service with reverence and dignity and maintain the highest standards of Jewish customs and laws. Obviously, women in the community perform this ritual for deceased females and males perform this task for deceased males. At this present time, the women's *ChevraKadisha* is fully functioning at Belsize Square Synagogue and it is our intention that a male *ChevraKadisha* will be established in 2013. If you would be interested in learning how to perform this *mitzvah*, please contact the Rabbi.

These members of the *ChevraKadisha* participate voluntarily in this genuine kindness; no payment ever changes hands. It is traditional that no-one asks or knows who these people are.

This ritual purification is usually carried out for Belsize Square Synagogue deceased members if they have opted for burial. *Tahara* is not usually carried out for those members who have requested cremation, unless that wish has specifically been conveyed to the Synagogue Office in writing.

Every member of the community is asked whether they would like *tahara* performed and records of their decisions are held in the Synagogue Office. In the past, it has been assumed that people who wish to be buried would want *tahara* and, therefore, if you did not return the form, you will automatically be assumed to wish to have *tahara*. If you want to check the records held about you, please contact the Synagogue Office.

b. The coffin

At Belsize Square Synagogue, a simple wooden coffin with no embellishment is used. The deceased is wrapped in the simple shroud and placed inside the coffin. Both men and women may choose to be wrapped in a tallit as well as in the shroud.

c. Flowers

In Britain, there are traditionally no flowers at Jewish cemeteries. It is not usual to place flowers on a newly dug grave or on the coffin. Whilst it is not usual, the crematorium has an outside area where flowers may be left. If you are asked, you may prefer to suggest that a charitable donation would be more appropriate. I am, however, led to believe that there was a custom in Germany to put flowers on the coffin and in the grave. If this custom is

meaningful to you, please speak to the Rabbi or officiant at the funeral so that everyone is aware of your intention.

d. Clothing

The wearing of black clothing as a sign of mourning has little basis in Jewish tradition. It is a matter of personal choice but many people prefer to wear dark and smart clothing when attending a funeral.

Men wear dark *kippot* at a funeral. Out of respect to others who may be visiting Edgwarebury Lane Cemetery, we ask that all male visitors wear a *kippah* or appropriate head-covering on site. If you are arranging a funeral, you may wish to consider providing some *kippot* for visitors. Belsize Square Synagogue can offer advice on this.

Mourners may wish to consider the traditional manner for manifesting their grief of '*kriyah*', or tearing of clothes. This *mitzvah* applies equally to men and women and it is mostly performed only on the death of a parent, a spouse, a brother or sister or a child. If you are mourning a parent or a blood relative, the tear is done on the left side over the heart, if it is for a spouse, the tear is done on the right side. Tears may be made in any clothing and it may be suitable to wear a particular tie, scarf or jacket for the purpose. For this reason, if you decide that *kriyah* is meaningful, suitable clothes should be worn and you may want to discuss this ritual with the Rabbi.

e. Greeting mourners

Often the mourners sit on low chairs to greet well-wishers. The intention is not to make them uncomfortable but simply to make them sit lower as a sign of mourning. When greeting a mourner it is usual to offer them the greeting of 'wishing them a long life' but today, more personal sentiments are often used as well.

f. Children

Children may attend funerals but are not required to do so. Children are naturally curious. They will ask questions and it is important to be able to offer age-appropriate answers. If children would prefer to attend, that is acceptable but please do ensure that they are aware of what kind of behaviour is required of them. Please do remove them from the ceremonies if they disturb others around them. Ultimately, however, you know your own children and must make a decision based on what is best for them and for you and for those around you.

9. Stages of mourning

The periods of mourning are gradual and allow the bereaved to move through the most intense period of grief at the time of death to the different stages of sadness during the first year.

a. Bereavement support

Judaism has a highly evolved mourning ritual that brings the community into play – protecting and supporting the mourners in practical as well as emotional ways, allowing them to grieve fully and safely and, over time, accompanying them back to a full life.

If you need any further information on any aspect of our services at this time, please contact Lee Taylor in the Synagogue Office on 020 7794 3949 or you may ring him after office hours on 07964 849941 [Lee's out of hours mobile number].

Our Rabbi may be contacted on 020 7794 3949 during office hours and is on hand to offer support with the following matters:

- Approaching death
- At the time of death
- Funeral rituals
- The *shiva* (see section 9b below)
- Periods of mourning

In addition to the Rabbi, Belsize Square Synagogue offers the bereavement support services of Dorothy White, the Community Care Co-ordinator and the team of volunteers, known as the Belsize Bereavement Group. Dorothy White may be contacted on 020 8445 6388.

Our 'Square Meals' project may also be able to offer catering support in times of mourning. If you would like to receive frozen meals, lovingly prepared by members of the community, please let Dorothy White know. If you would like to join our team of cooks who prepare a little extra to support those in need at difficult times of their lives, please contact Hilary Solomon through the Synagogue Office on 020 7794 3949.

b. Shiva

Shiva is a Hebrew word meaning "seven" and refers to a seven-day period of formalised mourning by the immediate family of the deceased. The traditional shiva lasts from the return home after the funeral until the seventh day. It marks a period when, traditionally, no work or other regular activities take place.

Today, some people at Belsize Square Synagogue hold *shivaprayer* services on each of the possible times while others mark the period of mourning with just one, two or three evenings of prayers. Some do not wish to hold any *shiva* prayers. Some, however, draw great comfort from observing the full *shiva* ritual and whatever you prefer in this regard, we will help. The Rabbi or another officiant will be available to conduct *shiva* prayers in the home.

Whilst it is traditional to observe *shiva* in the home of the deceased, *shivamay* be observed in the home of an immediate family member or a friend. Friends and relations can call to offer comfort and take part in the daily prayer services in the evening. This enables the mourners to say *Kaddish* with a *minyan*. Most services start at 8:00pm and it is customary to arrive about ten minutes before to greet the mourners. Most importantly, however, the mourning family gains most benefit from being together during this time and having an opportunity to be supported by members of the community.

The day of the funeral counts as the first day. As Judaism counts each day as starting at sunset on the previous evening, the first night of *shiva* is in reality Day Two. The seventh day usually concludes after one hour in the morning. So, if the funeral takes place on a Monday, a full *shiva* would conclude on the following Sunday morning.

It is not considered appropriate to mourn on Shabbat. *Shiva* customs are not observed then and it is not usual to have prayers in the home on Friday or Saturday evening. It is, however, appropriate for friends and family to visit the mourners. *Shiva* is terminated at the onset of a festival but if a funeral takes place during *cholhamoed* (the middle days of a festival such as Passover or Succot) *shiva* will continue until after the festival.

It is customary for mourners to attend Shabbat services in the Synagogue on Friday evening and Saturday morning during the week of *shiva*, in order that they can be with their community. The name of the deceased will be read at both services before the recital of the Mourners' Kaddish. This is an important time for the congregation to express their condolences and to offer the mourners comfort.

A *yahrzeit* candle may be lit on returning home from the cemetery and on each day of the *shiva*. These burn for more than 24 hours. These are available from the Synagogue or local supermarkets, as well as from most Jewish shops. Alternatively, you may purchase a *shiva* candle, which will burn for the full seven days. These are only available from the kosher shops such as Kosher Kingdom and Kosher Paradise in Golders Green.

Some mourners prefer to sit on low stools or chairs during the *shiva* period. The intention is not to make them uncomfortable but simply to make them sit lower as a sign of mourning. If you want to borrow low chairs for this purpose, please speak to the Synagogue Office.

There is a custom that suggests that you may want to cover mirrors in a house of mourning. This is not a law. Its origin may be superstitious (as a way of turning back evil) or it may be

so that mourners are free from looking at their own appearance. As with other funeral customs, you should decide whether this custom holds meaning in your circumstances.

It is customary to bring food to a house of mourning to allow the mourners space to grieve without worrying about their daily needs. It is not traditional to thank for such gifts of kindness. Please do make it known if you would like more food than you are offered. Belsize Square Synagogue keeps a well-stocked freezer of home-prepared food for such events.

c. Reservations in the Cemetery

If the deceased is the first of a couple, it is usual for them to be buried in the lower section of the plot and a space reserved above for the second deceased. Other arrangements may be possible. Please contact the Synagogue Office on 020 7794 3949 or consult the rules on the website.

d. Returning to the Cemetery

If the deceased was buried, the grave will be marked with a temporary plaque for at least nine months. This enables the soil around the grave to settle. Stone-settings never take place less than nine months after the funeral, as the ground may still move and it may prove necessary to lift and replace the tombstone, which may prove expensive.

You may, of course, return to the cemetery to visit the grave at any time when the Cemetery is open. If there is no-one else visiting the Belsize Square Synagogue section of the cemetery, it may be necessary to call in at the Cemetery Office to ask them to open the gate from the bridleway into the Cemetery.

Please take care of the closing times of the cemetery, particularly with regard to the earlier closing times in the winter months. Clearly, it is important that the gates are properly secured at night.

e. Tombstone settings

It is advisable to arrange a date and time soon after the funeral by telephoning the Synagogue Office. They will suggest suitable times when the Rabbi and the Cemetery grounds staff are available. The Cemetery tends to be particularly busy with stone-settings on Sundays but less busy on weekdays. This date will normally be between nine and twelve months after the funeral. Stone-settings never take place less than nine months after the funeral as the ground may still move and it may prove necessary to lift and replace the tombstone, which may prove expensive. All outstanding funeral bills must be paid before the stone setting will be arranged.

The arrangements for erecting a tombstone are normally undertaken by a close relative. We suggest that only ONE PERSON is responsible for co-ordinating with the Synagogue Office. Please decide who will take on that role and provide the Synagogue Office with their contact details.

Certain stonemasons are authorised to work at our cemetery. The Synagogue Office will put you in touch with them. We are not permitted to advise you which of the stonemasons you should choose and you should call more than one before making your selection.

You may choose a tombstone and wording for the tombstone that is meaningful for you, subject to the Belsize Square Synagogue Guidelines. These Guidelines also deal with the size, shape, type of stone and colour of the tombstone and are available in the Rules and Procedures for the Cemetery. All inscriptions must be approved both by the Rabbi and by Lee Taylor. Please make sure that you leave sufficient time when planning a stone-setting for the approval to be granted and for the stone to be prepared. It normally takes four months for the stone to be made ready. Feel free to call the Rabbi if you want to discuss a possible inscription before deciding on the wording. Please bear in mind that such discussions will not count as authorisation and the correct form needs to be submitted for approval via the stonemason.

The Cemetery levies a charge, in order for its trained staff to move or breakaway single or double memorials to facilitate the second burial. Only EJBB trained staff are permitted to undertake this. In view of the timescale involved for burial and stone removal, every effort is made to ensure that the memorial can be re-used but any damage as a result of the break-away is the responsibility of the family concerned. Neither Belsize Square Synagogue nor EJBB accept any liability when undertaking this essential work.

Most of the burials in the Belsize Square Synagogue cemetery are 'in-depth'. This means that there is a space above the first burial which is usually reserved for a spouse/partner. Sometimes, special arrangements have been made for side-by-side burials also. For single people where there is no reservation made for this 'upper' space, Belsize Square Synagogue will guarantee that this space will remain vacant for a period of fifty years. Following this period, the space will become available. In order that this can be achieved without damaging the single person's stone, only half length flat stones may be placed on a grave with a single person where the upper space will be taken in due course. Belsize Square Synagogue offers all families in this position, the option of not having anyone buried in that space and so that they can place a full length stone over the grave. There is a premium price levied if you wish to keep the upper space vacant beyond fifty years (see Appendices).

f. Cremated remains

A number of options are available for the interment of cremated remains. The choice whether to bury the ashes or scatter them may have been decided by the deceased or may be decided by the mourners. Different types of urns are available from the crematorium and you will need to consider which is most suitable, given your decision regarding interment. If you are undecided, the Synagogue Office or the Crematorium Office can advise you.

Belsize Square Synagogue suggests that you inter the urn of ashes in the special section at Edgwarebury Lane Cemetery. As with graves for coffins, it is important to wait at least nine months before arranging for a permanent tombstone to cover the buried ashes. Belsize Square Synagogue will charge a fee for this space. All ashes that are buried at Edgwarebury Lane must be in bio-degradable urns. These urns are usually supplied by Golders Green Crematorium but you may need to request one specifically.

It is not permitted to scatter ashes at our cemetery.

There are some facilities at Golders Green Crematorium to inter ashes. There is a columbarium. The crematorium will be able to advise you.

You may also choose to make alternative arrangements.

g. Saying Kaddish

Kaddish is an Aramaic word meaning "holiness." It shares the same root as the Hebrew words *Kodesh* ("holy"), *kiddush* ("blessing over wine") and *kedushah* ("sanctification"). There are several forms of the *Kaddish*, one of which is the mourner's *Kaddish*. The *Kaddish* is a prayer which praises God, expresses the hope that the Messianic kingdom will come soon and supplicates God to bring peace to the world. The *Mourners' Kaddish* is on the website.

At Belsize Square Synagogue anyone who wants to say the *Mourners' Kaddish* is invited to do so. The first time that *Kaddish* is said is after the interment. Thereafter it is said by the mourners at *shiva* prayers. During the *shiva* period, the names of the deceased are read out before *Kaddish* during the Friday night and Saturday morning services and mourners may find comfort from their community in attending at those times. Traditionally, *Kaddish* was said by a child for their parents three times a day for eleven months. Some will wish to say *Kaddish* that often but others choose to say it less often but to try to say it on the *yahrzeits* (or anniversaries of the death, see 9h below). We will accommodate what is most meaningful for the mourners.

Mourners are invited to come to the Synagogue for Friday night and Saturday morning services to say *Kaddish*, particularly during the *shiva* period. A *minyan* (required to say *Kaddish*) may sometimes also be available on Sunday mornings.

h. Yahrzeit

It is regarded as an act of honouring the dead to commemorate the anniversary of a death (*yahrzeit*) each year. You will be sent a *yahrzeit* form approximately one month after the death. You will have the opportunity to select either the English or the Hebrew date of death for the commemoration to take place. The completed form should be sent back to the Synagogue Office, where your request will be recorded.

You will receive notification each year from the Synagogue Office of the date of the anniversary. It is customary at Belsize Square Synagogue to come to Synagogue and say *Kaddish* on the Shabbat before the *yahrzeit*. Names are read out before *Kaddish* is recited at both the Friday evening and Saturday morning services. You will have the opportunity to come forward to say *Kaddish* together with the community and amongst other mourners at the front of the Synagogue on Saturday morning. At Belsize Square Synagogue it is not the custom for mourners who attend on a *yahrzeit* to be automatically offered an *aliyah* (call-up to say the blessings) to the Torah.

Please notify the Synagogue Office if you do not want the deceased's name to be read out. If you prefer to commemorate the anniversary date differently, please notify the Synagogue Office.

i. Memorial services

Memorial services are also held as part of the regular worship on *Yom Kippur* afternoon, when we commemorate especially all those who have died the previous year. Memorial services are also held on the eighth day of *Pesach*, the second day of *Shavuot* and on *SheminiAtzeret*. On *Shabbat Hagadol* (the shabbat preceding *Pesach*) at Belsize Square Synagogue, we remember those who have died and have no-one remaining to say *Kaddish* for them.

10. Text of the *Kaddish*

a. in Aramaic

Mourner's Kaddish

יְתַגְדֵּל וְיִתְקַדֵּשׁ שְׁמֵהּ רַבָּא. בְּעֵלְמָא דִּי בְרָא כְרַעוּתָהּ,
וְיַמְלִיךְ מַלְכוּתָהּ בְּחַיֵּיכוּן וּבְיוֹמֵיכוּן וּבְחַיֵּי דְכָל בֵּית
יִשְׂרָאֵל. בְּעֵגְלָא וּבְזִמְן קָרִיב וְאִמְרוּ אָמֵן:

יְהֵא שְׁמֵהּ רַבָּא מְבָרַךְ לְעָלְמֵי עֵלְמַיָּא:

During the Ten Days of Penitence, add the word in parenthesis:

יְתַבְרַךְ וְיִשְׁתַּבַּח, וְיִתְפָּאֵר וְיִתְרוֹמֵם וְיִתְנַשֵּׂא וְיִתְהַדָּר
וְיִתְעַלֶּה וְיִתְהַלָּל שְׁמֵהּ דְקֻדְשָׁא בְרִיךְ הוּא לְעֵלְא (וּלְעֵלְא)
מִן כָּל בְּרַכְתָּא וְשִׁירְתָּא, תְּשַׁבַּחְתָּא וְנַחֲמַתָּא, דְאִמְרִין
בְּעֵלְמָא, וְאִמְרוּ אָמֵן:

יְהֵא שְׁלָמָא רַבָּא מִן שְׁמַיָּא וְחַיִּים עָלֵינוּ וְעַל כָּל יִשְׂרָאֵל,
אִמְרוּ אָמֵן:

עֲשֵׂה שְׁלוֹם בְּמִרוֹמָיו הוּא יַעֲשֵׂה שְׁלוֹם עָלֵינוּ וְעַל כָּל
יִשְׂרָאֵל, וְאִמְרוּ אָמֵן:

b. in transliteration (Sephardi pronunciation)

Yitgadal, v'yitkadash, sh'meihraba,
b'alma divrachiruteih, v'yamlichmalchuteih,
b'chayeichonuv'yomeichonuv'chayeid'cholbeitYisra'eil,
ba'agalauviz'mankariv.

V'im'ru: amein.

Y'heish'meihrabam'varachl'alamul'almeialmaya.

During the Ten Days of Penitence, add the words in parenthesis:

Yitbarach, v'yishtabach, v'yitpa'ar, v'yitromam,
v'yitnasei, v'yit'hadar, v'yitaleih,
v'yit'halalsh'meihd'kud'sha. B'richhu. L'eila (ul'eila) min
kolbir'chata, v'shirata, tushb'chata, v'nech'mata,
da'amiranb'alma.

V'im'ru: amein.

Y'heish'lamaraba min
sh'mayav'chayimaleinuv'alkolYisra'eil.

V'imru: amein.

Oseh shalom bim'romav, huya'aseh shalom,
aleinuv'alkolYisra'eil. V'im'ru: amein.

c. In English

Mourner's *Kaddish*

May the great Name of Adonai be exulted and hallowed throughout the world created by the will of the One. May Your sovereignty be accepted soon, in our days and in the days of the family of Israel.

Let us all respond: Amen.

May the great Name of Adonai be praised forever and ever.

During the Ten Days of Penitence, add the words in parenthesis:

Praised and celebrated, lauded and worshipped, acclaimed and honoured, exalted and extolled be the Name of the Holy One, praised be the One! Whose praiseworthiness is beyond any praise (far beyond any praise) or song, any honour or consolation that may be uttered in this world.

Let us all respond: Amen.

May great peace from heaven and the gift of life be granted to us and to all the family of Israel.

Let us all respond: Amen.

May God who makes peace in the highest realms, bring peace upon us and upon all Israel.

Let us all respond: Amen.

11. Contact Details for the Cemetery and the Crematorium

Cemetery: Belsize Square Synagogue's cemetery is at Edgwarebury Lane.

Address: Edgwarebury Lane, Edgware, Middlesex, HA8 8QP

Telephone: 020 8958 3388.

Please contact the Synagogue Office before contacting the Cemetery.

Crematorium: Cremations take place at Golders Green Crematorium.

Address: Golders Green Crematorium, Hoop Lane, London NW11 7NL.

Telephone: 020 8455 2374

Please contact the Synagogue Office before contacting the Crematorium.

12. Questions or Comments

In the event of any questions or comments, please contact Lee Taylor in the Synagogue Office. You may also contact any member of the Burial and Cremation Committee through the Synagogue Office. If you have any special needs or individual requests, please speak to a member of the Burial and Cremation Committee who will consider your individual circumstances in complete confidence or you may contact the Rabbi in confidence.

[The Burial and Cremation Committee](#)

Elizabeth Nisbet (Chair)

Jackie Alexander

Steven Bruck

Paul Burger

Keith Conway

Henny Levin

Rules for the operation of the Burial and Cremation Scheme

13. Frequently Asked Questions

a. Family relationships

My partner and I are both members of Belsize Square Synagogue. Can we be buried together?

Yes. It is usually the case that the first partner to die is buried 'in-depth'. We would normally reserve the space above the grave of the first deceased partner for a nominal registration fee to cover our costs of recording that reservation. This reservation will be held until such time as the partner notifies the Synagogue Office that alternative arrangements have been made or until the annual 'Burial and Cremation Scheme' payment fails to be paid for more than 12 months. This later payment supports the annual maintenance costs of the cemetery and is normally paid as part of the annual membership fees.

My partner and I are both members of Belsize Square Synagogue. Can we be buried together side-by-side?

Yes. It is possible to reserve a space next to the grave of the first deceased partner. It must be borne in mind, however, that such arrangements effectively utilise four grave spaces rather than two. As a result, additional fees become payable. These comprise (i) the nominal registration fee to cover our costs of recording that information (ii) the one-off fee to cover the cost of the extra spaces being utilised. This reservation will be held until such time as the partner notifies the Synagogue Office that alternative arrangements have been made or until the annual 'Burial and Cremation Scheme' payment fails to be paid for more than 12 months. This later payment supports the annual maintenance costs of the cemetery and is normally paid as part of the annual membership fees.

It must be noted that requests to reserve the next space must be made immediately following the funeral. This is to allow the next space to be dug in the correct place and it is not possible to predict when the next funeral will take place. The Synagogue cannot guarantee that the space next to the deceased will be available unless the reservation is made immediately following the funeral.

If you request a side-by-side plot, you will need to decide whether you need to have a double stone. If you decide to have a double stone, it will need to be lifted to accommodate the second burial and damage may be caused. Neither Belsize Square Synagogue nor Edgwarebury Lane Cemetery will be responsible for any damage to the stone in this eventuality. The cost of replacing or restoring a large stone may be substantial. It is for this reason that Belsize Square Synagogue recommends two separate tombstones, even for side-by-side burials.

Can I reserve a space now for myself and my partner?

Yes. In usual circumstances, each burial is in the next plot along the line. As described above, the partner of the first deceased automatically will have the right to reserve either the space above the first deceased for a nominal fee or the space next to the first partner for a fee. This 'next-in-line' double reservation is available for all members. We only ask for the nominal fee after the first death to record the reservation for the second.

If this does not satisfy your requirements we will endeavour to offer you a reservation of up to two double in-depth grave spaces at the end of a row. These end-of-row spaces are strictly limited and so there is a fee payable for such a reservation.

I am a member of Belsize Square Synagogue. My partner is Jewish but is not a member of Belsize Square Synagogue. Can we be buried together?

Yes. Your partner may be buried as a Jewish non-member and a non-member's fee will be payable. All such burials are in the next plot along the line. Non-members are not eligible for side-by-side burials or end-of-row plots.

I am a member of Belsize Square Synagogue. I am single or my partner does not want to be buried. What happens when I am buried?

You will be buried in a lower depth of a double-depth grave. Belsize Square Synagogue will guarantee that there will be no-one buried in the plot immediately above you for a period of fifty years from your death. It is assumed that after that time, your immediate relatives are unlikely still to be visiting your grave. This guarantee is provided free of charge, despite the need to be efficient in our use of the land. It is important that you have a half tombstone so that your stone can be replaced intact following the second burial.

You may prefer to have a guarantee beyond fifty years that no-one will be buried in the space above you. We will offer you this at the discounted price, set out in the appendices as the price to secure a single space. If you choose this option, you may have a full size flat stone.

I am a member of Belsize Square Synagogue. My partner is not Jewish and so is not a member of Belsize Square Synagogue. Can we be buried together?

Yes. Please contact Lee Taylor in the Synagogue Office for further information.

All funeral services conducted under the auspices of Belsize Square Synagogue, must be Jewish in nature and character. No Ministers of other faiths are allowed to preside over such funerals.

Your partner also has the opportunity to join the Belsize Square Synagogue Associate Scheme. Please contact Lee Taylor in the Synagogue Office for further information.

Can I reserve a family plot?

No. All spaces are reserved within the rows. Normally these only allow for partners to be buried together. If there are special circumstances that you want to discuss either with the Rabbi or with a member of the Burial and Cremation Committee, please contact the Synagogue Office for the appropriate contact details.

Can I have a family mausoleum?

No. All spaces are reserved within the rows. Normally these only allow for partners to be buried together.

I am a member of Belsize Square Synagogue but I am not married to my partner. Can we be buried together?

Yes. If you consider yourselves to be in a partnership, we will do so too. Additional charges will be payable if your partner is not a member of Belsize Square Synagogue or an Associate.

I am a member of Belsize Square Synagogue but I am in a civil partnership with my partner. Can we be buried together?

Yes. If you consider yourselves to be in a partnership, we will do so too. Additional charges will be payable if your partner is not a member of Belsize Square Synagogue or an Associate.

I am a member of Belsize Square Synagogue but I am in a same sex relationship with my partner but we have not entered into a civil partnership. Can we be buried together?

Yes. If you consider yourselves to be in a partnership, we will do so too. Additional charges will be payable if your partner is not a member of Belsize Square Synagogue or an Associate.

I am a member of Belsize Square Synagogue and would like to be buried together with my sister, my soul mate. Can we be buried together?

Yes. Additional charges will be payable if your sister is not a member of Belsize Square Synagogue or an Associate.

I am a member of Belsize Square Synagogue but I am not in a partnership. Can I be buried near a friend?

It is not usual to reserve spaces for friends to be close together in death. If special circumstances apply please call the Rabbi to discuss your situation in confidence.

b. Membership queries

I am not a member of Belsize Square Synagogue but I would like to join the Burial and Cremation Scheme but I do not want to be a member of Belsize Square Synagogue. Is it permitted to be a member of the Burial and Cremation Scheme without being a member of Belsize Square Synagogue?

No. The Burial and Cremation Scheme is only open to members of Belsize Square Synagogue and Associates of Belsize Square Synagogue.

I am Jewish but not a member of Belsize Square Synagogue but I would like to be buried in Belsize Square Synagogue's Cemetery. Is this permitted?

If you are Jewish and not a member of Belsize Square Synagogue, you may be buried in Belsize Square's section of the cemetery on payment of the non-member's fee. Belsize Square Synagogue will not arrange cremations for non-members.

I am Jewish and I would like to join Belsize Square Synagogue and the Burial and Cremation Scheme. I am not in the first flush of youth. Is this permitted?

Yes. We would be delighted to welcome you as a member of Belsize Square Synagogue and the Burial and Cremation Scheme. If you want to join the Burial and Cremation Scheme, there are certain one-off fees that have to be paid as others who have been members of Belsize Square Synagogue for many years have been supporting our burial and cremation arrangements for some time. These one-off fees relate to your age and are set out below. If you already have alternative burial or cremation arrangements, you may want to retain these, in which case there are no additional fees to pay.

I am Jewish and I would like to join Belsize Square Synagogue and the Burial and Cremation Scheme. I have been told that I am terminally ill but I would like to be buried in Belsize Square Synagogue's Cemetery. Can I join the Synagogue now?

We would be delighted to welcome you into the Synagogue and we wish you great strength in dealing with the difficulties of your short life span remaining. We are available to assist you at this difficult time for you and your family.

If you want to join the Burial and Cremation Scheme, there are certain one-off fees that have to be paid as others who have been members of Belsize Square Synagogue for many years have been supporting our burial and cremation arrangements for some time. This

one-off fee is lower than the non-member burial fee and takes into consideration your wish to become a member of the Synagogue. If you already have alternative burial or cremation arrangements, you may want to retain these, in which case there are no additional fees to pay.

Can I or my family be buried at Pound Lane Cemetery in Willesden?

The Liberal Jewish Synagogue in St John's Wood ("LJS") owns and administers the Pound Lane Cemetery in Willesden which is open to members and non-members of LJS. If you wish to find out about burial arrangements at Pound Lane, please contact Lee Taylor in the Belsize Square Synagogue Office. Lee will put you in touch with the appropriate people at LJS. They will advise you of their current arrangements and payment rates, which may vary over time. Please ensure that your wishes are then communicated back to Lee Taylor so that your intentions and any agreements are clearly set out in the Belsize Square Synagogue records.

Is Pound Lane Cemetery covered by the Belsize Square Synagogue Burial and Cremation Scheme?

Pound Lane Cemetery is not included in the Belsize Square Synagogue Burial and Cremation Scheme. If, at a time of a bereavement, you wish to either utilise a reservation you have made at Pound Lane Cemetery, or to make such arrangements for the first time, please contact Lee Taylor at the Belsize Square Synagogue Office. Lee will make the necessary arrangements and a minister from Belsize Square Synagogue will be made available for the funeral service as at Edgwarebury Lane Cemetery. Please be aware that the Liberal Jewish Synagogue in St John's Wood ('LJS') charges its members and non-members various rates for burial plots according to membership and reservation status, and such charges will be passed on to the family. It is therefore recommended that confirmation of these rates are obtained in advance.

c. Babies and children

Where are children buried?

The loss of a child is a terrible experience for any parent. Belsize Square Synagogue is there to support parents who suffer the loss of a child or a baby. Parents may choose whether their child is buried in the normal 'adult section' of the cemetery or whether they are buried in the specifically reserved children's area. The children's area is set aside from the main section and placed in a sunny spot. The aim is that this may be a more private and comforting area. Equally parents may wish their child to be buried in the adult section so that they can reserve spaces nearby. Alternatively, some parents may prefer cremation.

What is Belsize Square Synagogue's attitude to a stillbirth or a death within thirty days?

The loss of a baby or a still birth or loss of a pre-term foetus is a heart-rending experience for any family. Belsize Square Synagogue recognises this.

At Belsize Square Synagogue, babies under thirty days old and stillbirths (including foetuses that are not full term) may be buried in the children's area of the cemetery, which is set aside from the main adult section. It is in a sunny spot and may be private and allow parents an opportunity to mourn appropriately. It is often the parents' choice to have a brief funeral service. The parents should discuss what would be appropriate for them with the Rabbi.

This issue has been controversial in other areas of the Jewish community and you may prefer to talk to the Rabbi or to the Synagogue Office in private about this issue.

Will you bury pre-term babies or foetuses?

Yes. Pre-term babies or foetuses may be buried in the children's area of the cemetery, which is set aside from the main adult section. It is in a sunny spot and may be private and allow parents an opportunity to mourn appropriately. It is often the parents' choice to have a brief funeral service. The parents should discuss what would be appropriate for them with the Rabbi.

How old can a child be to be buried in the children's area?

A deceased child may be buried in the children's area or in the adult area up to the age of eighteen. At this difficult time, we prefer to give parents the choice. All babies under 30 days old and foetuses can only be buried in the children's areas.

d. Urban myths

Will you bury suicides?

Jews have always placed priority on the sanctity of life. Suicide causes terrible pain to those close to the deceased and they have at least as much need for the support that Jewish ritual can provide. At Belsize Square Synagogue, the funeral and grave site will be the same as for other causes of death and all assistance will be offered to mourners.

If the body of the deceased is not whole, will you allow it to be buried?

Yes.

I have tattoos. Can I still be buried?

Yes. There is no issue with burying someone with tattoos.

e. Cremated ashes

What happens to cremated ashes?

A number of options are available for the interment of cremated remains.

Our preferred option is to inter the urn of ashes in the special section at Edgwarebury Lane Cemetery. As with graves for coffins, these are usually covered by a small headstone. It is important to wait at least nine months before arranging for a permanent stone to cover the buried ashes to allow the ground to settle.

We prefer that ashes are not scattered but are buried, however the choice has to be that of the deceased or the mourners. It is not permitted to scatter ashes anywhere at Edgwarebury Lane Cemetery. At present, Belsize Square Synagogue does not have access to a columbarium.

There are some facilities at Golders Green Crematorium to inter ashes or to scatter them. This is a facility used by many faiths and is not specific to Belsize Square Synagogue. You may wish to discuss this with the administrators at the crematorium.

My partner wants to be cremated but I want to be buried. Can my partner's ashes be put in my grave?

Yes. It is more straightforward if the first partner to die is the one who wants to be cremated as the ashes can be kept until the second partner dies and put in the grave. If the first partner to die is the one wishing to be buried, it may be that the tombstone needs to be lifted to place the ashes in the grave of the first deceased. There will be a charge for lifting a stone.

f. Memorials and tombstones

What tombstones are available?

The mourners should contact any of the stonemasons authorised to operate at Edgwarebury Lane Cemetery. The Synagogue Office or the Cemetery will provide you with a list. We are not permitted to advise you which of the stonemasons you should choose and you should call more than one before making your selection.

Each stonemason has a brochure outlining the styles of stones available. No stone may be over 4ft high. Each stone must be no more than 6 inches thick.

All inscriptions must be approved by the Rabbi and by Lee Taylor in order to ensure that the inscription and design conforms to the Belsize Square Tombstone Guidelines. Please make sure that you leave sufficient time when planning a stone-setting for the approval to be granted. Feel free to call the Rabbi if you want to discuss a possible inscription before deciding on the wording, however, that will not count as authorisation. The form for having wording agreed is available from the Synagogue Office.

What kinds of tombstone can be purchased?

Stones may be:

- Black granite with gold/silver or white lettering.
- Grey granite with black or white lettering.
- White marble with gold/silver or black lettering.
- Red granite with gold/silver or black lettering.
- Sandstone with gold or black lettering.

Any chippings or pebbles placed on the surface of the stone must only be green or grey/white, or natural pebbles.

What can be engraved on the tombstone?

Headstones must not be greater than 4ft high and if a burial is in depth then only half the available inscription space should be used for the first burial. It is not usual to include any representation beyond the traditional Jewish symbols on a gravestone. Representations of the deceased person are not permitted. Non-Jewish religious symbols are not permitted. There must be no images of people, animals or plants on the stone, except a symbol of human hands to denote a Cohen.

All designs and wording (both in Hebrew and English) have to be agreed in writing by the Rabbi and by Lee Taylor in the Synagogue Office. Any errors in spelling, grammar or punctuation are the responsibility of the mourners. The mourners should check the forms

very carefully before signing off the inscription request. Forms asking for permission are available from the Synagogue Office.

There must be no glass incorporated into the stone or left on the stone such as a vase.

What other memorials are available for purchase?

Items such as rose bushes or memorial benches with plaques are available for purchase from Edgwarebury Lane Cemetery. The brochure is available from the Synagogue Office or can be downloaded from www.edgwareburycemetery.org.uk. Each price incorporates the cost of maintaining the item for a number of years. Please note that cremated ashes may not be buried under rose trees. There is an area laid out in the cemetery specifically for cremated ashes and a separate area for a rose garden.

g. Woodland burials

Can I have a woodland burial?

There are plans at Edgwarebury Lane Cemetery to develop an area as a Woodland cemetery. These plans are being developed by West London Synagogue, one of our partners at Edgwarebury Lane but they have generously agreed that Belsize Square Synagogue members may share in this development. Woodland burials take up more land and require additional maintenance costs and consequently there will be added costs if you choose this type of burial. All additional costs will be passed on to those who choose this type of burial (or their families).

Appendices

- I. Information required by Belsize Square Synagogue when you are reporting a death
- II. List of Prices
- III. Rules for Tombstones
- IV. Age Premia
- V. Sample Burial Invoice
- VI. Form for Authorisation of a Tombstone
- VII. Edgwarebury Lane Cemetery Cross Communal Rules

Other Key Mourners:

Other Mourners:

Contact made by whom and notes

Name:

Contact details

Member Y/N

Name:

Contact details

Member Y/N

Appendix II

List of prices

1. Reservation fee: Price for securing an in-depth reservation is £25 for members. A £25 payment will be requested on first death and recorded with a certificate that should be held with the survivor's last Will. This reservation will be held until such time as the partner notifies the Synagogue Office that alternative arrangements have been made or until the annual 'Burial and Cremation Scheme' payment fails to be paid for more than 12 months. This later payment supports the annual maintenance costs of the cemetery and is normally paid as part of the annual membership fees. For the avoidance of doubt, the survivor must remain a member of Belsize Square to retain the reservation. This fee is non-refundable.
2. Side-by-side tariff: Members can reserve side-by-side spaces for £4500 for a single space. The reservation must be made immediately following the funeral of the first deceased to ensure that the Cemetery retain the space. The payment will be requested on first death and recorded with a certificate that should be held with the survivor's last Will. For the avoidance of doubt, the survivor must remain a member of Belsize Square to retain the reservation. This fee is non-refundable.
3. End of Row - 2 double plots: Members can reserve 2 x double plots for up to four coffins for £20,000. The payment will be requested and recorded with a certificate that should be held with each reservee's last Will. For the avoidance of doubt, the reservees must remain a member of Belsize Square Synagogue and continue to pay the membership of the Burial and Cremation Scheme to retain the reservation. This fee is non-refundable.
4. Single People: We guarantee that a single grave will not have anyone else buried above for 50 years. If you wish to secure that you will NEVER have anyone buried in the space above, a single premium of £1000 becomes payable. This fee is non-refundable.
5. Burial of cremated ashes in Edgwarebury Lane: £1000
6. Terminally ill new members: an up-front fee of £5000 as a one-off premium. This fee is non-refundable.
7. Non-member's burial fee: £9,000 for a single plot or £13,500 for a double plot. This fee is non-refundable.

8. Non-member interment of ashes: £7000 per plot for up to 5 urns. This fee is non-refundable.
9. Fee for a funeral officiant who is not from Belsize Square Synagogue to conduct the service at the request of the mourners, if our Rabbi is available: £150.

Note: These prices are currently under review. Please contact the Synagogue Office to confirm the most up-to-date prices.

RULES FOR TOMBSTONES

General Terms:

Stones may be:

- Black granite with gold/silver or white writing
- Grey granite with black or white writing
- White marble with gold/silver or black writing
- Red granite with gold/silver or black writing
- Sandstone with gold or black writing

There must be no images of people, animals or plants on the grave stone, except a picture of human hands to represent a Cohen which has been permitted by the Rabbi.

There must be no wording that could be considered offensive to other mourners in the vicinity. All wording must be approved by the Rabbi and the permit issued by the Stone Mason must be signed off by an official at BSS.

There must be no non-Jewish symbols on any tombstone in the Belsize Square section of Edgwarebury Lane. All tombstone designs and wording must follow the standard approval process, which currently involves approval of the wording by the Rabbi and approval that the size and design conform to the Belsize Square guidelines.

Any errors on spelling, grammar or punctuation are the responsibility of the family and the permit should be checked for these prior to the family signing the Stone Masons paperwork. Suggested Hebrew inscriptions include פּוֹ נִיטְמָן ('Pey, Nun') which stands for '*Po Nitman*' meaning 'Here Rests', the deceased's Hebrew name and תּוֹנֵצְבָה ('Taf, Nun, Tsadik, Bet, Hey') which stands for the words '*T'heiNafsho* (or *Nafshaif* female) *TsruraB'tsrerHahayim*' – meaning 'May his (her) soul be bound up in the bonds of everlasting life'.

For non-Jewish 'related non-members', the tombstone wording must indicate the deceased's relationship with a member of the Synagogue. An example may be "xxx, partner of yyy", where yyy is the name of a member of Belsize Square.

Only the approved Stone Mason may erect stones in the cemetery.

There must be no glass.

There may not be growing plants on the stone.

Half stones are permitted.

The Stone Mason must agree that they do not need a crane to lower the stone in place.

Any chippings placed on to the surface of the stone, as a part of the design, must be green or grey.

A) Burial of Bodies

Maximum height of stone 4ft – as burials will be double depth only half the inscription area should be utilised at the time of the first burial.

The stone must be 'L' shaped.

The maximum height of the horizontal section will be a standard size based on the height of the headstone for stability.

Maximum thickness of stone 6 ins. Minimum thickness of stone 2½ ins.
Ledgers and kerbs must be 3 inches thick.

For second burials, there is a risk that the stone may be broken. This is the responsibility of the family, if a double sized stone is used when burials are side-by-side.

For single people, where no reservation is made for the upper space and the upper space may be utilised after fifty years, it is important that a half-sized flat stone is used.

B) Burial of Ashes

Maximum size 2ft depth x 1.5ft width.

Must be flat or tilted at no more than 30°.

Maximum thickness of stone 6 ins.
Minimum thickness of stone 2½ ins.

Appendix IV

Age Premia

These are one-off fees at the start of membership of the Burial and Cremation Scheme. Failure to maintain the annual Belsize Square Synagogue membership payments together with the annual Burial and Cremation Scheme payments will mean that membership of the Burial and Scheme will cease, regardless of these up-front payments.

Age Band	Age related one-off fee
55-59	0
60-64	£450
65-69	£700
70-74	£1000
75-79	£2000
80+	£2500

Appendix V

Sample Burial Invoice

BELSIZE SQUARE SYNAGOGUE

ק"ק עץ חיים

51 Belsize Square, London NW3 4HX Tel: 020 7794 3949
 Fax: 020 7431 4559 Email: office@synagogue.org.uk Website: www.synagogue.org.uk

Hon Officers:
 Chairs: Suzanne Goldstein & John Abramson
 Hon Secretary: Vera Pollins



Ministers:
 Rabbi Dr. Stuart Altshuler
 Cantor Paul Heller
 Emeritus Rabbi Rodney J Mariner

Mr
 1 New Street
 London
 NW3 4HX

15 August 2013

Invoice Number: F/13/8

<p>Funeral Account of the late Mrs deceased on 7 July 2013 buried at Edgwarebury Lane Cemetery on 11 July 2013. Grave No. BS1-B10</p> <p>Administration fee</p> <p>Reservation fee & certificate</p> <p>Name plaque</p>	<p>£ 612.00</p> <p>£ 150.00</p> <p>£ 25.00</p> <p>£ 75.00</p> <p>----- TOTAL: £ 862.00 =====</p>								
<p>Cheques should be made payable to <i>Belsize Square Synagogue</i> or you can pay straight to our bank</p>									
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">SORT CODE</td> <td>00-11-00</td> </tr> <tr> <td>ACCOUNT NUMBER</td> <td>00012345</td> </tr> <tr> <td>ACCOUNT NAME</td> <td>BELSIZE SQUARE SNYAGOGUE</td> </tr> <tr> <td>REFERENCE</td> <td>F13/8</td> </tr> </table>		SORT CODE	00-11-00	ACCOUNT NUMBER	00012345	ACCOUNT NAME	BELSIZE SQUARE SNYAGOGUE	REFERENCE	F13/8
SORT CODE	00-11-00								
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REFERENCE	F13/8								

The Belsize Square Synagogue is a charity registered in England and Wales as a company limited by guarantee
 Charity No: 1144866 - Company No: 7831243

Appendix VI

Form for Authorisation of a Tombstone

BELSIZE SQUARE SYNAGOGUE

ק"ק עץ חיים

51 Belsize Square, London NW3 4HX Tel: 020 7794 3949
Fax: 020 7431 4559 Email: office@synagogue.org.uk Website: www.synagogue.org.uk

Hon Officers:
Co-Chairs: Suzanne Goldstein & John Abramson
Hon Secretary: Vera Pollins



Ministers:
Rabbi Dr. Stuart Altshuler
Cantor Paul Heller
Emeritus Rabbi Rodney J Mariner

TOMBSTONE AND INSCRIPTION APPLICATION

This form should be completed, signed and submitted to the Synagogue Administrator at the above address

DECEASED	Edgwarebury Lane Cemetery Y/N	
Surname _____	Section _____	BURIAL _____
First Names _____	Row no. _____	CREMATION _____
Date of death (or funeral) _____	Plot no. _____	_____
The Funeral was invoiced to: _____		

STONEMASON

We have been instructed under our contract note no: _____ dated: _____ to prepare and carry out works on the grave of the above deceased in accordance with the particulars given overleaf. All work will comply with the standard rules and requirements regarding size, materials and construction agreed with Belsize Square Synagogue and the Cemeteries.

Signature _____	Date _____
Name _____	Position _____
	Tel _____
	Email _____

(Please amend contact details if necessary)

APPLICANT

Please tick the boxes to indicate your agreement with each of the following statements:

Full particulars of the tombstone and/or inscription as required overleaf have been given. I understand that the granting of an application is based on the accuracy of the details furnished and that if this form is incorrect in any details the grant will be withdrawn and the work may have to be rectified or removed. Any changes to the tombstone or inscription will require submission of a new form for approval. Belsize Square Synagogue will not be responsible for delays caused by unclear or inaccurate applications forms.

I understand that any Stone Setting date provided by Belsize Square Synagogue will only be confirmed when this application is approved and I undertake to inform Belsize Square Synagogue two weeks before the Stone Setting that the tombstone is in place to my satisfaction.

Signature _____	Date _____
Full Name _____	Tel _____
Relationship to Deceased _____	Email _____
Address _____	
	Post Code _____

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TOMBSTONE PERMIT

BELSIZE SQUARE SYNAGOGUE

NAME OF DECEASED _____ CONTRACT NOTE _____

Edgwarebury Lane Cemetery: Section _____ Row No. _____ Plot No. _____

DESIGN - provide a perspective drawing or photograph	DESCRIPTION OF WORK REQUIRED
New tombstone for a - full size single grave <input type="checkbox"/>	Full size double grave <input type="checkbox"/>
Cremation grave <input type="checkbox"/>	Child's grave <input type="checkbox"/>
Alteration to an existing tombstone <input type="checkbox"/>	
Addition of an inscription to an existing tombstone <input type="checkbox"/>	

HEADSTONE, SCROLL, TOMB or TABLET

Material	Height	Width	Thickness/Length	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____

LEDGER OR FLAT SLAB

Material	Length	Width	Thickness	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____

KERBS OR RISERS

Material	Length of side	Length of crosspiece	Height	Thickness
<input type="text"/>				

INSCRIPTION

Method of inscription:

Colour of writing:

Full text:

APPURTENANCES OR ACCESSORIES

Description	Material
<input type="text"/>	<input type="text"/>

CHIPPINGS

Single Grave
Double Grave

ADDITIONAL INSCRIPTIONS

FOUNDATION

Single Grave
Double Grave

BELSIZE SQUARE SYNAGOGUE USE ONLY

TOTAL _____

	DATE	SIGNATURE
Form received	_____	_____
Tombstone fee received and verified	_____	_____
Funeral Account paid	_____	_____
Inscription approved by Rabbi	_____	_____
If Associate Member - inscription includes relationship to member	_____	_____
Permit approved by Synagogue Administrator	_____	_____
APPLICATION GRANTED	_____	_____
Form copied to Cemetery	_____	_____
Permit returned to Stonemason:	_____	_____
Provisional Stone Setting date	_____	_____

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Edgwarebury Lane Cemetery Cross Communal Rules

- The Cemetery has two electric buggies for your usage. Please request instructions on their use from the Edgwarebury Lane Office staff. Please do not take the buggies off the paths.
- Staff at Edgwarebury Lane can also drive you to areas of the Cemetery in the bus. Please ask in the Cemetery Office.
- For access to the Belsize Square area, please obtain the gate code from the Cemetery Office staff and let them know when you leave.
- The Cemetery has 65 parking spaces and several areas of restricted parking. Please only park in the designated bays.
- If the car park is full, you can park in Edgwarebury Lane.
- Burials may only take place after approval by the Cemetery Director or Operations Manager.
- Burial may only take place in coffins or in urns.
- Scattering of ashes is not permitted anywhere on Cemetery land.
- No vehicles, other than cemetery vehicles and funeral directors' ambulances, are permitted beyond the car park area.
- Only cemetery and funeral directors' staff may operate the coffin bier.
- Only cemetery staff and funeral directors' staff may carry a coffin although, in safe conditions, mourners may be permitted to assist with the lowering of a coffin.
- The Cemetery undertakes to notify funeral and consecration officiants of the timing of subsequent events during the day in order to prevent late running of following services.
- A head covering for men is expected in accordance with Jewish tradition and custom.

- For Belsize Square Synagogue services, men and women may sit together.
- The Cohenim Room is ready for use for all funerals.
- Please do not take the prayer books home with you.
- Anyone may assist in covering the coffin with earth, not only the closest mourners or Cemetery staff.
- The Cemetery is happy to provide you with overshoes in wet and muddy conditions. Please dispose of them only in designated rubbish bins.
- If you do wear overshoes, please do not re-enter the prayer hall in them.
- The Cemetery will provide shoes scrapers at strategic locations for you to remove any mud from your shoes.
- Please refrain from entering unauthorised areas of the Cemetery complex, for example the works area.
- Please notify the Cemetery Office if any section of the Cemetery is not to the standard you expect.
- The Cemetery staff may only clean your memorial stones if this is arranged through the Cemetery Office.
- All plants and furniture must be purchased through the Cemetery Office. The Cemetery cannot accept ad hoc gifts unless a full maintenance contract is also agreed.
- There is a strict no gratuities policy. There is a tzedakah box by the Cemetery Office for donations. These are emptied daily and no money is left there overnight. Such donations support the upkeep of the cemetery.
- No animals are allowed to be brought in to the Cemetery, with the exception of guide dogs.
- No glass may be brought onto the Cemetery land. This includes glasses for yahrzeit candles. Please ask and the Cemetery staff will provide non-glass alternatives.

- The “no glass” ban also covers bottles (of water or any drink) and glasses to drink from.
- Stones cannot be set less than nine months from the date of the funeral.
- All tombstones must be purchased from the Cemetery's licensed stonemasons. No other stonemasons are allowed to work on the Cemetery land.
- Cranes are not permitted to enter the Cemetery. Therefore stones that require lifting into place by crane are not permitted.
- Please take due care when walking amongst the graves.