

## Policy for Adath Shalom's Maintenance and Use of its Yahrtzeit List

### Definition

- In this document the term "member" means a member of Adath Shalom Congregation as defined by its by-laws and who is at least 18 years old

### Ongoing Procedure

- The Yahrtzeit List will be read aloud by the Gabbai prior to the recitation, led by the Service Leader, of the Kaddish Yatom.

### Who may place names on the Yahrtzeit List

- Use of the list is restricted to members of Adath Shalom and the immediate members of their family.
- After the 2021-2022 renewal period for membership, Associate Members will no longer be allowed to place names on the congregational list.
- Yahrtzeit names will be removed from the list if there is no longer a member who is responsible for his or her Kaddish.
- When a member passes away, any names they had added to the Yartzeit List will be removed, unless the member's spouse is a full member, the names meet our criteria, and the spouse wants the names on the Adath Shalom List.

### Whose names may be placed on the list

- Parents
- Spouses
- Children and Grandchildren (G-d forbid!)\*
- Siblings
- In cases where someone served in the place of a parent, that person or pair of persons (maximum of two) may be included on the Congregation's Yahrtzeit List.
- To be clear, starting from the Congregation's Annual General Meeting for 2021, its Yahrtzeit List will not normally include grandparents,\* aunts, uncles, or cousins, nor will it include a friend's name or other relative's name, even if that person has no one to say Kaddish.

### Duties and Responsibilities

- The person responsible for Member Information & Yahrtzeits shall maintain the Yahrtzeit List and provide updates to both the Editor of the synagogue bulletin and to the Corresponding Secretary. It will also be that person's responsibility to scan the List at the time when this policy is adopted and annually thereafter to ensure that no inappropriate name is included. The officer will also inform a member when a name for which he or she says Kaddish is being removed.
- It will be the responsibility of the Corresponding Secretary to send out reminder notices to members who have names on the list.
- It will be the responsibility of the Editor of the synagogue bulletin to publish a week-by-week list of yahrtzeits.

- It will be the responsibility of a member who has yahrzeit and wants an honour to inform the Gabbai for that day well in advance of the service. Because of the greater difficulty of planning virtual services, the member should inform the Gabbai at least several days before a virtual service of their desire for an honour.

#### Yizkor Memorial for Recently Deceased Members of the Congregation\*\*

- There are four services in a year at which Yizkor is said. At each of those, starting from the first day of a calendar year the prayer In Memory Of Congregants on page 336 of *Siddur Lev Shalom* will be added, pausing to recite the names of those members of our congregation who have passed away in the previous year along with any who have passed away in the current year.
- To facilitate this process, the person responsible for Member Information and Yahrzeits will maintain a list of recently deceased member for a period of up to two years, using the conventional calendar. After the second year, names will be dropped from the list.
- Appropriate consideration will be given to members who may spend their last year in a hospital or hospice or other situation which precluded membership in the congregation. If they had been members for at least three years immediately before that time, the gap in the last year will be ignored.
- The Congregation is aware of a number of ways of dying that are considered halakhically inappropriate for Jews. Such considerations will not be applied with respect to this Yizkor Yahrzeit List.

#### Other Issues

- Mourners are expected to stand and recite kaddish aloud if they are physically able to do so when the Kaddish Yatom is recited by the service leader. Other congregants may choose to stand or not as is their custom.
- Anyone attending a service at Adath Shalom may say Kaddish for anyone whom they wish to honour without informing the congregation or the gabbai.
- At no time will a gabbai or service leader ask a member of the congregation aloud for names to be remembered at a Kaddish Yatom. A guest may be asked.
- Notwithstanding anything said in this policy document, it cannot cover all possibilities. In the event of unforeseen or uncertain situations, a gabbai is encouraged and permitted to use his or her own judgement.

Approved by the Board April 7, 2021