

BETH ISRAEL CENTER
Shiva Planner

INSTRUCTIONS:

- 1 - Identify the Shiva Coordinator.** This person may be designated by the family (a close friend or extended family member) or may be a representative of the BIC Shiva Team
- 2 - The Shiva Coordinator downloads, prints, and completes this form (or requests an editable Google Doc from the office). Some information ([the blue section](#)) may be collected by BIC staff and provided to the Shiva Coordinator.
- 3 - The Shiva Coordinator sends the information to the BIC office.

SHIVA COORDINATOR _____

Phone Number _____ **E-Mail** _____

SHIVA FAMILY DETAILS (information typically gathered by the office)

Name of the deceased _____ Date of funeral _____

Dates & times of shiva/condolence calls _____

Minyan time(s) _____

Address of shiva house _____

Phone number _____ E-mail _____

Family Representative (with whom is the BIC representative making plans):

Name _____

Phone Number _____ E-Mail _____

SUPPLIES & EQUIPMENT AVAILABLE

BIC will provide supplies for use during shiva, if needed. Kits are ready to go and can be kept at the Shiva home. Prepared Shiva house kits include:

- Small table, pitcher, bowl, hand towels for ritual hand washing outside the home
- Back-up supplies (in limited amounts) of tea and instant coffee; paper plates & plastic cutlery; toilet paper, paper towels, tissues; containers for leftover food, markers and tape; spray cleaner, garbage bags.

Does the household need any of the following, which can be brought from BIC?

Folding chairs (# _____) Ice Large hot water urn

PROVIDING FOOD

Our congregation is prepared to bring meals for the mourning family based on their eating needs and preferences. This replaces the prior practice of bringing plated foods when making a Shiva call.

It is the Shiva Coordinator's job to ensure that all needs are covered, including monitoring the online signup if one is used.

Information emailed to the congregation about shiva will include the name and contact info of the Shiva Coordinator, along with instructions not to bring food to the shiva home except by prior arrangement. These emails may also include a link to an on-line sign-up, if one is used.

Seudat Havra'ah ("Meal of Condolence") following the funeral # of people _____

Meals needed: Mourners prefer Lunch Dinner Time(s) _____

Day One # of people _____

Day Four # of people _____

Day Two # of people _____

Day Five # of people _____

Day Three # of people _____

Day Six # of people _____

ASSISTANCE NEEDED WITH

Cleaning & straightening Serving food Washing dishes

DIETARY CONCERNS (Kashrut, allergies, favorite foods/special requests/preferences):

Will an online signup (e.g., MealTrain) be used to coordinate food for the mourners during Shiva? yes no

If yes, announcements from BIC about shiva will include a link.

Please email the link to bic@bethisraelcenter.org when the sign-up sheet is ready.

Please contact the office as needed. We're here to help!

Elissa Pollack (Executive Director) - elissa@bethisraelcenter.org or 608-335-6472

Rabbi Betsy - rabbi@bethisraelcenter.org; **best to text Rabbi at (847) 421-1905**

Sarah Masa-Myers - office@bethisraelcenter.org or 608-256-7763

Not sure whom to email? Write to bic@bethisraelcenter.org.

This reaches several staff members at the same time.