

# Congregational Handbook



HERE is no adult Jew in the wide world who hasn't, at some time or other, been charmed and heartened by the expression, "MAY YOU LIVE UNTIL ONE HUNDRED AND TWENTY." Our forefathers, who originated this pious wish, were great psychologists and knew human nature from the ground up. They were wonderful optimists.

And yet—and yet—these ancestors of ours were very practical men, who faced each new day with a realization that it is not given to all men and women to remain on this earth for as many years as were granted to Moses. And so they prepared in advance against the hour when the Great Summons from our Father in Heaven would bring us running, to join that never-ending stream of mortals destined to exchange their earthly cares and worries for the calm and serene peace of eternal life.

That is why, midst their greatest joys, in the very flush of youth, they never feared to speak of death, nor did they permit superstition to blind their eyes to the actualities of every-day existence.

And that is why we, today, while sincerely and earnestly bespeaking the goodwill of our Maker, to bestow upon us all, long life filled with everything good and noble, do not consider it amiss to urge upon each and every member of the Brooklyn Jewish Center the advisability of purchasing, *Now*, family plots in the cemetery acquired by this institution.

May they never be used, "UNTIL ONE HUNDRED AND TWENTY"! But may they always be owned by Jewish men and women who did not wait until the Valley of the Shadow of Death had been entered by a loved one before taking a step which Fate has ordained no mortal can shun or escape.

There is, in this booklet, an application for further information regarding this vital subject. Fill it out, and mail it to day. The Center will be glad to assist you in taking that step which will, please God, be merely a symbol of common sense mingled with great faith in Heaven's unceasing watchfulness over us

Until  
One Hundred  
and Twenty . . .

## 1. Why should a synagogue own cemetery land?

The synagogue's role is to provide for the spiritual needs of the individual. Necessarily, this includes planning for burial in consonance with Jewish tradition. By providing Jewish burial grounds, the synagogue gives its members the opportunity to satisfy themselves that all will be taken care of properly after they are gone.

The sale of cemetery lots also furnishes the congregation with reserve funds. This money should *not* be used for regular operating expenses but rather should be regarded as a "cushion."

## 2. How do you go about starting a cemetery?

Here, as in all other aspects of congregational life, you need a committee. The Cemetery Committee should be a standing committee of the Board of Trustees. Since much of its work will involve laws, regulations, deeds and other legal matters, it is a good idea to have a lawyer as one of the five to ten members.

## 3. Once you have the Committee where do you purchase ground?

In many states today it is almost impossible to purchase your own cemetery grounds. Even where state law does not prohibit the establishment of new cemeteries, it can be very hard to get a permit. The simplest procedure, which will involve the fewest headaches, is to purchase ground from a cemetery organization. A Jewish section may be set

# CEMETERIES

up in a non-sectarian cemetery by erecting a wooden, metal or shrub partition, or a groove one yard deep. A separate entrance is preferable, though not absolutely necessary.

Generally, once you have purchased from an association perpetual burial rights for a certain piece of ground, your only responsibility is to sell the plots and keep accurate records. Make sure that the contract specifies that the association will put in roads, paths; irrigate the land; properly grade and landscape; and take care of the undeveloped property. They should prepare a chart for you showing layout of the plots.

To find out where cemeteries are located, check with the county or state board on cemeteries. Undertakers are familiar with existing cemeteries. If there are other Jewish congregations in your community, their experience may serve as a guide to you. Assign committee members to investigate all possible sources of information.

In deciding which cemetery best suits your needs, you will want to consider distance, available land and provision for maintenance, as well as price.

If there are no existing cemeteries into which you can buy, then you have no choice but to establish your own. However, once you have to go to the trouble of finding suitable ground and obtaining a permit, it is wise to buy as much land as possible—not two or three acres, but fifty.

There are two national cemetery associations (non-sectarian) to which you can turn for guidance and if you own your own cemetery, you probably will want to consider joining one of them. There is the:

American Cemetery Association  
12 N. Third St., Columbus 15, Ohio  
National Association of Cemeteries  
2000 K St., N.W., Washington 6, D.C.

The Union of American Hebrew Congregations has a helpful brochure on, "Cemetery Operations and Procedures," by Max Feder, which you may want to order (838 Fifth Avenue, New York City. \$1.00).

#### 4. How much land do you buy?

If you already own some cemetery property, now is the time to survey your needs for the next fifty years. In all probability, the land you own is inadequate. It is getting harder and harder to obtain permits for new cemeteries. Available space in existing ones is quickly being allocated. These days city congregations are having to go out thirty miles; in a few years it may be fifty.

How to estimate: if each grave is figured at 3' x 10', and walks are allowed for, each acre will provide about 1000 graves. If each plot has no fewer than 4 graves, an acre of land will make available 250 plots. This means that since some families will buy larger plots, there will be plots for about 200 families in an acre.

The Park Avenue Synagogue, New York City, which has just dedicated its new cemetery, purchased the burial rights (strictly speaking, you do not purchase ground but rather the right to bury in perpetuity) to two acres of land with an option to buy a third acre in a few years. They figured that as a congregation of 750 families, the two acres of ground would be allocated within a generation.

#### 5. Where do the funds come from for the purchase?

The money to buy the land can come from the general fund or from a special fund-raising drive, or both combined. One New York synagogue paid 10% for burial rights and will pay the rest on interest-bearing notes as the money comes in from the sale of plots.

As a special fund-raising device, paths in the cemetery can be sold as memorials. Benches, entrance posts and the ground where books, talismans, etc. are buried, all can be sold for memorial purposes.

#### 6. How do you provide for maintenance?

It is becoming almost standard practice in cemeteries today to recommend the use of flush bronze

### Park Cemetery Policy Clarified

One of the most important and personal phases of our Congregational program centers around the Park Synagogue Cemetery. To all of us, the time may come when the painful problems of family bereavement intrude upon our lives. At such a time, the arrangement of a burial and funeral becomes a necessity, and a source of often unfortunate anxiety. Because the procedure involved may not be clearly understood, Mr. Sidney Zelman, chairman of our House and Property Committee, is anxious to outline the policy of Park Synagogue concerning cemetery privileges. Under the Membership privileges accorded each Park Synagogue member, a member in good standing is entitled to two free but non-adjacent burial plots, to be allocated when the occasions arise. The location of the first plot to be used under this provision is determined by the Executive Director, who will ordinarily assign the next vacant and available plot in the section of the cemetery currently in use, to the qualified applicant. A member who wishes to acquire the adjacent plot, or any other specifically designated plot in the various sections of our cemetery for future use may do so, upon application, by paying the membership rate prescribed for the particular plot desired.

One can no longer reserve burial plots; they must be bought and paid for at the established rate fixed by the Board of Trustees of the Congregation. The history of cemeteries, both Jewish and non-Jewish everywhere, has led our Board recently to establish a program of perpetual care for all burial arrangements. Perpetual care trust funds are the one sure way to assure the proper maintenance of the graves of our beloved departed, and to give the cemetery grounds their proper and fitting appearance.

To establish this perpetual care program, the Board of Trustees of Park Synagogue has set up a Special Trust Fund. Each Burial charge will include a \$200 perpetual care item in addition to all other charges. This sum will be placed in the Perpetual Trust Cemetery Fund and the interest derived from this fund will serve to cover the essential costs of maintaining each grave included in the trust, and the cemetery grounds. The principal of this fund is subject to Ohio law and cannot be diverted. In order to assure the same type of perpetual care for the graves now occupied in our Cemetery, the Park Board is extending the Perpetual Trust privileges to the families of those deceased upon the payment of \$150 for each occupied plot into the Trust Fund. It should be emphasized that this fund will eliminate the need for regular annual payments to the caretaker which are now in operation for a large part

of our cemetery grounds. Our program of perpetual upkeep will include preventative care to the monuments, tombstones and boxes on existing graves. It is our plan also to do such things as pointing, leveling and repairing of monuments up to a cost of \$25.00, in perpetuity.

Our membership should be aware of the complete transformation which has taken place at our Park Synagogue Cemetery during the past seven years. The Cemetery is located at the junction of Chagrin and Richmond Roads. A modern structure replacing the former caretaker's home has been constructed near the main entrance to the cemetery. Our new building houses a Chapel, cemetery office, two caretakers' suites, a combination garage and warehouse and public restroom facilities for visitors to the cemetery. We have recently completed the blacktopping of all cemetery roadways and are now in process of installing a planting bed eight feet wide and seven hundred feet long to screen off the cemetery from the main highways.

All of these steps have been taken to avoid the prospect of a deteriorating, abandoned cemetery. In far too many communities cemetery income was often used up without thought for the future maintenance of the area. Park Synagogue will not suffer this sorry fate under our program and plans.

"Our Committee," says Mr. Zelman, "finds solace in the reflection upon the memory of our holy six millions in Europe who left no graves for us to visit, and whose memory we shall always strive to honor. In our land, we are dedicated to the effort to keep alive the memory of each of our people who departs this life, for generations to come."

# Park Synagogue Cemetery

## *Perpetual Care Trust*

Date \_\_\_\_\_

The undersigned hereby gives and delivers to Park Synagogue, a non-profit Religious Corporation organized and existing under the laws of the State of Ohio, the sum of

\_\_\_\_\_ or the following described Property \_\_\_\_\_

in accordance with the Regulations adopted, and which may be altered, amended or revised by the Trustees of Park Synagogue for the maintenance of the Perpetual Care Trust Fund established by the Synagogue for the operation of the Park Synagogue Cemetery.

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Phone Number \_\_\_\_\_

### RECEIPT

The Park Synagogue, a non-profit Religious Corporation organized under the laws of the State of Ohio and conducting and maintaining a Cemetery in accordance with Jewish tradition, hereby acknowledges the receipt of

\_\_\_\_\_ to be utilized by Park Synagogue in accordance with regulations adopted, and which may be revised, amended or altered by the Board of Trustees of Park Synagogue, in the Perpetual Care Trust Fund established for the care and maintenance of the Park Synagogue Cemetery.

It is agreed that Park Synagogue shall apply the net income derived from the aforesaid Perpetual Trust Fund to the maintenance and upkeep of the Park Synagogue Cemetery and the care and upkeep of the following

Grave(s) of \_\_\_\_\_

known as: Plot Number \_\_\_\_\_ Row Number \_\_\_\_\_ Section Number \_\_\_\_\_

Division \_\_\_\_\_

in the Park Synagogue Cemetery, Richmond and Chagrin Roads, Cuyahoga County, Ohio.

In Witness whereof the said Park Synagogue of Cleveland Heights, Ohio, has caused this receipt to be signed by its President and Secretary this \_\_\_\_\_ day of \_\_\_\_\_

PARK SYNAGOGUE

President \_\_\_\_\_

Secretary \_\_\_\_\_

plaques or of only one headstone to a plot with flush footstones and no other embellishments. This greatly facilitates maintenance of the grounds. In cases where synagogues buy burial rights from a cemetery association, it is the association that provides maintenance care without further charge. However, once there is any embellishment—plants, trees, benches—then it is up to the individual to work out the maintenance arrangement with the association. The synagogue does not handle this.

Temple Emanuel, Paterson, New Jersey, has its own cemetery. They provide a caretaker to maintain the grounds. The price for the care of the individual plot is set with the owner himself. This price list must be posted and is shown in advance to the synagogue.

However, we would urge you to include the cost of perpetual care in your price for a plot. This eliminates much bookkeeping and the tracking down of grandchildren who have moved all over the world. Most states have laws regulating perpetual care

fund investments since it is regarded as a trust fund. Only the interest may be used for maintenance.

## 7. Are plots sold to non-members?

In New York State a religious corporation may not provide burial benefits for non-members. Make sure to check your state laws.

Some congregations do sell plots to non-members, at anywhere from 50-100% more. Other congregations require new members to pay more. This extra amount is refunded when the individual has been a congregant for a stated number of years—three, five. This practice was instituted to discourage people from joining congregations just for cemetery privileges only to drop out the following year.

Still other congregations feel that basically they are providing a service, and that this service should be for members only. Park Avenue Synagogue does not even sell plots. Only a member who makes a donation of a stated amount is entitled to burial rights.

## 8. Rules

To avoid having to make split-second decisions, it is essential that your Ritual Committee meet early to draw up regulations regarding the operation of the cemetery. Sample sets of rules are included in this Handbook.

## 9. Records

Perhaps in no other area of congregational life is record-keeping so important, for nowhere else can inaccurate records be so disastrous. One congregation recently had to buy new cemetery ground even though considerable unused burial land was owned. The records had been so poorly kept that no one knew whether the plots had or had not been sold! The records must be clear not only for those working in the office today, but also for the generations to come.

Records should be kept in fire-proof files and, where possible, microfilmed.

### CREDITS

*We are grateful to the National Association of Synagogue Administrators for its help in the preparation of this Handbook.*

*Form on cover: from Brooklyn Jewish Center*

Pursuant to Article 7, Section 7, of the Constitution and By-Laws of the SHAARE ZEDEK CONGREGATION, as ratified and adopted by the membership thereof at a general meeting of the Congregation on May 12, 1955, the following are the rules and regulations governing the Congregational Cemetery, as approved by the Board of Directors at a regular meeting on May 24, 1956 :

1. Cemetery plots shall be reserved only for members in good standing of the Congregation, for the burial of persons of the Jewish faith only. The plots reserved may be used to inter the purchasing member, his wife, his minor sons and daughters.
2. The consideration for reservation of burial plots shall be those established by the Cemetery Committee as approved by the Board of Directors.
3. Until September 30th, 1956, a member in good standing may reserve plots for his parents and/or parents-in-law who are not members of the Congregation.
4. In any event, the Cemetery Committee may, at its discretion, accord use of plots for burial purposes to non-members in exceptional circumstances which shall not be deemed to establish precedents.
5. The use of any plot shall be conditional upon full and final discharge of the consideration for which the reservation was made. If the reservation shall have been for more than one plot, no double stone shall be erected until the consideration for both plots shall have been fully discharged.
6. No transfer of the plots or any portion of the plots reserved may be made to a member of the Congregation without the consent and approval of the Board of Directors of the Congregation in writing, and no transfer can in any event be made to any person or persons who are not members of the Shaare Zedek Congregation.
7. The reservation of the plot or plots shall be conditional upon the acquirer, his heirs and assigns retaining membership in the Shaare Zedek Congregation, failing which, the rights in and to the plot or plots shall revert to the Congregation, and such consideration as shall have been given thereon shall be refunded, less 10% service charges based upon the full consideration exigible and less any outstanding indebtedness to the Congregation; the plot or plots may then be disposed of by the Congregation at its entire discretion.
8. Burials in the plots reserved shall be made in strict accordance with the rites and customs of the traditional Jewish religion and the burial services shall be performed by the Rabbi of this Congregation or by one of the other religious officials of this Congregation, unless the Cemetery Committee shall give its permission that such services be performed by any other duly qualified person.
9. No tombstone, monument or footstone shall be erected on a plot or plots unless the entire cemetery account has been discharged in full, and in every case the dimensions, inscription embellishment and ornamentations thereof shall conform with the by-laws, rules and regulations of this Congregation and shall be first approved of in writing by the Cemetery Committee.
10. Tombstones and Monuments shall be of uniform height and colour, allowing for individuality in designs and engraving, and permit only the inscription of the family name. Footstones are required and inscriptions thereon as desired by the family of the deceased shall be subject to the approval of the Cemetery Committee.
11. All single headstones shall be 30 inches in height, 24 inches in width and 12 inches in thickness; all double headstones shall be 30 inches in height; 48 inches in width and 12 inches in thickness; footstones shall be imbedded in cement three feet deep and shall not rise above the level of the roots of the grass surrounding; footstones shall be 20 inches by 12 inches in dimensions.
12. No fencing, railings, pipings or concrete barriers of any kind shall be erected, nor shall any photographs be inserted in the headstones. No mausoleums or any other structures on graves shall be permitted.
13. The cost and expense of opening graves, provision of headstones, monuments and footstones and the care of individual graves beyond keeping the area clean and cutting of grass about the graves, shall be the responsibility of the acquirer of the plot.
14. The reservation of plots shall be subject to and restricted by all and any agreements existing between the Congregation and the Eternal Gardens (Gan Olam) and any regulations that may exist or be enacted by the Board of Management of the Eternal Gardens concerning the use of the cemetery and the plots reserved therein; and as well the Charter and the By-Laws of the Shaare Zedek Congregation and any rules and regulations of its Cemetery Committee which are now or may be hereafter in force.

← from, Montreal, Quebec.

*Temple Beth El  
Rochester, New York*

### Certificate of Sale of Graves

certificate, made, executed, and delivered by CONGREGATION BETH EL OF ROCHESTER, NEW YORK domestic religious corporation with principal office at 150 Park Avenue, Rochester, New York, herein called

to  
at  
called "Vendee";

WITNESSETH:

1. That the vendor does hereby sell, transfer, and assign to the Vendee herein burial rights in graves in the Congregation Beth El plot at Mt. Hope Cemetery, Rochester, New York, described as follows:

2. This transfer is subject to the governing regulations, rules and requirements of the City of Rochester and the officials of Mt. Hope Cemetery, insofar as they apply to the same, in addition to the other rules, regulations herein set forth or referred to.

3. No burials shall be permitted in any of said graves, except of persons of the Jewish faith and provided they are either the vendee herein, his, her, or their parents, children, spouses, or such other persons as approved in writing by the vendor.

4. The vendee accepts this certificate and agrees to be bound by the agreements set forth herein as well as such other regulations as the Vendor may from time to time hereafter put into effect relating to the manner of burials and/or the maintenance of the graves hereinabove referred to.

CONGREGATION BETH EL OF ROCHESTER, NEW YORK

DATED: \_\_\_\_\_

By: \_\_\_\_\_

We hereby accept the certificate above referred to and agree to be bound by the terms thereof. \_\_\_\_\_ (L.S.)

DATED: \_\_\_\_\_

#### BETH EL CEMETERY

OFFICE: 153 RICHMOND AVENUE BUFFALO 22, N. Y.

GR. 8239

.....10.....

PLACE YOUR CHECK IN THIS HANDY RETURN ENVELOPE HERE. THEN SEAL AND MAIL.

*A prompt remittance will be appreciated and will obviate the necessity of further bill and postage costs.*

Grave . . . . . \$ \_\_\_\_\_  
Care of Grave (Year) \_\_\_\_\_  
Arrears . . . . . \_\_\_\_\_  
Total . . . . . \$ \_\_\_\_\_

Received Payment:

Secretary

PLEASE MAIL REMITTANCES TO TEMPLE BETH EL

#### TEMPLE BETH EL CEMETERY

151 RICHMOND AVENUE BUFFALO 13, N. Y.

PLACE YOUR CHECK IN THIS HANDY RETURN ENVELOPE HERE. THEN SEAL AND MAIL.

#### JUST A REMINDER

That Your Account As Per Memo Below is Past Due

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AND—Here is an easy way to take care of it. Simply slip your check or money order in this envelope, seal and place it in the mail.

MANY THANKS,  
TEMPLE BETH EL CEMETERY

# Idea Exchange

Work in grading, leveling, planting, seeding and laying out of roads and paths at *Temple Beth El's Memorial Park, Portland, Maine*, was completed last summer. Plots sell for \$150 each to members. Fifty dollars of the purchase price is invested in a perpetual care trust fund, thus eliminating all future assessments. Lots will be uniformly marked with bronze plaques.

*Congregation Rodfei Zedek, Chicago, Illinois*, recently purchased a section of a cemetery. The initial cost of a plot is the only cost for the member. A perpetual care fund has been maintained at this cemetery for over 100 years.

In *Phoenix, Arizona*, *Beth El Congregation* moves ahead with its cemetery landscaping. There, water had to be piped in, sprinklers laid, roads paved and top-soil put down. Eventually trees and grass will be planted.

*Har Zion Temple, Philadelphia*, owns a section of ground in a large Jewish cemetery. The cemetery handles all records. The synagogue only records the sale of the lot to its members.

A Perpetual Care program was inaugurated recently at *Gomley Chesed's Cemetery (Portsmouth, Virginia)*. The price for this service is \$50 each for the first two graves, \$25 each for remaining graves on the plot.

Israel Bonds provide the investment outlet for *Congregation Adas Sholom's (Detroit, Michigan)* Perpetual Care Fund. Prices for cemetery lots are \$125 each for members; \$150 for non-members.

Redevelopment work began recently at *Temple Israel's (Albany, New York)* cemetery. The plans, as approved by the Board, include the installation of an adequate watering system, grading and leveling, proper and complete seeding, an addition to the existing road and planting of trees and bushes.

From *Harry L. Albert, Executive Director at Temple Beth El, Rochester, New York*, comes the following:

For the past thirty years, the congregation has purchased land in a large city-owned cemetery. Of course, the congregation's cemetery is set off and specifically indicated. Our problem now is that there is no more land available in this location. Although we have a sufficient number of graves for our needs for the next five to ten years, we have reached the point where we must determine whether we buy land and develop our own cemetery or whether we continue to buy additional plots from the city in another location.

We maintain a chart in the office indicating the position of each grave and the names of members to whom they have been sold. We keep a 3 x 5 card file duplicating this information and containing notations as to date of decease and interment.

Members are permitted to purchase two graves for husband and wife. We discourage purchase for minors.

Upon purchase, graves may be paid for immediately or within a year. Statements are mailed on a quarterly basis. Certificates transferring title are forwarded upon payment in full.

Maintenance of graves proper is a family responsibility in which the congregation takes no part. We do, however, make a one-time charge of \$25 for perpetual maintenance to cover the cost of cutting grass and re-seeding around and between the graves. The City of Rochester, which maintains the cemetery, charges us annually for this service.

We permit transfer of title upon written request by the owner and with consent of the Cemetery Committee. Graves may be surrendered and a refund of the purchase price made on written request with approval by the Cemetery Committee.

*Beth Tzedec, Toronto*, prepared a special folder for a Visitors Day Program at their Memorial Park Chapel. "Lighten the Burden" provides the keynote for this message printed on the back page of the folder:

The tragic loss of a loved one — when grief and anguish fill the heart — imposes a severe emotional strain on the bereaved.

In the hour of bereavement, hurriedly selecting and purchasing a cemetery plot adds to the strain and distress.

To lighten the tragic burden and as a thoughtful provision for the protection of loved ones, members should try to arrange the purchase of plots, long, long, in advance while the mind is free from sorrow.

The selection of a family plot can be best considered when there is time for personal inspection, careful investigation and calm judgment.

Plots to cover every family requirement, single graves, a double or a family plot of four, six, eight or more, can be acquired through convenient terms arranged by the Board of Governors.

To encourage members to purchase plots before the need arises, *Temple Emanuel, Newton Centre, Massachusetts*, used the following in its bulletin:

From the pages of the Old Testament comes the first record of the head of a family making provision for the resting place of his beloved ones.

"So the field . . . and all the trees that were in all the borders thereof round about, were made sure unto Abraham for a possession in the presence of the children of Heth before all that went in at the gate of his city." (Gen. 23:17, 18)

And so Abraham chose a final home for himself and his wife, Sara, almost four thousand years ago. A thousand years later Solomon declared that he who follows such righteousness and charity, finds life, prosperity and honor.

Following the noble tradition of our fathers, it is the duty of the head of every family today to make provision for a final resting place for his wife, for himself and for his children.

It is not only his duty — but his privilege; it is the moral law.

Name ..... No.....  
 Amount Paid .....

Number of lots Purchased ..... Sect. .... Date of Purchase .....

NAME	Relationship	PLOT No.	Date of Death	AGE	NAME	Relationship	PLOT No.	Date of Death	AGE

INTERMENT RECORD - PARK SYNAGOGUE - CLEVELAND, OHIO

NAME OF INTERESTED PARTY .....  
 NAME OF INTERESTED .....  
 FOR WHOM RESERVED .....  
 DATE OF DEATH .....  
 TIME ..... DATE OF FUNERAL .....

UNDERTAKER .....  
 NAME OF PURCHASER .....  
 NEAREST KIN .....  
 ADDRESS .....  
 ADDRESS CHANGE .....  
 REMARKS .....

CHARGE NO. ....  
 MEMBER OR NON-MEMBER .....  
 TERNUM CALENDAR DATE .....  
 MONUMENT .....  
 RELATIONSHIP TO DECEASED .....  
 RELATIONSHIP TO DECEASED .....  
 NAME - RESERVED .....  
 NAME - DECEASED .....

DEED NO. ....  
 DATE OF SALE .....  
 PLOT CHARGE .....  
 BURIAL CHARGE .....  
 PHONE NO. ....  
 PHONE NO. ....  
 PHONE NO. ....  
 PHONE NO. ....

PROP. CARE ..... SECTION ..... ROW OR PLOT NO. .... GRAVE NO. ....

Shaar Hashomayim,  
 Montreal, Quebec.  
 11" x 16" ledger sheet;  
 form appears 4 times  
 per page.

RECORD OF BURIAL

Name ..... Lot No. ....  
 Date of Burial ..... Grave No. ....  
 Order No. .... Date of Death.....  
 Grave to be Maintained by .....  
 Address .....  
 Check if deceased was a member of the Temple.

RECORD OF GRAVE:

Assignment ..... Date ..... Mbr.   
 Reservation ..... Date ..... Mbr.   
 Burial ..... Date ..... Mbr.

Name ..... Lot No. ....  
 Address ..... Grave No. ....  
 Certificate No. .... Issued.....  
 Order No. .... Date of Death.....  
 Grave to be maintained by .....  
 Address .....

Beth El, Buffalo, N. Y.

Congregation Anshei Israel  
 1801 E. 8th Street Tucson, Arizona

RECORD OF BURIAL

Grave number..... Block..... Section..... Date of Burial.....  
 Hebrew Name..... Hebrew Date of Death.....  
 Name of Deceased..... Date of Death.....  
 Mortuary..... Officiating Rabbi.....  
 Next of Kin.....  
 Relationship.....  
 Address.....

Member [ ] Non-Member [ ]  
 Plot Fee \$..... Terms.....  
 Perpetual Care.....  
 Headstone Deposit.....  
 Unveiling Date.....

Committee Member Making Arrangements ..... Date .....

PITTSBURGH, PA. .... 19....

HAZEL 2289  
 2288

TO CONGREGATION BETH SHALOM  
 BEACON STREET AND BRADY AVENUE  
 CEMETERY ACCOUNT

Section..... Plot.....  
 Section..... Grave.....  
 Reservations..... Grave.....

Other Charges including  
 Grave Digging, Use of Chapel, Lowering Device,  
 Grass Carpet, Grass Grave Lining, Matting and  
 Marble Markers for Plots.

MAKE ALL CHECKS PAYABLE TO CONGREGATION BETH SHALOM CEMETERY FUND

No. _____ Buffalo, N. Y. _____ 19____ \$ _____ _____ _____ Place of Death _____ Date of Death _____ 19____ Hebrew Date _____ Late Residence _____ Age: _____ years _____ months _____ days Location of Grave: Lot No. _____ Sec. _____ Line _____ Grave No. _____ Undertaker _____ Synagogue _____ Date of Burial _____ Next of Kin _____	No. _____ Buffalo, N. Y. _____ 19____ \$ _____ <p style="text-align: center;"><b>TO THE SUPERINTENDENT OF THE BETH EL CEMETERY</b></p> <p style="text-align: center;"><i>Please open a Grave for the remains of</i></p> _____ _____ Place of Death _____ Date of Death _____ 19____ Hebrew Date _____ Late Residence _____ Age: _____ years _____ months _____ days Location of Grave: Lot _____ Sec. _____ Line _____ Grave _____ Undertaker _____ Synagogue _____ Date of Burial _____ 19____ Next of Kin _____
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Ledger sheet 14¼" x 12". The left hand stub is retained in the book. Form appears twice per page.

**Congregation Temple Beth-El**  
 To the Superintendent of Mt. Hope Cemetery  
 Rochester, N. Y.,  
 Permission is hereby given to bury the remains of \_\_\_\_\_  
 On Lot No. \_\_\_\_\_ Grave No. \_\_\_\_\_  
 Range No. \_\_\_\_\_ belonging to Congregation Temple Beth-El.  
 \_\_\_\_\_ President  
 \_\_\_\_\_ Secretary

This is run in duplicate →

**CEMETERY PERMIT FOR LAYING FOUNDATION  
BETH EL CEMETERY**

Permit No. \_\_\_\_\_  
Date \_\_\_\_\_

To: \_\_\_\_\_

Please lay foundation:  
 Size: \_\_\_\_\_ Grave No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
 Occupied by: \_\_\_\_\_  
 Reserved: \_\_\_\_\_  
 Please notify \_\_\_\_\_  
 makers of monument, just as soon as foundation is completed.  
 Foundation to be completed by \_\_\_\_\_  
 \_\_\_\_\_

Exco. Secy.  
\_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_

**BETH SHALOM CEMETERY**

OFFICE  
 BEACON ST. & SHADY AVE.  
 PITTSBURGH 17, PA.  
 HAZEL 1-2288-1-2289

CEMETERY GROUNDS  
 SHALER TOWNSHIP  
 MILLVALE 1-1985

651

DATE \_\_\_\_\_

**PLANTING ORDER**

You are hereby authorized to plant the following on grave(s) of \_\_\_\_\_  
 \_\_\_\_\_  
 Grave No. \_\_\_\_\_  
 payment for which I agree to make in advance, in accordance with the Cemetery Rules and Regulations:—  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Name \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Permit N<sup>o</sup> \_\_\_\_\_ 19\_\_\_\_

**CONGREGATION B'NAI ISRAEL  
TOLEDO, OHIO**

Herewith Grants Permission To: \_\_\_\_\_  
 To enter the B'nai Israel Cemetery for the purpose of erecting a monument.

For: \_\_\_\_\_ Grave No. \_\_\_\_\_ Companion Grave \_\_\_\_\_  
 Marker \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_ Inscription Only \_\_\_\_\_  
 Other \_\_\_\_\_

Administrative Secretary  
 Congregation B'nai Israel

Set up in triplicate:  
 one each for the monument dealer,  
 cemetery caretaker  
 and the office.

This Indenture, made this..... day of..... one thousand nine hundred and.....

Between CONGREGATION EMANUEL, a religious society organized under the laws of New Jersey, having its principal office in the City of Paterson, County of Passaic, State of New Jersey, party of the first part, and..... of the..... of....., in the County of....., and the State of....., party of the second part:

Witnesseth That the said party of the first part, for and in consideration of the sum of..... Dollars to it paid by the party of the second part, the receipt whereof is hereby acknowledged, has granted, bargained, sold and conveyed, and by these presents does grant, bargain, sell and convey unto the said party of the second part,.....heirs and assigns forever, as a place of burial for the dead:

All and singular that certain lot or plot of land in the cemetery belonging to the party of the first part, situated in the Boro. of Emerson, Bergen County, New Jersey, which lot is designated as lot#..... section....., on a certain map known as the map of the cemetery of the Congregation Emanuel, Boro. of Emerson, Bergen County, New Jersey, and being part of Block #37, upon map or plan of said cemetery entitled "Map of Cedar Park Cemetery" prepared by E. T. Click, dated October, 1941, and filed in the office of the Clerk of the County of Bergen as map number 3267.

The above described lot is to be used for the burial of not more than.....persons.

To have and to hold the above granted premises, together with the uses and privileges of the service avenues, walks, and other accommodations in said cemetery, unto the said party of the second part,.....heirs and assigns forever, subject however, to the conditions, restrictions, rules and regulations following; to wit:

- 1. All cemetery plots shall be sold subject to the conditions, reservations, limitations, rules and regulations hereinafter set forth and such as may hereafter be adopted. All plots shall be held by the purchaser pursuant to the act incorporating this Congregation and the supplements thereto, and shall not be used for any purposes other than as a place of burial for the dead.
2. The owner or owners shall not permit the interment of any person not of the Jewish faith; nor shall any transfer or assignment of any plot or of any interest therein be valid without the consent of the corporation in writing first had and endorsed upon such transfer or assignment, and all transfers must be entered in the Register of the Congregation kept for that purpose. No transfer shall be allowed except to a member of the Congregation in good standing.
3. Disinterments will not be allowed unless permission be first obtained for that purpose from the Cemetery Committee, and if given, such permission shall be in writing, and signed by the Chairman of the Cemetery Committee.
4. The Congregation shall have the right and may from time to time lay out or alter such avenues or walks and make such rules and regulations for the governing of the grounds as it may deem requisite and proper to secure and promote the general objects of the Cemetery.
5. The owner or owners of a lot or lots and their families will be allowed access to the grounds at all times, observing the rules which have been or may be adopted for the regulation of visitors.
6. The owner or owners of any lot or lots shall have the right to cultivate plants or shrubs on the same. Trees growing within any lot or border thereof shall not be cut down or destroyed; nor shall any tree be planted without the consent of the Cemetery Committee.
7. If any trees or shrubs situated in any lot shall by means of their roots, branches or otherwise, become detrimental to the adjacent lots or avenues, or unsightly or shall obstruct passage in any way, the Cemetery Committee shall have the right or privilege to enter such lot or lots and remove the said trees or shrubs, or part thereof as it may deem detrimental, unsightly or obstructive.
8. All rubbish made by lot owners, or persons employed by them must be removed immediately to such place or places of deposit as are or shall be provided for that purpose.
9. No graves shall be opened except under the supervision and on the consent of the chairman of the Cemetery Committee.
10. An order in writing is required from the lot owner or his legal representative whenever a grave is to be opened.
11. All persons are prohibited from picking flowers or breaking any tree, shrub or plant. Lot owners are requested to notify the caretaker of their intention to pick flowers or remove any plant from their own or any other lot in the cemetery.
12. A lot or plot shall not be enclosed by any so-called fence, railing, coping, hedge or embankment, nor shall it be raised or lowered for any reason from the grade established by the Congregation.
13. If any monument or enclosure, or any structure whatever or any inscription be placed in or upon any lot which shall be determined by the Cemetery Committee to be offensive, obnoxious to the sensibilities, or injurious to the appearance of the surrounding lots or ground, it shall have the right and it shall be its privilege to enter such lot and remove the offensive inscription or improper object. Benches, setees and urns made of wood, boxes, shells, toys and similar articles scattered upon graves or lots are inconsistent with the proper keeping of the grounds and will not be permitted.
14. No sign indicating that a lot or vault is "For Sale" will be permitted on the grounds.
15. Remains that have been cremated shall not be buried in, or placed upon the cemetery grounds.
16. No mausoleums shall be erected upon a single plot. A member desiring to erect a mausoleum must purchase not less than a block of 8 lots and construct a mausoleum as near the center thereof as conditions will permit. No mausoleum shall be erected thereon without first obtaining permission therefor from the Cemetery Committee. Mausoleums may only be erected on plots No. 1, 19, 20, 38, 39, 57, 58, 76, 95, 96, 99, 114, 115, 133, 134, 152, 153, 171. Upright stones or slabs shall not be less than five inches in thickness, except that any stone or slab less than five inches in thickness must be placed on the ground in a horizontal position. Foundations must be of solid masonry and not less than six feet deep.
17. In the case of mausoleums, vaults shall not be erected wholly or in part above ground without permission of the Committee, and every vault must be furnished with catacombs, allowing interments to be separately made and closely sealed. Such portions as are above ground to be faced with cut quarry stone, marble or granite.
19. Monuments or grave marks made of any metallic substance, except standard bronze, will not be allowed. No structures of concrete, cement block or hollow tile shall be permitted in the cemetery.
20. Materials for building or setting of monuments, tablets or any other work of any description will not be received or allowed on Saturdays or Jewish holidays. No graves shall be dug or opened or work of any kind whatsoever performed on the cemetery grounds on Saturdays or Jewish holidays.
21. Only one burial shall be made in each grave. Graves must be at least twelve inches apart from one another, or such distance apart from one another as ordained by the Township of Emerson, New Jersey.
22. Subject to the rules and regulation of Cedar Park Cemetery.
23. The grantee hereby agrees to pay to Congregation Emanuel perpetually the sum of \$2.00 per plot or fraction thereof per annum as a contribution to the maintenance of the entire cemetery. The payment of this sum shall in no way obligate the Congregation to maintain the individual plot or fraction thereof. It being understood between the parties hereto that the grantee herein will arrange with Cedar Park Cemetery for the perpetual care of said plot or graves at his own expense, in addition to the sum herein above mentioned.

And the said party of the first part hereby covenants to and with the said party of the second part.....heirs and assigns, that the party of the first part is lawfully seized of the herein above granted premises in fee simple, that it has good right to sell and convey the same for the purposes hereinbefore expressed.

In Witness Whereof said Congregation Emanuel has caused these presents to be signed by its President, attested by its Secretary, and its corporate seal to be hereunto affixed the day of the year first above written.

CONGREGATION EMANUEL

ATTEST:

By ..... President

Secretary

Congregational Handbook

The United Synagogue of America
3080 Broadway, New York 27, N. Y.

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Mrs. Roxane Brody, Editor

Morris Laub, Director

Department of Synagogue Administration

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