

FUNERAL MANAGEMENT COMMITTEE STANDARD OPERATING PROCEDURES

Communication

1. The Fourteen Stars Education Center Funeral Management Coordinator shall be the first point of contact in the event of a death of a community member. The Coordinator is informed about the demise of an individual, in most cases, by a next of kin.
2. The Coordinator obtains all necessary information from the next of kin and informs them regarding the janaza and burial procedure as well as provides them with funeral home name and address and cemetery name and address.
3. Once all details for the date and time of Salat Al-Mayyit and burial have been confirmed with the next of kin, a death announcement may be relayed to the community by the Management Board. Please find a template for Death Announcement at the end of this manual.

Release of Deceased Body from Hospital/Medical Facility

1. The Coordinator provides the next of kin with the funeral home details, which the next of kin must give to the hospital/medical facility in order to initiate and authorize the “release” of the deceased body from the hospital/medical facility, if applicable.
2. Once the next of kin has authorized the release of the deceased body, the Coordinator will contact the funeral home and provide them with the location and address for pickup of the deceased body.

Transportation

1. The funeral home will give an estimated time of arrival for their vehicle and when it should be expected to arrive and pick up the deceased body.
2. The Coordinator shall then inform the next of kin when the deceased body will be picked up.
3. The funeral home will transport the deceased body from its location to the funeral home, where the Ghusl Al-Mayyit (washing) of the deceased body will take place.
4. Upon completion of the Ghusl Al-Mayyit, the funeral home will transport the deceased body to Fourteen Stars Education Center.
5. Once the Salat Al-Mayyit is completed, the deceased body will be transported to the cemetery for burial.

Note: During a pandemic, Salat Al-Mayyit will be performed at the cemetery grounds. Therefore, the deceased body will be transported directly from the funeral home to the cemetery.

Ghusl Al-Mayyit

1. Clean the body thoroughly of all najasat (urine, stool, blood, etc). Use soap (optional) with lukewarm water and a pair of gloves.
2. Make a niyyat, "I am washing this dead body with SIDR WATER Wajib Qurbatan Ilallah" and wash the body with SIDR WATER.
3. Make a niyyat, " I am washing this dead body with CAMPHOR WATER Wajib Qurbatan Ilallah" and wash the body with CAMPHOR WATER.
4. Make a niyyat, "I am washing this dead body with CLEAN WATER Wajib Qurbatan Ilallah" and wash the body with CLEAN (TAP) WATER.

Important Notes:

- After all these Ghusls, the body should be gently dried with a clean towel.
- While giving the Ghusl, cover the private parts.
- The method of giving Ghusl is Tartibi - in sequence - first head and neck, then the right side and finally the left side, the way we ordinarily do our Ghusl.
- While performing Ghusl, recite surah/ayat of the Qur'an and Dua.
- The person giving Ghusl should belong to the same gender, but if not available, a mahram of the opposite gender can give Ghusl provided that the body is completely covered with a sheet of cloth. Gender is irrelevant when giving Ghusl to the body of a child below the age of six (tamiz - the age of discretion).

Tahnit/Hanut

After the first wajib act has been completed, the second wajib act is Tahnit. This involves applying fresh fragrant Camphor powder on the seven parts of the body which rest on the ground when prostrating doing Sajdah. These are the forehead, the palms of the hands, the knees, and the toes.

1. It is wajib to begin Tahnit starting with the forehead.
2. Some Camphor may also be applied on the tip of the nose and the chest.
3. Keep the niyyat, "I am doing Tahnit/Hanut on the dead body Wajib Qurbatan Ilallah" before commencing Tahnit.

Takfin/Kaffan

After the second wajib act has been completed, the third wajib act is Kaffan i.e., shrouding or systematically wrapping the body with three wajib and several additional mustahab pieces of cloth.

Wajib Pieces

- a) Lungi (Loin cloth) - an apron like loincloth that should completely cover both the front and back part of the body from the navel to the ankles.
- b) Qamis (Long shirt) - a piece of cloth similar to a shirt that covers the body from the shoulders to below the knees, preferably to the ankles.
- c) Chadar (a large piece of cloth) - covers the entire body and is long and wide enough so that the front parts overlap and the top and the bottom parts can be tied with a string.

Mustahab Pieces

The mustahab (recommended) pieces of Kaffan are:

- a) Scarf to cover the head.
- b) Brassier/Seenaband to cover the whole area of the bust or breast.
- c) Cotton pad sprinkled with Camphor (for females only) for placing around the private parts.

Salat Al-Mayyit

1. The deceased body will be transported to the Fourteen Stars Education Center, where the Salat Al-Mayyit will be performed over the body. This Salah will be led by the resident alim, or his substitute if he is unavailable.
2. It consists of 5 Takbiraat, which are wajib to perform.
3. The deceased body should be placed with its head towards the right side of the prayer leader and its feet towards his left side.
4. The body should be placed on the ground and not elevated.

Note: During a pandemic, Salat Al-Mayyit will be performed at the cemetery grounds.

Tadfin/Daffan

1. There will be at least 6 men present at the cemetery in order to carry the body from the vehicle to the grave site.
2. The burial of the deceased body will be done in such a manner that it will not be disrespected, no animal will be able to dig it out, nor will any odor emanate from it.
3. The body will be turned on its right side and some dirt will be placed underneath the right cheek.

4. Talqeen: This is not a wajib act, but rather a mustahab which will be done when the resident alim is present.

Note: The Coordinator and other team members will do their best to accommodate special requests from the next of kin within reason. Any other mustahab acts may or may not be performed at the request of the next of kin.

Grave

1. At this time, grave plots are purchased on an as needed basis at the cemetery through other local masjids. The Coordinator will confirm the availability of a grave plot for the deceased and arrange for the next of kin to meet the masjid representative at the cemetery office to remit payment and sign all appropriate documents at that time.
2. On the day of the burial, a grave is assigned, prepared and ready at the appointed time by the cemetery personnel, who will be on site during the burial to assist.
3. A temporary sign is placed on the grave on the day of the burial while the headstone is being prepared.

Associated Costs

While the Funeral Management Committee does not accept any payments for the funeral arrangement, washing of body or the Kaffan and other materials required to perform this duty appropriately, the funeral home and cemetery do have costs associated with the use of their services and facilities.

- Approximate Funeral Home Costs: \$1810-\$1850 (includes death certificate(s), transport of body, facility for ghusl)
- Approximate Cemetery Costs: \$3700 (includes vault without cement, slab, basic biodegradable casket, basic headstone)

Note: Next of kin may choose to add or upgrade materials such as an upgraded headstone, but this will add to the original cost.

Training

The Fourteen Stars Education Center Funeral Management Committee consists of community members who volunteer their time and efforts to ensure that the Janaza and burial rites of every community member is executed in the best manner possible and with utmost respect and attention to detail. Training is provided for all team members two times a year. Please contact the Funeral Management Coordinator if you would like to volunteer.

Death Announcement (Out of Area)

We regret to inform you of the sad demise of **NAME**, who passed away on **DATE** in **CITY/COUNTRY**. Salatul Janaza will be at **LOCATION** on **DATE** at **TIME** followed by the burial.

Marhum(a) was the son/daughter of **PARENTS' NAMES. OTHER RELATIVES NAMES (IF RELEVANT)**.

Messages of condolences can be sent to **EMAIL/PHONE NUMBER**.

The Fourteen Stars Management Board conveys its sympathies and heartfelt condolences to the bereaved family.

May Allah (swt) rest the Marhum(a)'s departed soul in eternal peace in Jannah and give the family the fortitude to bear this monumental loss.

Surah Al-Fateha is requested for Marhum(a) **NAME**.

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Death Announcement (In Tampa)

We regret to inform you of the sad demise of **NAME**, who passed away on **DATE** in **Tampa**. Salatul Janaza will be at **Sunset Memory Gardens Cemetery** on **DATE** at **TIME** followed by the burial.

Marhum(a) was the son/daughter of **PARENTS' NAMES. OTHER RELATIVES NAMES (IF RELEVANT)**.

Messages of condolences can be sent to **EMAIL/PHONE NUMBER**.

The Fourteen Stars Management Board conveys its sympathies and heartfelt condolences to the bereaved family.

May Allah (swt) rest the Marhum(a)'s departed soul in eternal peace in Jannah and give the family the fortitude to bear this monumental loss.

Surah Al-Fateha and Salatul Wahshat on the night of the burial is requested for Marhum(a) **NAME**.

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**Please note that all who attend Janaza and burial service must wear masks and adhere to social distancing requirements.*