



Jafaria Islamic Society Ltd

Policy & Procedure

Funeral & Burial Services Policy

Version	Status	Adopted	Next review	Owner
1.0	Board-adopted policy (Directors; Trustee oversight)	[date]	[+12 months]	Funeral Director (Secretary)

1. Purpose

To provide dignified, prompt and religiously-correct funeral, ghusl, kafan and burial services for the community, in accordance with Shia-Islam rites and the law.

2. Scope

All funeral and burial services coordinated by the Society, and the people who provide them.

3. Definitions

Term	Meaning
Ghusl/Kafan	The Islamic ritual washing and shrouding of the deceased.
Mayyit	The deceased.

4. Policy principles

- Services are provided with dignity, compassion and religious correctness.
- Bereaved families are vulnerable and are treated with care, privacy and clear communication.
- Costs and any assistance are transparent; no family is turned away in genuine hardship.
- The service must not depend on a single person (succession/backup).

5. Requirements and procedures

Coordination and records

- Provide a clear 24/7 point of contact and process for families on bereavement.
- Coordinate ghusl, kafan, salat al-mayyit, transport and burial with the cemetery; confirm religious requirements.
- Maintain confidential records of each service and link them to the cemetery interment records.
- Train and roster a backup funeral coordinator so the service is never dependent on one person.

Welfare, safety and conduct

- Apply the La-Waris/Ba'ad-Waris provision where the deceased has no next of kin.
- Coordinate welfare assistance for families in hardship through the welfare process.
- Apply infection-control and manual-handling safety; screened personnel only; respectful conduct per the Code of Conduct.



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6. Roles and responsibilities

Who	Responsibility
Funeral Director	Coordinate services; maintain records; train and roster a backup.
Director (Cemetery)	Burial and plot logistics; interment records.
Board	Resource the service; approve hardship assistance.

7. Records and review

Records made under this policy are kept in the Society's central system and retained per the Records Management & Retention Policy. This policy is reviewed at least every 12 months by the Board of Directors (changes require Trustee approval), and sooner if law, risk or operations change.

8. Related documents

Cemetery Operations & Records Procedure · Operating Policy — Zainab Cemetery v3 · Safeguarding Policy (vulnerable persons) · WHS Policy

9. Adoption

Adopted by resolution of the Board of Directors of Jafaria Islamic Society Ltd, with the oversight of the Board of Trustees.

Resolution / meeting date	Chairperson — sign & name	Secretary — sign & name
[date]		