

# TJC POLICY ON CONGREGANTS AS CONTRACTORS/VENDORS

## TJC Policy Document: Congregants as Contractors/Vendors

**Responsibility for policy:** VP Admin  
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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

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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.