

1". **She is the first person to call in time of need** and is well equipped to provide the necessary information required to advise you of the procedures surrounding the preparation for the funeral, burial, and Shiva process.

She is available at all hours (with the exception of Shabbat and Yom Tov.) JMG does not answer calls or return calls on Shabbat/Yom Tov. Once Shabbat/Yom Tov is over, messages will be returned in priority sequence.

Once you reach the Executive Director, she will ask you for the following information:

1. Name of the deceased. (English and Hebrew if known)
2. Where the deceased is currently located.
3. If the deceased has interment rights, and if yes, in the section of which synagogue.
(Each synagogue has its own section and exercise halakhic control over that section.)
4. If there has been a pre-arrangement with a funeral home.
5. Contact information for next of kin, or person responsible for the deceased.

The Executive Director will then assist you in dealing with the following items:

- **TAHARA** – This is the ritual purification of the body, which is generally carried out by members of the Chevra Kadisha. It fulfills the Biblical verse: *"As we come forth so shall we return."* The Executive Director will assist you in determining if the Tahara is necessary.