



Beth Jacob Synagogue

Cemetery Policies
& Procedures
2012-5773

Beth Jacob Cemetery
1250 Snake Road

Stanley Sobol Beth Jacob Cemetery
1400 Snake Road

Introduction to Cemetery Policies & Procedures

The Beth Jacob Synagogue Cemetery Committee has prepared the following material in order to provide the congregants of Beth Jacob Synagogue with a concise summary of the current Cemetery Policies & Procedures.

Beth Jacob Synagogue Cemetery Committee

Dan Levy, Chair
Ted Adler
Harold Goldblatt
Marcia Levy

Beth Jacob Cemetery Policies & Procedures

As of May 1, 2012, these are the current Policies & Procedures of the Beth Jacob Synagogue Cemeteries.

These Policies & Procedures are subject to change from time to time, as determined by the Cemetery Committee and the Beth Jacob Board of Governors (the "Board").

In the event of any conflicts, the Beth Jacob Synagogue Constitution and the Policies and Procedures passed by the Board related to the Cemetery shall govern.

The provisions herein shall be deemed to be a part of every licence issued by the Beth Jacob Synagogue.

No deceased may be interred unless he or she is:

1. a member of the Jewish faith, and a Member in Good Standing (as hereinafter defined) of Beth Jacob Synagogue;
2. alternatively, the Jewish spouse of a Member in Good Standing;
3. alternatively, a Jewish child under the age of 21 years or if a full time student then up to the age of 25 years of a Member in Good Standing of Beth Jacob Synagogue, who is dependent upon the said Member in Good Standing at the time of death.

Dependent children shall include children of a Member in Good Standing regardless of age who are physically or mentally disabled/handicapped and therefore are dependent upon the Member in Good Standing for complete care and maintenance and/or shared with a Guardian and/or Power of Attorney. Burial benefits shall extend to such dependent children in the event that the Member in Good Standing has predeceased such dependent children and the parent or responsible adult was a Member in Good Standing at the time of death. Notwithstanding the foregoing the Member in Good Standing shall have made financial arrangements for such dependent children.

The Cemetery Committee shall administer the Beth Jacob Cemetery Policies and Procedures.

For purposes of these Cemetery Policies & Procedures, a “Member in Good Standing” shall be defined as a member of Beth Jacob Synagogue that has paid all past and present dues, assessments and other charges, but shall not include an “Associate”, or any other membership category other than a full membership.

Each Member in Good Standing and each of his or her dependent children shall be entitled to burial in the cemetery of the congregation in a plot that shall be designated at the time of death by the Cemetery Committee. No cemetery plots shall be sold. If a member wishes to reserve one or more specific locations for burial for him or herself and his or her spouse and dependent children, a licence for that purpose may be issued to him or her on such terms and conditions as the Board may from time to time determine. Such a license shall remain in full force and effect as long as the said member continues to be a Member in Good Standing. If he or she shall fail to remain in good standing, the licence shall lapse and all monies paid in relation thereto shall be forfeited. No licence shall be transferable. All reservations shall be paid in full at the time of issuance of the licence(s).

With regard to the burial of a person who is NOT a Member in Good Standing (a “Non-Member”), a Non-Member may be permitted rights to interment at such cost and upon such terms as the Cemetery Committee may from time to time establish (for a Non-Member burial fee, licence of plot, care and maintenance, open and close of grave site and such other costs and fees as may be determined from time to time by the Cemetery Committee). Licences for burial shall not be issued to Non-Members in advance of death, unless his or her spouse, parent or child is buried in the Cemetery, in which event a licence for burial in one plot may be issued upon such terms and conditions as may be established by the Cemetery Committee.

NOTE: the “Non-Member burial fee” is \$5,000 for each licence issued subject to change as established by the Cemetery Committee. Licencing fees are due and payable in full at the time of issuance of licence.

NOTE: “Open & Closing” costs are \$675 for each grave site,

subject to change as established by the Cemetery Committee. All costs are due and payable in full at time of interment.

NOTE: Foundation costs (each grave site) are subject to change as established by the Cemetery Committee and/or the monument provider. For 1250 Snake Road, payable to the monument provider currently approximately \$500 payment as arranged. For 1400 Snake Road, \$400 payable to Beth Jacob Cemetery at time of interment.

NOTE: Care and Maintenance is included in the price of the gravesite plot and is based on 40% of the plot price.

Burial Procedures

The following procedures are to be followed in the event of a death:

- the following parties shall be contacted:
 - the Rabbi
 - the Synagogue Office (the “Office”)
 - the Chairperson of the Cemetery Committee
- the Office shall be required to confirm that the deceased was a Member in Good Standing, and that all accounts are paid in full prior to opening the plot: confirmation to come from the Chairperson of the Cemetery Committee.
- subject to compliance with the foregoing, the Chairperson of the Cemetery Committee shall contact the Cemetery staff in order to prepare for the opening of the grave site.
- the Chairperson of the Cemetery Committee shall arrange for the family members to meet at the Cemetery to select location of the Plot if not previously reserved or as designated by the Cemetery Committee;
- the family shall make arrangements directly with The United Hebrew Memorial Chapel for funeral arrangements and for the cost of the funeral, save for those expenses as hereinbefore provided which are payable to the Beth Jacob Cemetery;
- the Office shall advise the Executive and Board of Governors of the death and time of funeral;
- the Rabbi shall be contacted in order to obtain final approval for the time of the funeral service;
- in the event that the family elects to have a grave side service the procedure for contacting the United Hebrew Memorial Chapel shall be adhered to;
- all services to be held out of United Hebrew Memorial Chapel on 28 Ewen Road, Hamilton;
- the Rabbi of Beth Jacob Synagogue and/of the Cantor of Beth Jacob Synagogue or such other functionary as designated by the Cemetery Committee shall officiate at all funerals and unveilings whether held at the Synagogue, Cemetery or Funeral Chapel.

Policy for Casket, Headstone, Foundation, Headstone Inscription, Installation, Headstone Replacement, Repair, Maintenance, and Grave Site Upkeep, etc.,

- the Cemetery Committee shall at all times approve the plot itself;
- any Headstone or Marker and installation shall be at the expense of the family of the deceased. Authorization of installation shall be required from the Cemetery Committee;
- the Cemetery Committee shall at all times approve the height, dimensions, material composition, placement of the headstone, foundation and markers on the plot licenced as established by the Cemetery Policies and Procedures and any regulatory requirements covering same;
- The height of the headstone shall be a minimum of 3 feet and a maximum of 4 feet measured from grade level to the top of the headstone. The overall height must include the foundation, base and monument. A flat marker must be approved by the Cemetery Committee.
- the Cemetery Committee shall at all times approve the inscriptions on the Headstone subject to final approval of the Rabbi of the Synagogue and its installation requirements, including but not limited to:
 - time period for completion and installation;
 - wording and style of inscription;
 - stone maker;
 - foundation and other installation requirements;
- all plantings including dwarf bushes only, flowers and height must be approved by the Cemetery Committee and planted at the front of the headstone. Trees, bushes or flower plantings to the rear or sides of the headstone, fences, caging stone or brick work or vines are not permitted anywhere;

- all maintenance of plantings by the family shall be the responsibility of the family;
- notwithstanding the foregoing, the family of the deceased shall be responsible for the accuracy of inscriptions;
- the family of the deceased shall be responsible for the maintenance and repair of the Headstone from time to time;
- in the event of non-maintenance/repair by the family, or should any dangerous situation arise (e.g.... a headstone falling over) which the family is unwilling or unable to correct, the Cemetery Committee shall make such repairs as deemed necessary to correct any dangerous situation.

NOTE: Allow a minimum of eight (8) weeks for ordering, construction and inscription of headstone. Setting of the date for unveiling must be confirmed by the Rabbi and posted on the synagogue calendar of events. The Cemetery Committee can supply a list of approved monument company names.

“Relocation” of Reserved Plots (Licenced plots non existent due to several reasons)

Due to many reasons a reserved plot may not be available at the time of burial including:

- previous unknown burial;
- erosion;
- other plots/caskets reducing the number of usable plots in that row;
- other caskets encroaching;
- tree roots and rocks;
- otherwise unusable;

In the event that a reserved plot is not available at the time of burial the Cemetery Committee shall use their best efforts to locate an alternative plot.

Reassignment and Refund for Licences

A licence to a plot may be assigned back to the Synagogue by a Member in Good Standing and a refund of the original fee paid shall be made to the Member in Good Standing subject to the Policies and Procedures in effect from time to time relating to same.

Important Phone Numbers

1. To reach the Rabbi, Chairperson of the Cemetery Committee or the Synagogue office call 905-522-1351.
2. To reach the United Hebrew Memorial Chapel call 905-527-4351
3. For after hours listen to the complete message and options at 905-522-1351.

