

## **POLICIES AND PROCEDURE**

1. Wadi-e-Masom is administered and maintained by MASOM and will be overseen by Executive Committee, MASOM.
2. A separate account for Wadi-e-Masom shall be maintained by the Executive Committee for financial transparency.
3. All graves are deeded to MASOM.
4. The donation for the grave is \$500 if donated in advance otherwise at the time of the need the donation will be \$1000.
5. No shia Ithna Ashari Muslim shall be denied burial at Wadi-e-Masom.
6. At the time of death, family members, or friends of the deceased shall contact Executive Committee, MASOM, or any member of Wadi-e-Masom Committee, within a reasonable time, to coordinate the burial process.
7. Assignment of graves for burial shall be done in ascending order, i.e., 1,2,3 and so on until 1000. THERE ARE NO EXCEPTIONS .
8. Family of the deceased shall be asked to donate towards the cost of a grave at the current market rate, only if they had not done so already in the form of prior donation(s) (a minimum of \$500 for ONE grave) towards Wadi-e-Masom.
9. Burial Service charge are separate from the cost of a grave and everyone is required to pay the service provider, Bohemian National Cemetery, at the time of service.
10. Burial Service charges for removal of the dead body from place of death to MASOM, and the usage of a hearse to cemetery are to be paid to the provider of that service.
11. MASOM Imambargah will remain open for those who choose not to attend the burial service at Wadi-e-Masom Cemetery until the participants of the funeral return to the center.
12. Resident Aa'lim, MASOM will be available to lead the service and prayers for the deceased. Any questions regarding burial rites in accordance to Shia-Ithna-Ashari Islamic Laws and Traditions shall be directed towards him.
13. The Executive Committee, with the help of the Wadi-e-MASOM Committee, shall submit a yearly progress report in regards to Wadi-e-Masom Cemetery.