



## General Board Meeting, February 25, 2018

### Present:

Barak Bar-Cohen	Helaine Isaacs	Naomi Perlman
Aaron Bellows	Bret Jacknow	David Politziner
Charlene Borsack	Eric Jaffe	Naomi Richman-Neumann
Harry Cummins	Heidi Joseph	Abigail Rose
Rabbi Adam Feldman	Edye Kamenir	Ginger Schnitzer
Judi Fleitman	Moshe Margolin	Barbara Schwartz
Martha Friedman	Linda Meisel	Nicole Soffin
Lew Gantwerk	Linda Milstein	Bernard Abramson
Debbie Gross	Debbie Orel	

### Minutes:

1. Meeting called to order at 7:03 PM
2. **D'var Torah** – Dale Daniels, Executive Director, and Susan Yellin, Project Co-Director, Chhange (Center for Holocaust, Human Rights, & Genocide Education). Two documents are attached describing (i) Chhange's guidance on creating a coalition to confront acts of hatred and (ii) Chhange's role. Several topics were discussed:
  - Princeton's anti-hate groups including "Not in Our Town" and association of clergy
  - the need to address anti-Semitism in universities.Chhange can provide education and lessons from other communities. The next steps are up to us.
3. Approval of Minutes  
The minutes of December's and January's Board meetings were approved.
4. **Rabbi Feldman's report**
  - 4.1 The Torah project is proceeding with completion expected by Simchat Torah.
  - 4.2 A couple who were married in the sanctuary on May 25, 1968 will return on the Shabbat of their 50th anniversary for a blessing from Rabbi Feldman.
5. **Director of Administration report** – Debbie Orel
  - 5.1 Maryann Yarin has returned to work following the death of her husband.
  - 5.2 Debbie and family will be visiting Israel beginning on March 4. Linda Milstein and Judi Fleitman will manage the preparation of the Newsletter and all VPs have assigned tasks.
  - 5.3 Monitoring cameras are being installed in classrooms. They will be linked to recorders and monitors in Debbie's office. Improvements to the main entrance, school door locks, and parking lot lighting are also in progress. All of this is covered by the security improvement grant.

5.4 The updated Publications was introduced (attached). Additions include social media. A motion to approve the policy was moved by Helaine Isaacs, seconded by Martha Friedman and approved unanimously.

**6. President's report – Linda Meisel**

6.1 Linda initiated group discussions to begin work on a code of conduct, *derech erez*, for TJC. The Board formed four groups to develop ideas on:

- communications
- engagement
- personal interaction, and
- values.

The results are summarized in Attachment C. In discussion these points were raised:

- Nicole Soffin asked about enforcement and the consequences of code violations. Linda Meisel said this should be developed as we proceed.
- Helaine Isaacs said that a code could not be imposed and we need to introduce these ideas to the congregation in a way that maximizes adoption
- Edye Kamenir pointed out that the Long Range Planning process collected a lot of relevant information which should be integrated into this process.

6.2 In accordance with TJC By-laws, the President has appointed a Nominating Committee and its work is proceeding. The membership is:

Chair: Naomi Richman-Neumann

Board representatives: Martha Friedman, Debbi Gitterman

At large: Phil Carchman, Lou Klimoff, Seva Kramer, Jonathan Prenner

**7. Search Committees**

7.1 Director of Congregational Learning search – Ginger Schnitzer

Since the last Board meeting additional resumes have been received from promising candidates. Most 1<sup>st</sup> round interviews have been conducted. The 2<sup>nd</sup> round will include a meeting with Rabbi Feldman, light dinner with 2 committee members and an interview during which the candidates will give a *d'var Torah*. The 3<sup>rd</sup> round will include teaching a school class, meeting the School Committee, and other steps. The committee is optimistic about the outcome.

7.2 Hazzan search – Linda Meisel on behalf of Barbara Gantwerk

15 applications received, 9 video interviews conducted, two candidates (so far) invited for in-person interviews. Three weekends have been set aside for candidates to participate in TJC services and activities. The first will be on March 9-11 with Cantor Jeff Warschauer. The committee expects to have a recommendation by March 31.

7.3 The President noted that the committees are co-ordinating their activities, especially site visits, to avoid conflicts.

**8. Trustee, VP and Committee reports**

8.1 Finance – David Politziner

- has met with 2 banks to discuss possibly moving TJC business. One bank made an unsolicited donation to the Sarge event
- see attachment D for January financial summary
- membership numbers unchanged
- both dues and operating expenses are expected to end the year under budget

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- the "Finance" expense line is over budget reflecting membership dues paid by credit card. This policy will be reconsidered for next year
- "Maintenance" is expected to end the year on budget
- "Education" we are approaching people who have not yet paid their bills and hope the revenue will increase
- overall expect to end the year on or slightly above plan.

### 8.2 Administration

- Eric Jaffe reported that a cell signal booster has been purchased and will be installed (with help from Bernie Fleitman)
- Bet Midrash ark re-varnished (thanks to Gil Gordon and Peter Smith)
- the caterer has measured the Social Hall for re-papering. The estimate will be presented to the Board
- Judi Fleitman introduced the revised and updated version of the current policy on Congregants As Contractors/Vendors (see attachment E). Moshe Margolin moved for adoption, Charlene Borsack seconded. Passed unanimously.

### 8.3 Programming

- Social Action (Lew Gantwerk):
  - Agreed to pay the extra rent one resident of the fire-damaged Griggs Farm now faces. This is for one year.
  - Linda Oppenheimer's program Understanding Racism was successfully received by the committee and will be offered widely
  - worked with other community organizations to support a group of "Dreamers" staying overnight in Princeton on the way to Washington DC
  - Along with 40 other organizations including Cchange, attended a State sponsored meeting at Rutgers to discuss joint responses to hate and intolerance. Facilitated by Ross Wishnick.
- Bret Jacknow raised the question of TJC representation at a march in Washington DC in response to the shooting at Parkland, FI. The issue is that the march will be on a Shabbat. Rabbi Feldman said that TJC may inform members of the march and about transport being provided by other organizations, for example, local churches.
- Martha Friedman will distribute lists of approximately 20 members to each Board member to make "good yontif" telephone calls for Pesach. Board members should pass along to Linda Meisel and Martha any feedback received.

### 8.4 Religious Affairs – Linda Milstein

With Linda Meisel, Linda will form a committee to discuss Kiddush lunches in response to concerns about cost.

### 8.5 Education – Nicole Soffin

In light of the late hour Nicole ceded her time.

Meeting adjourned at 9:45pm.

Minutes recorded by Bernard Abramson

**Attachment A – Change**



Respond swiftly as a unified group to every antisemitic act in your community. Remember, antisemitic acts inflict psychological pain-- victims need to feel supported. Haters profit from your silence.

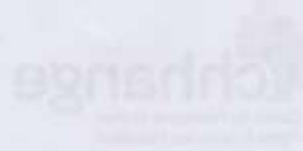
**Resources to Create a Coalition**

Antisemitism is not an issue for Jews alone. Jews cannot single-handedly end antisemitism.

1. Form a coalition to help bridge the gap of isolation and separation that bigotry seeks to perpetuate.
2. Keep the objective of the coalition in sharp focus.
3. Maintain diversity in your coalition; include non-Jews (Christian, Muslim, Black, White) who recognize antisemitism as a problem for all people. (ML King and Abraham Joshua Heschel)
4. Use the relationships of clergy in community: Identify key leadership and partners
5. Reach out to other anti-bias groups and victimized groups in the community: Not in Our Town; Hate has No Home Here.
6. Work together in times of crisis; the more groups who make statements and provide support, the better.

1. Forming a coalition:

- Define or reaffirm JC's goals regarding antisemitism/hate speech/bias incidents--invite other groups whose goals align with JC
- Develop an ongoing relationship/joint programming (in non-crisis times) which includes exposing others to Jewish identity, values, and history, as well as inviting them to holidays and life-cycle events. (Assume your non-Jewish partners do not know much about antisemitism)
- Show support for other minority groups confronted by bigotry (racism, xenophobia, homophobia) by actively joining them in their peaceful responses
- Seek Non-Jewish support following an antisemitic event (Church letter). What was the follow-up to their show of support?



### Resources for Youth

1. Chhange: *Building Bridges* program (see attached summary)
2. Chhange: *Journeys Beyond Genocide: The Human Experience*
3. Garden State Mosaic: Students learn from each other about other faiths and practices
  - a series of sessions held at students' places of worship
  - a community service project based on values common to all belief systems
  - leadership and dialogue skills

### Confronting Antisemitism: Student Actions

1. Seek help from someone you trust (e.g., school personnel, family member, clergy, police or security officer)
2. Document incidents (e.g., take a photo).
3. Share with your friends and fellow students how antisemitism impacts you personally.
4. Organize a club/group response at your school, Hebrew school, or youth group to promote mutual respect and understanding for all.
5. Ask the head of your school (school district) and other community leaders to make a statement against antisemitism
6. Never respond to hate speech with your own hate speech; do not put yourself at risk by responding to actions without seeking help from trusted adults (police or other authority figures).

### Related Resources at Chhange

1. Annual Colloquium: *Stand Up Against Hate*
2. *Law Enforcement Officers Training (Leo)*
3. *Consequences of Hate and Bias*
  - *Juvenile Bias Crime Offenders Education Program*
  - *Understanding & Respecting the Other*
  - Individualized Responses to bias incidents



### About Chhange

Established in 1979, the Center for Holocaust, Human Rights & Genocide Education (Chhange) at Brookdale Community College has carried out its mission "to educate about the Holocaust, genocide and human rights; promote the elimination of racism, antisemitism and all forms of prejudice; and, develop creative programs regarding these crucial human issues." Chhange provides 50-75 programs each year to over 25,000 students, educators and community members from varied socio-economic, racial, and ethnic groups within Monmouth County and throughout New Jersey. We are committed to educate, inspire, and empower individuals to stand up to injustice and become active, involved citizens.

### Building Bridges

Chhange's educational initiative, *Building Bridges*, builds a culture of mutual respect and understanding—helping to create a safe, welcoming school community. Piloted this year in the Rumson School District, *Building Bridges* is designed to work effectively in school districts with diverse socioeconomic populations, ranging from highly affluent to underserved, as well as serving special needs students. Through a close partnership with school administration and faculty, Chhange has developed this year-long initiative to:

- Establish a safe environment for students/individuals to examine difficult topics related to prejudice, bias, and discrimination
- Bring "master teachers" into the classroom to engage students in innovative workshops and provide step-by-step exercises which school faculty can replicate in future years
- Connect students with heroes, leaders, and role models from our community and beyond
- Provide relevant professional development to school educators and administrators that fosters a collaborative and integrated dialogue across subject disciplines

*Building Bridges* grew out of a real need in the community, communicated to Chhange by local middle/high school administrators. Faced with increased incidents of antisemitism, racism, bias, and hate speech in their schools and on their playgrounds, they turned to Chhange for help.

Based on 39 years of experience, Chhange knows that confronting prejudice and hatred is a process: children need opportunities to reexamine moral dilemmas and challenge their own thinking. Chhange recognizes that students' repeated exposure to positive role models can have positive life-changing impact. In lieu of a single assembly or classroom activity, Chhange has designed a 10-15 part, year-long experience, which includes in-school classroom experiences, as well as special event programming at Chhange. Through *Building Bridges*, students engage with texts and materials in innovative ways that build comprehension, further their understanding of difficult moments in history and allow for exploration of related moral dilemmas. Step-by-step exercises are designed so teachers can replicate them in their classrooms. The cumulative effect of the *Building Bridges* initiative is to change the way students, teachers, and administrators understand their own responsibility to help eliminate hatred and prejudice.



### Sample Program

During the 2016-17 academic year, Chhange introduced a prototype *Building Bridges* program, implemented in the Rumson school district. This program, integrated with teacher lesson plans and aligned with NJ Core-curriculum Content Standards, was further enriched through Chhange educational programming and onsite exhibits. Program topics included:

- INTERACTIVE WORKSHOPS: Holocaust/Genocide Adolescent Diary excerpts - close reading and dramatic exercises
- HOLOCAUST SURVIVOR CURRICULUM SUITCASES: Intensive in-class study of the human experience; optional class visits by Holocaust/Genocide survivors
- ART EDUCATORS WORKSHOP/STUDENT ART INSTALLATION: Responding to a Human Rights Crisis
- DRAFTING MONOLOGUES/MEMOIRS
- CHHANGE ANNUAL COLLOQUIUM (Connects students with heroes, leaders and role models-features plenary session plus breakout workshops)
- CHHANGE FEATURED EXHIBITS (Connects students with *Journeys Beyond Genocide: The Human Experience* exhibit on Armenian Genocide, the Holocaust, The Genocide against the Tutsis in Rwanda, as well as a "Take Action" section on Current Crises)

To date, the positive feedback from administrators, educators and students and success of the pilot program has underscored the importance and value of bringing this educational experience to additional school districts. Chhange's *Building Bridges* initiative is unequaled in the state of New Jersey. It is dynamic in content and vision, demonstrating that individuals (student participants in *Building Bridges*) can make a difference in the face of hate and bias today. It also serves as a resource for educators across the state to meet the NJ State mandate for Holocaust/genocide education.

### Fees

*Building Bridges*, designed as a full-year, multi-session model is customizable to meet your school district's needs. Typical fees (excluding transportation costs) range from \$12,000 - \$35,000, but fee structure may vary significantly, based on a variety of factors including: number of student participants, number of classes and class size, and program combinations selected. Limited grant opportunities are available for underserved schools.

### Contact Info

Dale Daniels, Chhange Executive Director at (732) 224-2074 for more information.

Email: [ddaniels@brookdalecc.edu](mailto:ddaniels@brookdalecc.edu)

Website: [www.chhange.org](http://www.chhange.org)

**Attachment B – Publication Policy**

**The Jewish Center  
Guidelines for Publications  
Adopted: February 2018**

Note: These guidelines are subject to publicity or communications policies that have been or will be adopted by the Executive Committee or Board of Directors.

**Newsletter**

**What Is Included?**

- TJC, TJC-community partners or NJ Jewish community-wide events or activities up to two (2) months in advance; general information or generic committee/program messages
- Educational pieces and articles of interest to the congregation – 300-500 words
- Acknowledgement for contributions (both for time and money)
- Board Profile, B’nai Mitzvah Spotlight
- Birth announcements, wedding announcements, or other family life cycle events
- Paid or Complimentary Advertising
  - Complimentary advertisements should be limited to those for whom an in-kind or barter arrangement has been made and should include an end-date.

**Structure & Procedures**

- **DEADLINE: First Friday of the Month**
- Recommended article length: 300 to 500 words
- All articles and event submissions should be submitted VIA the appropriate committee chair, VP Rabbi or President.
- For Events: Include date, time, place, cost, a brief description, contact and RSVP information.
- Graphics in .jpeg or .png format are desirable.
- Sign-up forms and fliers may be submitted, but may be reduced or restructured depending upon available space.
- Provide links to more content or printable versions on our Web site, if applicable, to encourage users to seek information from the Web site.
- Group “Community Notes” together (TJC community partners or community-wide events deemed appropriate for inclusion).
- “Save the Date” items can appear as much as three (3) months in advance and can be repeated two (2) times before more detail is required. In such cases, the maximum an item should appear is three (3) times. Non-TJC Save the Dates can appear one time.
- Submissions should be made to Director or Administration, dorel@thejewishcenter by the 1<sup>st</sup> Friday of the preceding month.
- Items will be edited and published at the discretion of the Director of Administration, the VP of Programming, the Rabbi or President.

### **Advertising Guidelines**

- Advertisements should not conflict with TJC events or programs.
- Advertising contracts run for the current fiscal year. All advertising needs to be renewed in June.

### **Weekly Email-Blast (Chadashot)**

#### **What Is Included?**

- Primarily event-focused announcements **in the next 30 days**
- Only TJC, TJC-community partners or NJ Jewish community-wide events or activities will be included.
- General information or generic messages will be included in the Monthly Newsletter only.

#### **Structure & Procedures**

- **DEADLINE: Tuesday prior to publication**
- Limit the word count to 30 to 50 words.
- Insertions will be limited as follows:
  - A TJC announcement may run as long as four (4) consecutive weeks.
  - A TJC-community partner announcement may run as long as two (2) consecutive weeks.
  - Outside Jewish community-wide events will be limited to one (1) insertion. A committee connection is preferred.
  - Save-the-Date insertions requiring an RSVP can be listed up to 3 months before and repeated 2 times.
- Include the date, time, place, description, cost, RSVP info (i.e. reply deadline, where to reply, etc.) and contact name.
- Graphics are discouraged but when necessary, should be provided in .jpeg or png format.
- Encourage readers to seek more information on our website by providing links to related material or printable versions. Sign-up forms and fliers may be placed on our website with links rather than modified for the E-Letter.
- Submissions should be made to Director of Administration at [dorel@thejewishcenter.org](mailto:dorel@thejewishcenter.org) or Maryann Yarin at [myarin@thejewishcenter.org](mailto:myarin@thejewishcenter.org) by 5:00 p.m. on the Tuesday prior to publication.
- Items will be edited and published at the discretion of the Director of Administration, the VP of Programming, and/or the Rabbi or President.

### **Standalone E-blasts to Congregational Membership**

- Single E-blasts to the entire membership are at the discretion of Director of Administrator, Rabbi and/or President.
- Priority for independent e-blasts will be given to ritual and congregational events.
- Limit individual e-blasts to no more than two (2) per week. In addition to 2 Friday blasts: (Rabbi's message and Weekly E-blast Chadashot)
- When possible, use targeted distribution lists (e.g. schools, JCW, Men's Club) instead of sending to all congregants.
- All e-blasts should be reviewed by the Administrator prior to distribution, including those sent to ancillary lists.

- Materials to be provided to the office staff at least 48 hours prior to sending, with exceptions for emergency closings.
- Include links to the Web site, where applicable.
- Graphics, when necessary, must be in .jpeg format.
- Death announcements, funeral and shiva notifications do not count toward the individual weekly e-blast threshold.

## **Shabbat Bulletin**

### **What Is Included?**

- Parashat Hashavuah summary and page numbers
- Event Highlights for coming week
  - Focus on TJC or TJC-community partner events or activities in the following week with time and on-site locations. For space, priority given to TJC programming. Community-wide events or routine programs may be dropped.
- For a Bar/Bat Mitzvah, congratulations (and thanks) extended to the parents *and* member grandparents. Non-member grandparents will be acknowledged in the service.
- Yahrzeit Listing
- Worship Service Schedule
- List of Bima honorees.
- Service Times
- Synagogue Customs

### **Structure & Procedures**

- On Thursday afternoon, Maryann will distribute the Shabbat Bulletin and service leader sheets to Rabbi for review/proofreading.
- Production occurs at 10:00 a.m. on Friday morning.

## **Lobby Posters**

- **All posters must be professionally designed 24x36 and mounted on foamcore. Submit**
- **Posters can only be displayed on designed poster wall in lobby. No easels.**
- Posters are limited to TJC major congregation-wide events as well as programs.
  - Posters will be displayed up to 2 months before the event.

## **Flyers**

- **All flyers must be professionally designed (unless previous arrangements have been made with Director of Administration.) Cost: \$75 charged to program or event.**
- Indicate if you would like the flyer to have an order form attached.
- Flyers will be displayed in lobby display.

## **LCD Display in Lobby:**

- PowerPoint slides generally focusing on meeting room assignments
  - Typically meeting Room assignments for the current and next two days; may on occasion include more days over Shabbat or holidays
- Events within the next two weeks or large-scale congregational events within the next four weeks may also be promoted.
  - For event promotion: Easy-to-grasp graphics or text should be used. At discretion of Director of Administration

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- Total slide show should not take more than 2 minutes to repeat.

**Facebook:**

- TJC Community wide events and programs can be posted on TJC Facebook page by staff a total of 3 times in 3 weeks.
  - Include the date, time, place, description, cost, RSVP info (i.e. reply deadline, where to reply, etc.) and contact name.
- Graphics, should be provided in .jpeg or png format

**Other:**

Bimah Announcements

- At discretion of Rabbi; Repeated only once

Hard copy mailings

- Combined when appropriate  
Use bulk-rate mail when appropriate

**Attachment C – Code of Conduct – initial thoughts**

1. Communications

- Tolerance
- Respectfulness
- Value each member equally
- Make members feel in a safe space
- Do not pass on gossip
- Do not use TJC member list for personal or business use
- Communications to the entire congregation must be issued only by Officers, Clergy, or professional staff of TJC.

2. Engagement

- Be a *mensch*
- Let people speak
- Be respectful of one another's opinions
- Respect Shabbat, for example, men should wear a *kippah*, not conduct personal or synagogue business, not use cell phones, and not write in shul on Shabbat
- *Shalom bayit*
- Provide welcome signage and directions to services and facilities at the entrance

3. Personal interaction

- With new or potential members:
  - Say hello. Take the initiative when you see a new face.
  - Welcoming and follow-up phone calls to new and prospective members is a Board responsibility not just the job of the Membership Committee.
  - Have ongoing contact with new members. Invite them to programs/events/services. Encourage them to join Committees, but do that gradually. Don't be overbearing.
- With current members:
  - Ask for input about their experience at TJC or on a specific issue / program / problem.
  - Consider a minimal volunteer commitment from all members.
  - Define our goals in this effort. What are we trying to accomplish by fostering increased engagement by our members?

4. Values

- Collaboration
- Innovation
- Respect
- Inclusiveness
- Welcoming
- Community
- Transparency
- Sincerity
- Education
- Social action

**Attachment D – January 2018 Financial Summary**

TJC Financial Dashboard

	Jan 31, 2018 YTD Actual	Jan 31, 2018 YTD Budget	Variance	Jan 31, 2017 YTD Actual	May 31st, 2018 Full Yr Budget
<b>Operational Revenue</b>					
Dues	876,010	881,740	(5,731)	882,797	952,237
Capital Assessments	60,137	61,366	(1,229)	61,366	73,043
Other	16,103	11,738	4,365	12,101	43,034
<b>Operational Expenses</b>					
Professional Salaries	(400,075)	(456,447)	56,372	(477,172)	(664,024)
Buildings	(151,672)	(145,424)	(6,248)	(158,190)	(206,635)
Administration	(72,024)	(66,778)	(5,245)	(59,744)	(97,416)
Mortgage Debt Service	(48,707)	(48,707)	-	(48,707)	(73,060)
Finance	(58,223)	(41,138)	(17,085)	(41,487)	(66,040)
Maintenance & CapEx	(47,839)	(84,400)	36,561	48,707	(127,100)
Information Systems	(15,710)	(16,006)	296	(16,006)	(29,536)
Transfers	-	-	-	-	-
USCJ Dues	-	(18,774)	18,774	-	(25,474)
Other	8,905	(148)	9,053	148	2,585
<b>Operational Net</b>	166,905	77,022	89,882	203,814	(218,384)
<b>Education</b>					
Education Revenue	209,752	230,158	(20,406)	218,144	303,942
Education Expenses	(191,697)	(199,987)	8,291	(181,844)	(332,947)
<b>Education Net</b>	18,055	30,170	(12,115)	36,300	(29,005)
<b>Fundraising</b>					
Annual Fund Income	271,778	229,826	41,952	229,826	250,303
Contributions	25,907	15,952	9,956	15,952	20,556
Other Fundraising (Events)	26,771	23,825	2,946	23,825	60,105
Fundraising Expense	(7,542)	(9,132)	1,590	(9,393)	(16,562)
<b>Fundraising Net</b>	316,914	260,470	56,444	260,209	314,401
<b>Programming, Committees, Other Net</b>					
Capital Reserve	(19,588)	(42,552)	22,964	(118,053)	(65,215)
<b>Total Revenue</b>	1,466,870	1,412,052	54,818	1,325,958	1,638,005
<b>Total Expenses</b>	(984,583)	(1,086,942)	102,358	(943,688)	(1,636,208)
<b>Net Income</b>	482,287	325,111	157,176	382,270	1,797

Membership as of 2/9/18		
Category	# Families	\$ Billed
Household	246	645,480
Single	48	74,121
Senior Couple	101	159,085
Senior Single	66	59,944
<b>Subtotal</b>	<b>461</b>	<b>938,630</b>
Associate	5	1,800
Friend	3	300
Remissions	33	15,562
Non-Paying*	58	-
<b>Total</b>	<b>560</b>	<b>956,292</b>
<b>FTE @ full household dues</b>		<b>362</b>

Membership as of 6/1/17		
Category	# Families	\$ Billed
Household	282	744,480
Single	37	58,978
Senior Couple	100	157,800
Senior Single	64	57,600
<b>Subtotal</b>	<b>483</b>	<b>1,018,858</b>
Associate	6	2,160
Friend	2	200
Remissions	24	6,955
Non-Paying*	50	-
<b>Total</b>	<b>565</b>	<b>1,028,173</b>
<b>FTE @ full household dues</b>		<b>389</b>

\*Non-Paying includes 13 Exploratory, 6 Young Household, 11 Clergy, 12 Staff, 16 Exempt

**Attachment E – Congregants As Contractors/Vendors**

**Revised February 25, 2018  
Adopted February 25, 2018**

It is the policy of The Jewish Center that members of the Board of Directors should refrain from pursuing positions with the synagogue that could result in personal financial gain. Members of the Board of Directors should also refrain from pursuing opportunities that create the appearance of impropriety regardless of whether there is actual financial gain. Likewise, congregants dealing with The Jewish Center should be held to higher standards when contracting with or providing services to The Jewish Center to ensure that membership confers only spiritual, educational and social benefits. To eliminate inappropriate opportunities for personal financial gain and to avoid creating the appearance of impropriety, the Board of Directors has adopted the following policies:

**Employment of Congregants:**

For positions that do not constitute senior staff\* or teaching, a congregant may be engaged by The Jewish Center as an Independent Contractor only. Congregants may be employed part time as Religious School teachers and tutors.

Any congregant may be considered for employment as stated above, providing they are not members of the Board during their employment.

NOTE: An employee who was not a congregant when hired who later becomes a member of the congregation may continue to be employed by the synagogue thereafter.

\*For this purpose, the term “senior staff” may include the following compensated positions: Rabbi, Cantor (Hazzan), Director of Administration/Executive Director, Director of Congregational Learning or other positions defined in the future.

**Contracting with The Jewish Center:**

For contracts with a value of less than \$5,000, or a series of contracts that do not result in aggregate compensation of more than \$5,000 in any consecutive 12-month period, a congregant may be engaged for the provision of goods and services to The Jewish Center without outside competitive bid. For contracts in excess of the above, a congregant may only be awarded a contract following competitive bidding in which at least one non-congregant submits a bid. In the event that there are no bids from non-congregants, bids shall be re-solicited. If the Executive Committee determines that emergent circumstances exist to support deviation from competitive bidding, a contract may be awarded to a congregant without bidding. In all cases, multiple measures including price may be considered in determining the successful bidder.

A member of the Board of Directors may not under any circumstance contract with The Jewish Center for the provision of goods and services.

**Providing Services on a Pro-Bono Basis:**

From time-to-time, The Jewish Center requires certain professional services, such as (but not limited to) legal representation, financial advice, accounting services, and insurance brokerage. A congregant may offer to provide such services on a pro-bono, or without compensation, basis. Each such situation shall be reviewed individually by the President or designate prior to agreeing to accept the offer of professional services from the congregant.

Every professional services provider, whether delivering services for compensation or pro-bono, shall adhere to all ethical standards required by the profession, including disclosing to The Jewish Center all potential or actual conflicts of interest. Should a conflict arise after the professional services provider engages with The Jewish Center, the provider shall recuse him/herself and cooperate with The Jewish Center in securing another professional services provider.

When a professional services provider acts on a pro-bono basis, The Jewish Center shall reimburse out-of-pocket expenses in accordance with the synagogue's expense policies. If requested, The Jewish Center will provide the professional services provider with a letter describing the services rendered on a pro-bono basis. However, no opinion will be provided regarding the monetary value of the services.