

# *Name of Synagogue & Logo*

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## **Areas of Responsibility & Codes of Practice Documents**

### **Trustee (Council Members) Responsibilities**

(A summary of the Charity Commissioners Guidance)

**Fellow trustees (Council Members) have full responsibility for xxxx Reform Synagoge and must:**

- Act together and in person and not delegate control of the charity to others (you may be able to delegate area of work, but they must remain under the trustees' control).
- Act strictly in accordance with the charity's governing document.
- Act in the charity's interests only and without regard to your own private interests.
- Manage the charity's affairs prudently and take a long-term as well as a short-term view.
- Not (without explicit authority) derive any personal benefit or gain from the charity of which you are trustees; and take proper professional advice on matters on which you are not yourselves competent.

**In managing the charity's finances you must:**

- Make sure that bank accounts are operated by more than one person.
- Make sure that all the charity's property is under the control of the trustees.
- Make sure that funds held for different purposes are kept in separate bank accounts, or the charity's accounting records show clearly at all times the amount of funds held for each purpose.
- Keep full and accurate accounting records; and collect in full all money owed or due to the charity, including tax and rating reliefs.

**In applying the charity's income you must:**

- Spend it solely for the purposes set out in the charity's governing document.
- Spend it with absolute fairness between persons qualified to benefit from the charity; and spend it for the purposes of the charity unless you have some specific future use for it in mind, or unless you have explicit authority to accumulate it.

**Reporting investments - The written policy must include:**

- The reason why the charity needs reserves.
- The level or range of reserves the trustees believe to be appropriate for the charity
- The steps the charity is going to take to establish or maintain the level of reserves
- The arrangements for monitoring the policy

**Because the synagogue owns land and buildings we must:**

- Either occupy and use it for the charity's purposes or let it for the maximum possible return.
- Make sure it is maintained in good condition.
- Consider the need for insurance.
- Regularly consider whether you are using it to the best advantage of the charity; and make sure that the charity property is vested in the trustees or in the name of a nominee (custodial Trustees) where there is proper authority to do so.

**When we have funds to invest we must:**

- Invest only within the limits of the powers granted by the charity's governing document or the Trustee Act 2000.
- Constantly monitor the performance of the investments.

## **Areas of Responsibility & Codes of Practice Documents**

- Avoid speculation and invest prudently to achieve both income and capital growth; and seek professional advice about what investments are most suitable for your charity.

### **When we need to employ staff we should:**

Give each employee a proper contract of employment and a written job description making clear the extent of his or her authority to act on your behalf.

### **When we raise funds by appealing to the public we should:**

- Make sure that our appeals are properly described and state clearly what the public's donations will be used for.
- Be open and honest if asked about the costs of the appeal.
- Not use fund-raising methods which exert undue pressure on people to give.
- Approve in advance any fund-raising or advertising campaign carried out on your charity's behalf; and require fund-raisers to hand over money raised or collected by them before deducting their fees or expenses.

### **The trustees will be put at risk of personal liability only if we:**

- Cause loss to the charity by acting unlawfully, imprudently or outside the terms of the charity's governing document; or commit the charity to debts which amount to more than its assets.

### **The Hallmarks of a well run charities are:**

- Being set up with clearly documented aims and rules by which it will be run, and which should include the legal powers it needs to achieve its aims.
- Being run by a clearly identifiable body of people who take responsibility, and are accountable, for controlling the charity so that it is economically and effectively managed.

### **The Council must:**

- Act with integrity.
- Act in the interests of the charity.
- Act without regard to their personal interests.
- Preserve their independence, neither allowing themselves to be directly controlled by others nor are not disqualified from acting or otherwise unsuitable.
- Manage and accounts for its resources well.
- Comply with all relevant legal and regulatory requirements.
- Act with respect to the legal and human rights of the individual.
- Be able to show how its activities are, or will be, able to support its charitable aims.
- Be open in the conduct of its affairs, except where there is a need to respect confidentiality.
- Carry out its aims with regard to the requirements of those it is designed to serve, the community within which it operates and any relevant wishes of its donors.
- Conduct its external relations, fund-raising and publicity in a way that enhances its own reputation and that of charities generally.

## **Areas of Responsibility & Codes of Practice Documents**

### **Council**

1. Council should be a area of co-operative, creative endeavour
2. Council should not be an end unto itself, it should be an integral part of the community, open and responsive to new ideas and new personnel.
3. Council should be constantly renewing itself and renewing the life of the synagogue as a whole
4. Council meetings should be a learning environment in which individual members develop skills and expertise.
5. Council shall be the fixed and final arbiter in all things relating to the running of the synagogue.
6. Council meetings shall be the forum for managing the synagogue, its personnel, staff and committees.
7. Council shall be responsible for providing the forum for electing a member of the synagogue to the Board of Deputies.
8. Council's tasks and responsibilities are those that the community of the day wish it to handle.
9. Policy of the day is the responsibility of all members of Council not just the Chair.
10. All policy matters are to be made by Council not the Honorary Officers in private session.
11. The Chair of Council shall identify key areas for discussion in the year and shall be responsible for setting up a program of action.
12. The formation of Council, its members and numbers should be ever evolving and changing with the times.
13. Council members are to be aware of the Constitution (Laws) of the community, the Codes of Practice and Areas of Responsibility documents and are to obey its rules whilst trying to keep to the spirit of their content.
14. New committees and new organisations within the synagogue should be encouraged by Council and time shall be found to enhance their roles and train personnel.
15. The Chair of Council should be occupied as a rule for 2/3 years with training given to potential future incumbents.
16. Council should seek to encourage members of the synagogue to participate in Council and train them for Office.
17. Council shall take care to induct new members properly after the AGM.
18. This document should be provided to all new members of Council and updated on a regular basis.

### **Chair of Council works with (Vice Chair) (Administrator)**

1. To oversee & be responsible for the work of Council.
2. To oversee the various sub Chairs within Council.
3. To help drive the community forward
4. To arbitrate on any disputes within the community or Council
5. To help set policy for the year.
6. To prepare agendas in conjunction with the Hon. Secretary or Administrator.
7. To attend to (if possible) the Movement for Reform Judaism Council meetings.
8. To speak on behalf of the synagogue when required.
9. To represent the synagogue on all major occasions.
10. To attend as many communal events and religious services as possible.
11. To Chair all meetings of Council.
12. To attend all synagogue sub committee meetings on a regular basis. Education, RAC and Finance.
13. To manage the Rabbi & the Administrator.
14. To meet with the Rabbi & Administrator on a regular basis.
15. To oversee any nominated Council position which is not occupied.
16. To write a Report for each edition of the Synagogue newsletter

### **Rabbi**

## **Areas of Responsibility & Codes of Practice Documents**

1. The Rabbi shall enjoy the freedom of being the spiritual leader of the synagogue and shall be the final authority on all issues of ritual and Halacha.
2. All sermons shall have regard to reasonable wishes and requests of the members of the synagogue and its Council.
3. The Council of the synagogue shall appoint a committee from time to time to review the Rabbi's performance. The review will be based on Article 4 of his contract. The final form of the review is to be presented to and discussed with the Rabbi by the Chair of Council. A copy of the final written review shall be presented to the Council and put on file.
4. The Rabbi shall meet with the Warden & Chair of Council on a regular basis (other than at RAC meetings) in order to discuss all matters relating to his position.
5. The Rabbi shall be employed by Council after consultation with the members of the synagogue at a Special General Meeting.
6. The Rabbi shall report to Council on all areas of his/her work on a regular basis.
7. The Rabbi's religious and educational roles involve liaison and working with the Religious Activities Committee and the Education Committee.
8. The Rabbi shall consult with the members of Council responsible for Care in the community and Membership.
9. The Rabbi shall be responsible for developing and maintaining contact with the wider Jewish community and the general community in the area covered by the synagogue.
10. The Rabbi shall be involved with the Assembly of Rabbis of the Movement for Reform Judaism including the development of liturgy, guidelines for religious practices, conversion etc.
11. The Rabbi shall if required sit on the Bet Din of the Reform movement.
12. The Rabbi in conjunction with the Warden shall oversee all services and B'nei Mitzvot.
13. The Rabbi shall liaise with the parents of the B, Nei Mitzvot, cheder teachers, tutors of any kind and Warden on a regular basis.
14. The Rabbi shall be involved in organising Shiva service cover when required.
15. The Rabbi shall liaise with the Chair of House and Head of Security when wishing to or planning to use the building for visits etc.
16. The Rabbi shall help to maintain the yarzeit list in conjunction with the Secretary of the RAC
17. As much contact these days is by e mail the rabbi shall try to handle such communications as quickly as possible.

## **Honorary Life President**

1. The title of Honorary Life President can be bestowed on a member of the synagogue who has shown considerable commitment to its existence and who has dedicated many years of service to its cause.
2. The title confers no special powers to the recipient and in the main is ceremonial.

## **Treasurer (Assistant Treasurer) (Works with the Administrator & Finance Committee)**

1. Prepare all of the accounts with the Examiner
2. Preparation of forecasts and budgets. with the Administrator
3. Collection of all dues in conjunction with the Administrator.
4. Collection of other fees and monies with the Administrator.
5. Collection of Gift Aid Forms and the tax claims with the Administrator
6. Submitting the Gift Aid Return four times a year
7. Responsible for paying all bills, salaries and expenses.
8. Overseeing all accounts held by sub committees.
9. Attending Finance Committee meetings.
10. Advising on the setting of subscription rates etc. with Council
11. Collecting arrears with the Administrator.

## **Areas of Responsibility & Codes of Practice Documents**

12. Compiling a fee schedule for use by the Administrator.
13. Maintaining a quarterly return to the JJBS in conjunction with the Administrator.
14. Dealing with arrears in conjunction with the Administrator
15. Banking all monies and preparing schedules
16. Preparing the Monthly Finance report for Council.
17. For paid employees, working out the tax and NIC to deduct and paying quarterly to the inland revenue
18. Sending yearly returns to the Inland Revenue for employees and P60s to employees.
19. Do monthly bank reconciliation to use for monthly finance report

## **Chair of Education**

1. Oversees the Education Committee
2. Responsible through the Education Committee for hiring and welfare of the Head Teacher, teachers and Madrichim, as well as all manning levels at the Cheder.
3. Responsible for setting the Curriculum.
4. Responsible for B'Nei Mitzvot teaching in conjunction with the Warden and Rabbi also the level of participation in the proposed service.
5. Must liaise with the Head of Security
6. Responsible for maintenance of the library and all stationery purchases.
7. Notify the Chair of House and Administrator of all additional use of the main building giving times and dates of regular classes and any additional use of the buildings.
8. Notify the Administrator and Head of Security of term & half term dates.
9. Oversee the work of the Child Protection Co-Ordinator.
10. Overseeing the production of the Cheder/ Bar-Bat Mitzvah/ Cheder Handbook.

## **Warden (Works with Rabbi, and other Wardens)**

1. Liaising, speaking and meeting with the Rabbi on a regular basis in order to discuss religious activities, services, High Holydays, Festivals, Inductions and the synagogue in general.
2. Chairing the Religious Activities Committee and preparing its agenda.
3. Organising the frequency of services, times and dates.
4. Arranging Torah Breakfast dates preparing dates etc for the calendar and liaising with the editor of the Synagogue newsletter.
5. Liaising with the Rabbi on liturgies, practices and procedures, which are to be used in services.
6. Organising the Wardens Rota and forming a Wardens group.
7. Duty Wardens to responsible for conduct of services.
8. Organising Mitzvot for all services.
9. Delegating the organising of lay readers for Friday and Saturday services where cover is required.
10. Attending to the Torah scrolls.
11. Assisting the Hon Secretary or Administrator when dealing with all requests for Baby Blessings, Funerals and Weddings.
12. Liaising with those responsible for singing at the High Holydays, Festival and Weddings
13. Provide Mitzvot list for High Holydays
14. Responsibility for all music.
15. Provide a list of Lay Readers for all services to the Chair of House and Head of Security.
16. Responsibility for all student or ad hoc rabbinic support in conjunction with the rabbi.
17. Arranging for Chasan Torah and Chasan Breishit.
18. Obtaining all certificates for B,Nei Mitzvot.
19. Overseeing booklet preparation for special services.
20. Purchasing any presentation Siddur.
21. Provide a list of Lay Readers for all services to the Chair of House and Head of Security.

## **Areas of Responsibility & Codes of Practice Documents**

22. Assisting with the production of the Cheder/ Bar-Bat Mitzvah/ Cheder Handbook

### **Hon. Secretary**

1. Maintaining stock of prayer books and sale of same to members.
2. Liaising with the Chair of Council & Administrator and taking instructions from Council.
3. Attending to Council meetings, taking minutes and circulating the same.
4. Attending to Council meeting dates and distributing agendas.
5. Assisting the Administrator with compiling the Annual Report and Accounts for the AGM. work to be started on this in July of each year.
6. Assisting with the business of the AGM including all nominations for Council.
7. Dealing with all aspects of any Special General Meetings and arranging the same.
8. Dealing with Council related correspondence.
9. Must be conversant with the JJBS Guidelines document and the agreement with the JJBS.

### **Warden-RAC-Rabbi-Education, B,Nei Mitzvot**

1. Responsibility for B'Nei Mitzvot standard and participation pre B'Nei Mitzvah services.
2. Liaising with the parents of such children including dates and Torah portions in conjunction with the Rabbi and Chair of Education deciding on suitability of children for B'Nei Mitzvot.
3. Responsible for attendance and conduct at services, cheder and other organised activities.
4. Responsible for any additional Hebrew tuition

### **Publicity**

1. Dealing with all of the local news papers and gaining coverage.
2. Taking photographs for future usage. Generally giving the community a high profile.
3. Notifying the Movement for Reform Judaism of all new events.

### **Membership Secretary (Works with the Administrator)**

1. Assisting the Administrator in following up of enquiries for membership
2. Assisting with the visiting of prospective members and dealing with paperwork.
3. Talking to members who wish to leave the synagogue
4. Talking to members in need of assistance in regard to fees.
5. Must be conversant with the JJBS Guidelines document.
6. Making the new member aware of any overage scale due and filling in the correct form for the JJBS.
7. Providing new members with any information i.e. back copies of the Synagogue newsletter, prayer books, Cheder details, JJBS Guidelines Booklet etc. in conjunction with the Administrator.
8. Being conversant with the Jewish practices of the synagogue and the Movement for Reform Judaism.
9. Passing on information to other members of Council particularly the Administrator relevant information on the new member.
10. Encouraging new members to participate in the life of the synagogue and attending services.
11. Deciding on any new policy for increasing membership and putting these ideas to Council for approval. Helping to assist in implementing any new proposals.
12. Assisting in canvassing for new members, advertising for new members.
13. Chasing up those people who has asked for information but who have not joined.

### **Paperwork – For all types of Member**

1. Membership form – Must be signed by Member
2. Bank standing order form
3. Gift aid form

## Areas of Responsibility & Codes of Practice Documents

4. JJBS Funeral Fund Guidelines Booklet
5. JJBS Overage form if appropriate
6. MFJ transfer form if appropriate
7. Calendar of services and events
8. Copy of the Synagogue newsletter if available
9. Movement for Reform Judaism booklet about Reform Judaism if appropriate
10. Synagogue History
11. Site History
12. Checking Ketubah

## Constitution re Membership

### Types of Membership at XXXXXX Reform Synagogue.

1. Members of the synagogue shall be Jews (as defined by the Bet Din of the Movement for Reform Judaism).
2. Children (whose mothers are Jewish), of a member or children that have converted to Judaism, being under the age of twenty one and unmarried, shall be regarded as members and they shall be entitled to attend all religious services held by the synagogue and too such other rights and privileges as shall from time to time be laid down by the council.
3. The Council may elect persons to be Honorary Members and such Honorary Members shall be entitled to receive notice of and to attend but not to vote at Annual or Special General meetings and shall be entitled to such other rights as the Council may from time to time confer upon them. They will not be entitled to JJBS membership
4. The Council may allow persons to take up Associate Membership. Such membership shall **exclude** the following: -
  - Facility at the Religion School (Cheder) for their children.
  - Voting rights.
  - Right to stand for Council.
  - Right to serve on management sub committees.
  - Burial rights.
  - Any member offered Associate Membership who is Jewish must belong to and be a fee paying member of another synagogue. This shall be subject to annual checks. If an Associate Member should apply for Full Membership the 1-year rule will include the period of Associate Membership. They will not be entitled to JJBS membership.

## Others

5. All other arrangements on fees are at the discretion of Council. We currently have a special arrangement for some Senior Citizens, Students, Young Persons & those in distress etc. They are all listed as Full Members and the synagogue must pay the JJBS fee for each of these members. They are currently sub categories of full membership and their level of subscription is revised at least once a year in June or as appropriate.

# Areas of Responsibility & Codes of Practice Documents

## Membership Guidelines

### General

1. We do not have a policy of referring new members to Council for ratification.
2. When we have a rabbi he or she will be informed of all new members as they join.
3. We do not sign up people for membership that we feel will give the community a problem.
4. We do not sign up members who have defaulted on payments at other synagogues if we know about it.

### Jewishness

1. Check for Jewish lineage
2. Get a copy of the Ketubah if a couple.
3. Get a copy of the parents Ketubah if not married.
4. Also maybe get a copy of the Ketubah from a previous marriage to cover the children.
5. If partner is not Jewish and is male he can become an Associate if he wishes.
6. The children will be Jewish. He can also convert if he wishes.
7. If partner is female and is not Jewish. The children are not considered Jewish.
8. She can convert together with the children.
9. Children of a non Jewish mother cannot attend Cheder.

### Conversion

1. Conversion takes about 18 months and requires both parties to attend synagogue regularly and attend Kedem.
2. The current sponsoring rabbi is Rabbi xxxxxx
3. Males have to undergo circumcision.

### Forms

1. We have a Membership Form for a couple and single member joining.
2. We have a separate Membership Form for 21 year olds to 25.
3. We have an Associate Membership Form
4. Please make sure that all areas of the forms completed clearly and in capitals. Make sure that the e mail address is legible
5. Gift Aid form must be signed by the person paying the fees. If it's a joint account get one for each of the people joining.
6. Standing order forms can be tailor made to suit any situation. If paying annually still get a standing order for July of each year if possible.

### JJBS

1. Inform them that they are covered for membership by the JJBS for burial at Cheshunt or cremation out of their subscriptions.
2. All children under 21 and normally living with them are also covered.
3. Children at University are also covered.

### Overage Liability

1. One of the first things to ask is their age.
2. If either member is 50 or over they must fill in an Overage Liability Form

## Areas of Responsibility & Codes of Practice Documents

3. If there is a liability the following rules apply:
  - Try to get them to deposit the sum of money on joining into our Funeral Fund.
  - If not try to get them to add a sum to their annual fees for deposit into our Funeral Fund.
  - If a couple is joining and they don't want to do the above tell them that the sum of money involved for both of them will be due on first death.
  - If it's a single member joining you need to insist that they pay the money on joining or by instalments as we have little chance of claiming it from the estate after death.
  - If the person joining is in their late sixties or seventies you must insist that they pay the money on joining or by instalments.

### Joining from another JJBS affiliated synagogue

1. You will give the Administrator their details and h/she will check on status with the JJBS.
2. In most case their Overage Liability will be clear and will transfer.
3. If they wish to join and joined the other synagogue over 50 then the rules above apply.
4. There is a special transfer form when a person moves between Reform Judaism synagogues and or the JJBS affiliated synagogues.

### Subscriptions

1. The synagogue operates a system of subscriptions in bands.
2. Sometimes for a couple they will cross 2 bands we can deal with this on joining. Each can pay different fees if they fit different bands.
3. Overage fees may be given to men age 65 and women aged 60. These fee rates are not automatic and we have many members who pay full fees who are in this age bracket. These fees have to be requested or offered for other reasons.
4. We do not give special deals to anybody anymore without consultation with the, Chair of Council, Finance Committee or some of its members i.e the Treasurer
5. In general the only time we do is if somebody wishes to join and already gets a good deal somewhere else and can prove they pay less.
6. Also to somebody who wishes to join and will have to leave their current burial society and start again. In this case we can give a full subscription or overage subscription and put part of the money into the Funeral Fund.
7. Our fee year starts in July and ends in June.
8. If a person starts membership part way through the year and pays monthly there is no problem. If they wish to pay annually then you get a cheque for the remaining months in the year. (i.e. join in October 10 x fee)
9. We do not take a payment for 12 months if it is part way through the year. It confuses everybody.
10. Subscriptions are reviewed in June each year. In general our fees do not go up much year on year.

### Other Fees & Cheder

1. Children who attend Cheder pay a stationery fee per child per Term. If there are 2 or 3 children there is a small reduction.
2. There are 3 terms a year.
3. Children from 4 years 6 month are taken into the Cheder.

## **Areas of Responsibility & Codes of Practice Documents**

### **Jewish Schools**

1. You will get people wishing to join in order to get a child into a Jewish School.
2. We do our best to assist.
3. It is always best to tell the parents that we expect them to remain members after admission for the entire time the child is at the school.
4. Always try to get fees up front for at least 1 year.

### **Honorary Membership**

1. This is offered by Council only

### **Associate Membership**

2. Is open to anybody Jewish or not Jewish who wants to receive our Synagogue newsletter and Calendar and attend synagogue but who is unable to join as a Full Member. This membership has limited rights within the synagogue. In particular there are no rights to Burial.

### **Other documents**

3. JJBS Funeral Guidelines Booklet
4. Past copies of the Synagogue newsletter
5. Calendar
6. Short History
7. History of the Site
8. "What is Reform Judaism" booklet

### **Database**

1. New members need to be told that we keep their details on a database which is managed by the synagogue Administrator.
2. Some basic information is given on joining to those people listed below.
3. All information provided is kept confidential.
4. All problems with fees are handled with care and confidentiality.
5. Names, addresses and dates of birth are given to the JJBS
6. Names and addresses are given to the Reform Movement.

### **Processing**

1. Please see the people who are going to join and fill in the forms with them.
2. Find out a little about them and try to interest them in attending or helping.
3. See if either party has a specific skill that we can use.
4. Send all of the papers to the Administrator once they are filled in.
5. Make sure the start date on any standing order is at least 2 weeks from the time you submit the papers to the Administrator.
6. The Administrator will check them, copy them and file them.
7. A copy will be sent to the Hon Treasurer.
8. Notification of a new member goes by email to:
  - Membership Secretaries Hon Treasurer
  - Ass. Hon. Treasurer Judith Loebel
  - Senior Warden Chair of Council
  - Head Teacher Head of Security Relevant information is also given to the JJBS

### **Care**

## **Areas of Responsibility & Codes of Practice Documents**

1. Responsible for setting up a group in order to handle all aspects of care within the synagogue. (if possible)
2. Dealing with all matters of welfare within the synagogue and passing on matters of hardship to the Treasurer and Rabbi.
3. Dealing with bereavement where possible and if necessary also sending out letters of condolence.

## **Subscriptions Officer or Administrator**

1. Attending to all debt and collecting outstanding subscriptions in conjunction with the Treasurer and Administrator.
2. Dealing with problems relating to bad payers.
3. Liaising with Care and attending Finance Meetings.

## **Editor of the Synagogue Newsletter & Calendar**

1. Compiling and circulating 6 editions a year of the newsletter.
2. Obtaining advertising revenue.
3. Compiling the 2 monthly calendar in conjunction with all relevant parties.
4. Production of any additional monthly bulletins

## **Fundraising**

1. Setting up a committee of interested members if possible.
2. Organising functions.
3. Raising as much money as possible for specific projects.
4. Liaising with the Hon. Sec. On available dates.
5. Notify the Chair of House and Head of Security of all planned functions which take place in the buildings
6. Chair of Fundraising

## **JJBS**

1. Representative & Alternate to be appointed by Council to be a Governor.
2. To attend the meetings and report to Council on any topic.
3. To be conversant with the JJBS Funeral Guidelines document & Overage Scale.

## **Chair of Finance Committee**

1. To meet with others on a regular basis and report back to Council on such matters as:-
2. The state of the synagogue finance, preparation of budgets, bad payers and expulsions.
3. Fee increases.

## **House & Grounds**

1. Responsibility for hiring personnel in order to carry out a number of the following functions and in general seeing that they are carried out.
2. Responsible for hiring personnel & tradesmen in order to carry out the maintenance schedule. (See attached)
3. Cleaning including kitchen area & cheder block, minor repairs and maintenance of P.A. system & alarm.
4. Repairs and care of the Cheder block.

## **Areas of Responsibility & Codes of Practice Documents**

5. To be informed of all meetings and lettings. To be involved in Kiddush preparation & refreshments for Shabbat & special services if required.
6. Purchasing of all cleaning materials, wine, candles & food for various functions
7. Responsibility for flowers at all functions. Responsibility for hiring in items and hiring out any shul property. In conjunction with the Hon.Sec. or Administrator.
8. Responsibility for rubbish collection and disposal.
9. Responsibility for attending to all meter readings both gas and electricity.
10. Responsible for the allocation of all keys to all of the buildings
11. Maintenance of ritual artefacts, care of books etc.

### **Alarm Call out**

1. xxxxxxx will be first contact on the key holder list
2. xxxxxxx will be second contact and
3. xxxxxxx will be the third contact
4. Please convey these details to the alarm monitoring company.
5. xxxxxxx will remain as liaison for servicing.

### **Gardens (under the auspices of the House Committee)**

1. Responsibility for keeping the grounds in good order and responsibility for developing the gardens and plants.
2. Responsibility for the lock up and the tools.
3. Repair and care of the fences & trees.

### **Movement for Reform Judaism - Delegate**

1. Responsible for attending meetings of the Movement for Reform Judaism and reporting to Council on any relevant topics.

### **I.T. Manager**

1. Maintaining the synagogue calendar on the Internet.
2. Maintaining the synagogue website.  
Updating with articles from the Synagogue newsletter  
Updating from e mails from outside sources ie MFRJ, UFPJ,  
Updating on Council and the Chair of Councils Reports  
Events up dates etc.  
Liaising with the Administrator

### **Custodian Trustees**

1. A custodian is a person who holds for safekeeping the documentary evidence of the title to property belonging to a charity (e.g., share certificates, title deeds to land, etc).
2. The title to the synagogues property remains vested in the custodian trustees. The custodian trustees have no power to manage the property and no role in the administration of the charity.
3. The Custodian Trustees have signed all documents relating to the purchase of the building and the current loans.
4. The custodian trustees of the synagogue have been given the responsibility of maintaining the Laws of the synagogue and keeping the Areas of Responsibility and Codes of Practice document up to date.

## **Areas of Responsibility & Codes of Practice Documents**

### **Database Manager (Administrator)**

1. Updating and managing the membership database.
2. Liaising with members and requesting up to date information
3. Preparation of Reports for various Council members
4. Preparation of mailing lists and labels
5. Maintaining e mail addresses
6. Compiling Queries where needed

### **Kiddush Committee**

#### ***Responsible for bringing together a team in order to cover the following duties:***

1. Responsible for liaising with families re B, Nei Mitzvot Kiddush.
2. Preparation of any special Kiddush.
3. Responsible for purchase of wine and Chola.
4. Preparation of Friday night Kiddush.
5. Helping to organise the Seder for Passover.
6. Organising the food for Torah Breakfast.
7. In regard to Simchat Torah the synagogue will cater for 40-50 people with food from xxxxxxxx or similar and will organise its preparation. The couple being honoured will be asked to contribute something towards it either in terms of money or food. The couple may like to cater it all themselves and if this is so this should be done in conjunction with the Kiddush Committee.

### **Marriage Secretary (Assistant Marriage Secretary)**

1. Become conversant with the practices as set out by the West London Synagogue.
2. Be conversant with the booklet "Information for the Guidance of Secretaries (for Marriages) of Synagogues"
3. Checking on the ability of the couple to marry.
4. Checking with the Synagogue Administrator and the Rabbi the Jewish lineage of the couple concerned.
5. To be the custodian of all the paperwork and certificates re marriages which are stored in the xxxxxxxxxxxxxxxxxxxxxx
6. See that the couple comply with the rules in regard to registering the proposed marriage in the District/s that they live.
7. See that the synagogue receives the relevant paperwork in good time for the marriage to take place.
8. Attending at and to weddings on the day. Smart dress code to apply.
9. Carry out all duties attached to the role. Ie writing the certificates and organising witnesses.
10. The Marriage Secretary will be responsible for seeing that he/she is available on the day or that he/she has an Assistant Marriage Secretary qualified to attend to the duties available on the day.
11. The synagogue Council will agree the appointment of a new Marriage Secretary/Assistant Marriage Secretary.
12. The synagogue Administrator will write to the West London Synagogue seeking approval of any new Marriage Secretary/Assistant Marriage Secretary

### **The Organisation of Weddings (Currently the Administrators duties)**

1. Discussing all matters with the couple concerned. In conjunction with the Rabbi
2. Checking available dates with the rabbi & Marriage Secretary prior to agreeing a date and time.

## Areas of Responsibility & Codes of Practice Documents

3. Ideally 3.00pm onwards is the bset time for weddings at the synagogue. It can be earlier when there is no Cheder on that day.
4. Making the couple aware of their obligations to the synagogue.
5. Ensuring that both parties have been members of the community for at least 6 months.
6. Both parties to be members of the synagogue in their own right not by right of their parents.
7. Checking with the couple the probable numbers of attendees.
8. Making the couple aware of the costs involved and the services that can be provided i.e. flowers, choir, organist etc.

### Taking charge on the day

1. The wedding organiser (currently the Adiminstrator) shall be the sole person in charge on the day.
2. Ensuring that the rabbi will be present and that there is wine, a glass and a Ketubah present on the day.
3. Ensuring that the building is open in time for people to set up and for people to assemble. In conjunction with the Chair of House
4. Making sure that the chupah is erected, the synagogue is clean and that the chairs are set out.
5. Checking on all floral arrangements.
6. Organising the Cheder block room if there is to be a Bedeken.
7. Making sure that the singers are notified in conjunction with the Rabbi. Organising any rehearsal dates prior to the wedding. Organising the organist and the singer of the blessings.
8. Making sure that security has been allowed for. (Optional)
9. Notifying the Hon Sec etc of the dates of the wedding and any Aufruf.

### Head of Security

1. Dealing with all aspects of security at services, Cheder and meetings.
2. Leasing with the various organisations within the area responsible for synagogue protection including CST.
3. Responsibility for the Cheder security roster & the High Holydays roster.
4. Communicate regularly with the Chair of House on any alerts coming from outside organisations.

### Building Access - Key holders

1. Site access is gained via xxxxxxxx. Normally the rear car park gates are opened for all services with the other gates being opened on special occasions.
2. If the front gates and front side are opened they need to be manned or observed at all times.
3. Key holders will always open the rear gates and fasten the lock onto the hasp. Do not leave the lock on the hasp in the open position.
4. Key holders will open the Cheder doors and turn off the alarm by passing the plastic fob over the key pad. The front door to the Cheder should then be closed and accessed via the button pad. Do not leave it open and unattended.
5. The button pad works by pushing the xxxx and xxxx buttons together and then the xxxx one on its own. You then turn the knob for entry. If it does not work first time turn the knob to clear the buttons and try again.
6. Key holders will open the front doors to the synagogue building and secure the padlock lock to the hasp and turn off the alarm by passing the plastic fob over the keypad. Do not take the padlock off the hasp make sure you lock it to the hasp.
7. Key holders must make sure that if they unlock the building that they are responsible for making sure that all windows are shut, the video monitor is off, the air curtain is off and the lights turned off before leaving the site. If the key holder who opens up the building cannot stay for locking up they must make sure that another key holder can do this.

## Areas of Responsibility & Codes of Practice Documents

8. The alarms in both buildings are set in the same fashion. You move the plastic fob over the key pad and the control box will click. You then need to close the inner door in the cheder building. Once the alarm has been set you have a small amount of time to close the doors.
9. In the cheder you go to the front door and close it behind you. You then lock the door with the silver key.
10. For the shul you have to go to the main doors and pull them shut. You then lock it with the gold notice key. In a short period the alarm will stop. If it does not stop you have to open the door again turn off the alarm and start again. Once the door is closed and the alarm has stopped sounding you lock the padlock to the hasp.

### PLEASE DO NOT LEAVE THE SITE WITHOUT CONSULTING WITH ANOTHER KEYHOLDER AS TO WHOM IS LOCKING UP & SECURING THE SITE.

1. The inner fire exit door to the side of the building has a lock on it with the key hanging to the side. This door should be opened when there are a substantial amount of people in the building, on functions, special services and on festivals
2. All parcels and packages delivered to the building should be received with due care and attention by all especially the JJBS offices.
3. We do not have an evacuation plan. For the time being we will observe the following procedure. The key holder who opens up the building will be responsible for making sure that in an emergency an announcement is made to the people in the building that **“they vacate the building in an orderly fashion as quickly as possible without panic. All should vacate the site via an access gate and go to the car park in the flats opposite until further action is taken”**.
4. If the building is let to an outside organisation. The key holder opening the building will be responsible for the building during the time of the let and should consult with the Head of Security or the Administrator.
5. On visits to the building from outside groups the key holder opening the building will be responsible for the building during the entire time of the visit and should consult with the Head of Security or the Administrator

Administrator Tasks		Good Estimate
Areas	Tasks	Hrs.P.Ann
<b>AGM - Governance</b>	Compilation of <b>Trustees Reports &amp; Accounts</b>	8
	Setting <b>agenda</b> & recording <b>minutes AGM and SGM</b>	2
	Mailing all <b>AGM paperwork</b>	5
	Dealing with <b>nomination forms</b> , e mails, phone calls etc once returned	2
	Attending to any <b>Constitution</b> proposals & changes	0
<b>Council - Governance</b>	Attending to <b>phone calls &amp; e mails</b> re Council	5

## Areas of Responsibility & Codes of Practice Documents

<b>Administrator Tasks</b>	<b>Good Estimate</b>
Setting <b>agenda</b> and writing <b>minutes</b>	18
Gaining <b>Trustees Declarations &amp; Matter relating to Custodial Trustees</b>	0.5
Preparing any new <b>standard documents</b>	5
Attending to <b>Fire Risk</b> documents	
Dealing with the <b>Charity Commissioners</b> in general and the Report	1
<b>Training &amp; Preparation</b>	3
Updating the <b>Codes of Practice.</b>	5
Preparing the <b>working agenda</b> for Chair of Council	3
<b>Chair of Council</b>	
Liaising with <b>Chair of Council</b> on all matters including mail	12
<b>Calendar</b>	
Producing and mailing the <b>Calendar</b> for membership	10
Producing and mailing the <b>Calendar for Council</b>	6
Producing the <b>Announcemets</b> schedule	3
<b>Database</b>	
Updating and managing the <b>Access database</b> of members	6
Producing new " <b>Access Queries</b> " for shul documents and members	3
Preparing all <b>Communication Reports</b> for various members	2
<b>Education</b>	
Matters relating to <b>meetings &amp; teaching, attendance, Minutes</b>	3
<b>Kedem Matters</b>	2
<b>Mailings &amp; Security</b>	3
<b>Invoicing stationery fees &amp; ad hoc payments. Teachers payments</b>	3
<b>Finance</b>	
General <b>queries</b> re <b>Treasurer</b> and the <b>bank, collecting money</b>	15
Invoicing <b>Quarterly fees</b>	0.5
<b>Liasing</b> with the <b>Treasurers Monthly Analysis, Bills etc</b>	9
<b>Arrears, Overpayments &amp; Expenses</b> schedules	13
Sending out <b>arrears letters</b> for the Finance Committee & dealing with results	8
Attending to all <b>Gift Aid</b> issues & <b>letters re Gifts</b>	0.5
Submitting <b>annual bills in June</b> each year on behalf of Council, receipts. Chasing SO's	12
Preparing <b>budgets</b> , reports and updating <b>charges</b>	8
Dealing with the <b>Wish List</b>	0.5
Seeing to all <b>invoicing</b> , adverts, weddings, rent etc.	1
Attending and <b>organising Finance Meetings</b> and dealing with Minutes	1
<b>House Matters</b>	
Matters relating to <b>house</b> whilst no Chair of House	12
<b>Tree of Life &amp; Plaques</b>	
Attending to all aspects of the <b>Tree of Life and all plaques</b>	1
Dealing with preparation for <b>Pesach</b>	0
Dealing with the <b>Notice Board, Table &amp; Boxes</b>	3
<b>JJBS &amp;</b>	
Dealing with all <b>JJBS queries</b> , deaths & consecrations as they occur	1
<b>Bereavments</b>	
Talking to families and arranging <b>shiva cover, books &amp; chairs, Over age</b>	1
<b>Consecrations</b>	
Reporting all deaths and sickness to the rabbi and others for their attention	2
Disseminating <b>documents</b> to & from the JJBS to members Including OA	1
Sending <b>bereavement letters</b> , getting OA payments & additional costs	1
Maintaining the <b>quarterly return</b> to the <b>JJBS &amp;</b> updating data	2

## Areas of Responsibility & Codes of Practice Documents

Administrator Tasks	Good Estimate
<b>Mail</b>	
Receiving all <b>mail</b> , opening post, e-mail and circulating mail notices etc.	12
Emailing <b>announcements</b>	4
Dealing with all flyers, <b>Charitable Requests received leaflets</b> and interim mailings	3
All general <b>correspondence</b> , filing & Producing flyers	3
London Borough of <b>Redbridge</b> documents etc	0.5
<b>Membership</b>	
<b>Visiting, Speaking too &amp; signing up new &amp; prospective members</b>	10
Dealing with all of the <b>paperwork</b> SO. membership forms, gift aid, Ketubah	20
<b>Writing to prospective members</b> , providing Histories & synagogue newsletter etc	6
Dealing with <b>deletions, deaths, moves &amp; transfers</b>	5
Answering <b>member &amp; new member queries</b> -phone etc. New member events	2
Speaking to <b>other synagogues</b> about transfers	1
Dealing with <b>Jewish Schools</b> & admissions & <b>Cheder information</b>	1
Dealing with the <b>JJBS overage</b> situation and collecting monies	1
Passing <b>reports to Council, Membership Secs</b> and others re new members	2
Contacting over <b>21 year olds</b> & their parents. All <b>new births</b>	1
<b>MRJ</b>	
Completing the <b>MRJ annual return Dec 31st</b>	3
<b>Attend admin</b> and other meetings of MRJ	6
Dealing with the <b>Capitation Fee</b>	0.5
Responding to <b>MRJ</b> letters, emails, calls & Council details	2
<b>Ritual &amp; H.H.</b>	
Dealing with <b>non member</b> requests for <b>HH tickets</b>	2
<b>New Siddur</b>	1
Dealing with the <b>High Holyday appeal &amp; Charities</b>	4
Preparing <b>Seder</b> Flyer and memos, and collecting bookings & money	0
Dealing with Special Services inc <b>Acceptance,Bmitzvah &amp; Memorials, Induction</b>	3
Dealing with the <b>Senior Warden &amp; RAC</b>	1
<b>Member High Holy day Ticketing &amp; Attendance</b>	2.5
<b>Conversions &amp; Circumcision matters</b>	1
Setting up schedule, compiling and sending <b>Yahrzeits</b> letters annually	13
<b>Choir</b> matters - Music & Security matters	0
<b>Phone</b>	
General answering the <b>phone</b> & returning calls members etc	4
<b>Rabbi</b>	
Liaising with (any) <b>rabbi</b> on all matters, New appointment work, wages, services etc.	12
<b>School Visits</b>	
<b>School &amp; college visits</b>	1
<b>Secretarial</b>	
Keeping the synagogue <b>diary, letters</b> and general <b>filing</b>	2
Dealing with <b>Media</b> visits & <b>CST communications</b>	1
Dealing with all <b>agreements</b> re <b>lets</b> and <b>bookings</b>	3
Attending to the <b>insurance</b>	2
Dealing with the <b>BOD</b> were required and its Annual Return	1.5
Dealing with the <b>press &amp; Local authority Reports</b>	1
Drafting <b>contracts, special correspondence &amp; forms</b>	1
Purchasing <b>Stationery, Trees</b> etc	3

## Areas of Responsibility & Codes of Practice Documents

<b>Administrator Tasks</b>		<b>Good Estimate</b>
	Dealing with <b>Open Days-Visits</b> and paperwork for same	1
<b>Newsletter--History-Mailings</b>	Compiling, Producing, Assembling, Mailing the Synagogue newsletter - 6 per annum	40
<b>Website</b>	Compiling, Producing, Assembling, Mailing the <b>News Sheet</b> - 3-4 per annum	3
	<b>Publicity &amp; Advertising flyers</b>	2
	Gaining new <b>advertisers</b> and generating revenue	1
	Giving data too <b>IT Manager</b> , dealing with and <b>updating website</b>	15
	Updating and producing the <b>History &amp;</b> documents for visits	4
<b>Weddings</b>	Liaising with the <b>rabbi on weddings</b>	1
	Dealing with <b>wedding requests</b> , attending & bookings etc	1
	Organising the <b>singers, music, tapes, Chuppah</b> & the day in general	1
	Enquiries re <b>lost documents</b>	
	Discussing all matters with the <b>couple concerned</b>	1
	Dealing with the <b>marriage secretary</b> and complying with government rules	1
	Hireing out <b>Chupah</b>	
<b>Holidays Time</b>	Holidays at 4 x 1 days (8 Hours)	28
		444

### Child Protection Co-Coordinator

The Child Protection Officer will:

1. Be appointed by Council and along with all other positions the post will be renewable after each Annual General Meeting.
2. Attend an approved course of training.
3. Be responsible to the Chair of Education.
4. Work with the Education Committee, Head Teacher and the Chair of Education and all matters of concern will be reported to him/her as necessary.

The position and duties of the Child Protection Co-Coordinator at xxx Reform Synagogue will be low key. Parents will be informed that we have a Child Protection Policy in place via the Cheder, Education & Bar/Bat Mitzvah Handbook.

All adult teachers (not Madrichim), the Rabbi and Head Teacher should be trained to recognise the signs of abuse and to know what to say and do if a pupil talks to them about abuse. The designated Child Protection Coordinator should run a training session for those mentioned above using resources such as those produced by the NSPCC. Any new teacher should receive such training prior to starting work.

### Job Roles

#### Religious Affairs

## Areas of Responsibility & Codes of Practice Documents

Rabbi

Council *list names*

### Religious Activities

Senior Warden *list names*  
RAC Attendee

RAC Secretary *list names*

Wardens *list names*

Lay Readers *list names*

Special Kiddush *list names*

Scroll Readers *list names*

Shiva Services *list names*

Marriage Secretary *add name*  
Ass Marriage Secretary *add name*

### Management

Chair of Council *add name*  
Vice Chair of Council *add name*  
Treasurer *add name*  
Ass – Hon. Treasurer *add name*  
Hon. Secretary *add name*  
Codes of Practice *add name*  
Membership Secretary *add name*  
Administrator *add name*

Alarm Call Out Duties *list names*

Custodial Trustees *list names*  
Website Management *list names*  
Database Management *list names*  
Publicity *list names*  
Synagogue Newsletter *add name*  
Security *add name*

### Education

Chair of Education *add name*  
Child Protection Co-Ordinator *add name*  
Head Teacher *add name*  
Bar/Bat Mitzvah Tuition *add name*  
Teachers *List names*

## Areas of Responsibility & Codes of Practice Documents

### Education Committee

*List names*

#### Building

Chair of House	<i>add name</i>
Gardens	<i>add name</i>
Tree of Life	<i>add name</i>
Display and Sale Cabinet	<i>add name</i>

#### Finance

Treasurer	<i>add name</i>
Assistant Treasurer	<i>add name</i>
Subscriptions Officer	<i>add name</i>
Finance Committee	<i>List names</i>
Examiner	<i>add name</i>

Chair of Fundraising	<i>add name</i>
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#### Burial Society

JJBS Governor	<i>add name</i>
Alternate	<i>add name</i>
JJBS Elected Governor	<i>add name</i>
JJBS Office	<i>add name</i>

#### Care

Care	<i>add name</i>
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#### Affiliated Organisations

Board of Deputies	<i>add name</i>
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Movement for Reform Judaism	<i>add name</i>
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#### Choir

Singers (from)	<i>List names</i>
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## EDUCATION COMMITTEE RULES & CUSTOMS

### Responsibilities

1. The Education Committee shall be responsible for the management of xxxxx Reform Synagogue Religion School and any other educational activities, on behalf of the Council of the Synagogue and which are carried out in the name of the synagogue.

## **Areas of Responsibility & Codes of Practice Documents**

### **Synagogue AGM**

1. The Chair of Education shall be elected annually in accordance with the Constitution (Laws) of the Synagogue. The Chair of Education shall stand down at each AGM in accordance with the Constitution of the Synagogue.
2. Nominees for the Chair of Education should have served at least 12 months on the Education Committee. The Chair of Education shall not be a member of the current teaching staff. Nor shall they be a salaried member of the Synagogue.

### **Format of the Committee**

- The Chair of Education shall convene and preside over the Education Committee.
- The Education Committee shall consist of a minimum of 4 persons. A quorum for any meeting shall be 3 persons present.
- The Chair of Education shall invite the following persons to form the Education Committee. The Rabbi (if any), Head Teacher, (and or one teacher), the balance to be made up from parent members or general members of the synagogue.
- The Chair of the Synagogue Council shall receive notice of all Education Committee meetings and can attend in an Ex-Officio capacity in accordance with the Synagogue Constitution.
- The Education Committee shall stand down prior to each AGM and be re convened afterwards.

### **Meetings**

- Any member of the Synagogue or any member of the Education Committee can offer an item to be discussed at a regular meeting of the committee. Any member of the committee can request that a vote be taken on any issue. A majority vote shall prevail with the Chair of Education having a casting vote in the event of an even result. All members of the committee shall have a vote.
- All decisions of the committee shall be minuted and all major changes of policy may need to be referred to the Council of the Synagogue for their approval.
- Minutes of all meetings shall be taken by a member of the Committee delegated to do so. Minutes of all meetings shall be kept and distributed to all members of the Education Committee, the Honorary Secretary (or Administrator) and the Chair of the Synagogue Council. Agendas of all meetings shall also be sent to those persons mentioned above.

### **Supportive groups**

- Any Group may raise funds for the Cheder and may utilise these funds for additional benefits to the Cheder. These funds shall not be used for salaries to teaching staff unless agreed by Council.
- The Chair of Education shall have the right to attend all meetings of the teachers and Madrichim and shall be given due notice of the same.

## **Areas of Responsibility & Codes of Practice Documents**

### **Finance**

- The Chair of Education or its delegated representative may attend the meetings of the Finance Committee.
- The Chair of Education shall, in March of each year, present a budget to the Finance Committee which in turn will be presented to Council for final approval in April or May of each year.
- The Education Committee may raise a levy for stationery or any other exceptional items. Any such levy shall be approved by Council in March of each year and shall expire annually. Any levy shall be considered annually by Council during the budget negotiations. All funds raised shall be collected by a delegate of the Education Committee and deposited with the synagogue Treasurer. Such funds shall be treated as a designated fund and only used for Cheder or education requirements.

### **Teachers**

- The Head Teacher shall be engaged by the Education Committee.
- The Head Teacher shall be responsible for monitoring and managing the performance of all the Teachers and Madrichim.
- The Education Committee shall have the power to dismiss and employ the Head Teacher & Teachers.

### **Madrichim**

- Madrichim will be recruited from the children at the Religion School who are post Bar/Bat Mitzvah.
- There will be a period of at least 1 year post Bar/Bat Mitzvah before a child can start to assist in the Cheder.
- Priority will be given to those children who have had the best attendance record at Shabbat Services and Cheder prior to becoming Bar/Bat Mitzvah.
- Priority will also be given to those children who show continued involvement with the community and/or those that show a furtherance of their Jewish studies post Bar/Bat Mitzvah.
- It will be at the Head Teachers discretion when a child is qualified or capable of going on the waiting list to be an Madrichim.
- All Madrichim will be part of a "pool" of children and will be given Sundays to work on a rotational basis.
- Madrichim who have reached the age of 16 may be given more responsibility if they have the ability.
- The rota and operation of the rota is to be operated by the Head Teacher.
- The Head Teacher will attempt to be fair when apportioning the number of weeks worked by each Madrichim.
- All children who become Madrichim will be given various documents in regard to, how they shall work and behave on a Sunday.

## Areas of Responsibility & Codes of Practice Documents

- Once appointed all Madrichim will be responsible to the Head Teacher directly for all aspects of their work and will not communicate to the Head Teacher via their parents or vice versa.

### Parents in regard to Madrichim

- Should a parent have a problem with the process as stated above and not be able to resolve the matter with the Head Teacher the matter can be drawn to the attention of the Chair of Education where the matter should be resolved.

### Salaries

- All salaries relating to all staff of the Cheder shall be the responsibility of Council and shall be included in the annual budgets of the Education Committee. The Chair of Education shall recommend to Council levels of salaries for all grades of staff. These will be considered and acted upon by Council.

### Customs

- When attending cheder all boys will wear kippot
- When attending cheder all girls may wear kippot if they wish but it is not compulsory.
- Hebrew will be taught in the cheder according to ability not age

### Alterations to these rules

- The Council of the Synagogue after consultation with the Education Committee can suspend or alter these rules at any time.

### Cheder Parents Letter

1. We understand that parents who want to raise and educate their children as Jews face formidable challenges. These challenges often include conflicts about attendance at religion school versus, for instance, sporting events. Also balancing Jewish family observance with secular world interests and demands, as well as on some instances negotiating differences between the Jewish partner and the non-Jewish partner or extended family.
2. In as much as we have little time and so much to teach on a Sunday, it is important that pupils attend the Cheder regularly. Frequent absences create difficulties in keeping up with the class work and may discourage any incentive for future progress. Also excessive absences tend to lower the status of the Cheder in the eyes of the child and may negate our efforts to raise the schools standards. We expect our students to attend regularly. From experience we know that friends made at Cheder often last a lifetime.
3. Students who are chronically late or absent **MUST** make arrangements for additional work and tuition otherwise their Bar/Bat Mitzvah may have to be delayed.
4. It is our synagogue policy that students advancing towards their Bar/Bat Mitzvah actively participate in the Cheder and synagogue life. It is important to view their Bar/Bat Mitzvah as a step in the Jewish maturation process and not as the termination of one's Jewish studies. Attendance at Shabbat morning service and festivals is an important part of your child's Jewish

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education; please make every effort to attend synagogue services at least twice per month and the separate Children's Service which is held a few times each year generally on the last Saturday of each month.

5. All of our post Bar/Bat Mitzvah children are encouraged to return to the Cheder as Madrichim after a suitable break. Also we like our children to go on to participate in the GCSE Jewish studies course which is currently taught by xxxxxxxxxx
6. We at xxxxx Reform Synagogue encourage good communication among the Teachers, Madrichim, the students and the parents of students and ask that such parents become involved in not only what their children are learning each week but also in synagogue life itself. It has always been the custom at xxxx Reform Synagogue that parents offer their help in whatever ways they are able too. Most of our current Council members either currently have, or previously had children make the journey from Alef/Bet to Bar/Bat Mitzvah. On the day of your child's Bar/Bat Mitzvah you and your child should be well known by the community and not strangers.
7. Just as in the time of the earliest Jewish schools, teachers vary in ability, expertise and style. We accommodate a whole range of teachers in our school and each is unique in the way they approach their task. We try to place each child in the correct class to bring out the best in him or her. This might sometimes mean they are in a different class for Jewish studies than they were for Hebrew. We feel it better to place a child within his or her ability range rather than simply for age. This ensures that our educational goals are being reached in the classroom. Any concerns you may have about your child's progress may be discussed with me.
8. On more mundane matters: please make sure that your child wears clothing to Cheder that is sensible. All too often the flimsiest tops are worn without a jacket or coat during the winter months. Remember all children go out to play for 15 minutes in all but the very worst weather.
9. Please, can you also discourage your child from bringing in mobile phones to Cheder they are a distraction and a nuisance.
10. Finally on some occasions in the past we have had no security present. This is because parents had failed to turn up for their allotted session. On these occasions we have been forced to put two Madrichim on the gate as we have been unable to contact the absent parents. Because of the current security situation we will have to send children home in future if we do not have the required two security personnel on duty.
11. May I also remind those people doing security that it is expected that you stand at the front and back of the synagogue and constantly monitor the location that you are being asked to observe. Sitting reading your paper or relaxing in your car is not how we or the CST expect security to be handled. No stranger should be admitted on to synagogue premises without previous permission being given. The back gates are to be kept closed once all children have arrived. For health and safety reasons they cannot be padlocked whilst people are in the building.
12. If you know in advance that you cannot do the security session allocated to you please take the time to swap with someone else. If you are sick phone our Head of Security as soon as possible. If you have concerns or questions about security please contact our Head of Security
13. arrived. For health and safety reasons they cannot be padlocked whilst people are in the building.
14. If you know in advance that you cannot do the session allocated please take the time to swap with someone else. If you are sick phone our Head of Security as soon as possible. Enclosed is the security rota for the autumn. If you have concerns or questions about security please contact our Head of Security

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### BAR/BATMITZVAH

In order for a Bar/Batmitzvah to be arranged and carried out, the Synagogue requires the following conditions to be met.

The Bar/Batmitzvah date is booked only on the basis that these requirements are understood and accepted by the Family:

1. There shall have been, immediately prior to the Bar/Batmitzvah date , at least 2 years continuous attendance by the youngster at Religion School.
2. During the 12 months immediately preceding the Bar/Batmitzvah date, both the parent(s) and the youngster shall regularly attend Shabbat and Festival services.  
*(The youngster will also be expected to read a study passage, lead the Shema, read the Ten Commandments or act as Junior Warden. This will be performed on a rotational basis and a list of dates for these tasks will be sent to parents at regular intervals.)*
3. During that 12 month period, the youngster shall show that he/she has the knowledge and ability to participate competently and meaningfully in the Bar/Batmitzvah ceremony.
4. During the ceremony, the child will make a solemn promise before the Ark to continue Jewish learning throughout his/her life.

### PHOTOGRAPHS of CHILDREN

From time to time some members of the synagogue will take photographs at functions, festivals or events which include the children currently at our Cheder and on some occasions children who are guests of our members as well.

It is important that we include some photographs of the children in our newsletter and our website as they enliven the pages, boost the esteem of the child and give credit for their roles at the Cheder. Children are also excited at seeing their photograph in print and we would not want to spoil this.

Please be assured that we will never print a photograph of a child other than in a normal setting. Also we will never distort or alter the photographs in such a way as to demean the child. Finally we will never post the name of a child next to the photograph.

In spite of this we understand that some parents can be very sensitive about these matters and should you not want any photograph either singularly or in a group of your child included in the Synagogue newsletter or on our website please could you write or e-mail the synagogue Administrator and he will see that it is noted on the Childs records. We will always take great care to make sure that the child is not aware of this decision.

Please do remember that the onus is on you as a parent to make this decision. Finally if you bring guest children to the synagogue you will also be responsible for making such a decision on behalf of the parent of the guest child as well.

I know that this all sounds a bit officious however we are charged by the authorities to be correct in these matters.

## **Areas of Responsibility & Codes of Practice Documents**

### **Mitzvot Guidelines**

Below are listed the criteria that are used for the distribution of mitzvot by the Religious Activities Committee

#### **Weekly**

1. Yahrzeit (Letters sent by the Administrator during the preceding month)
2. Birthdays, anniversaries, following a serious illness, birth of a child or other special occasions. (We cannot offer a mitzvah if we are not informed).
3. Rabbis, visitors from other synagogues or ancillary organisations.
4. Hagbah-normally given to people who it is known are able to lift. This however is not exclusive and anyone can ask the Senior Warden to try.

The above are the criteria which are used, if none apply then it is essential that a person is in the synagogue before the start of the service so that a mitzvah can be offered.

#### **Haftarah**

These are given out by Judith Loebel who asks members of the community at the time of birthdays and other special occasions (once again we cannot offer a haftarah reading unless we are informed).

#### **High Holy Days**

The following list applies

1. Honorary Officers
2. Members of Council
3. Trustees
4. Yahrzeit which fall during the period (letters sent by Hon Sec. during preceding month)
5. Teachers and Madrichim
6. Members of the community who have participated in a special way to community activities during the previous year
7. Choir and members of sub committees
8. Children who have been Bar/Bat Mitzvah during previous year
9. Proselytes who have been to the Bet Din during the previous year
10. Honorary Members or important visitors e.g. rabbis/partners.

Any other mitzvot are given in the synagogue on the day when necessary.

#### **Simchat Torah**

Chatan Torah & Chatan Bereishit. These honours are given for services rendered to the synagogue over a number of years and they are the highest honours that can be bestowed by the synagogue on its members. The names of the persons to be honoured are selected by the Religious Activities Committee which are then placed before Council for ratification.

## **Areas of Responsibility & Codes of Practice Documents**

### **Special Events**

Mitzvot on these occasions are usually given to members of the community who have participated towards the event in some special way also the current Chairman, former Chairman and certain visitors where applicable.

Compiled by RAC 7/11/00

## **HOUSE COMMITTEE - MAINTENANCE SCHEDULE**

### **Main Building**

1. Tidy up shul after Friday & Saturday services, including re setting the chairs.
2. Put out extra chairs for special services and put away.
3. Put away prayer books after the weekend.
4. Clean floor once a week.
5. Polish all timber surfaces over time.
6. Dust down the timberwork fairly regularly.
7. Keep the kitchen tidy and clean, including, floor, sink, fridge, freezer, top, cupboards.
8. Remove all out of date free newspapers and keep the lobby clean.
9. Maintain the notice board in good order.
10. Maintain the Correspondence box and keep tidy
11. Attend to the Tree of Life .
12. Dust all dirty surfaces in the building.
13. Arrange for the windows & carpet to be cleaned annually
14. Remove all old flowers from the building.
15. Replace all light bulbs

### **Cheder Block**

1. Tidy up the rooms after Sunday classes.
2. Clean toilets and maintain paper towels etc.
3. Clean office once a week.
4. Attend to the smoke detectors.

### **Outside – Grounds - Gardens**

1. Clean down the outside walls of the building on a regular basis.
2. Sweep the outside, weed the beds, maintain the lawns, weed the gravel.
3. Weed the front wall and sweep the pavement.
4. Water the plants.
5. Prune the trees and clean up the leaves.
6. Cut the hedges.
7. Replace any light bulbs.
8. Report any damage to the building to Council.
9. Clear rubbish from site. Or arrange for same to be carried out.

## Areas of Responsibility & Codes of Practice Documents

### Lettings

- All lettings are the responsibility of the Administrator.
- All lettings will be subject to a written Agreement which will contain terms and conditions.
- All use (lettings) of the building is to be notified to the Administrator who will check availability and suitability.
- Most lettings will be subject to a Charge. Charges to be set by Council and varied if necessary by the Administrator

### XXXXX Reform Synagogue – Kashrut Policy

Sharing food is an important part of the Jewish religious experience. Our synagogue kitchen is in regular use, for Shabbat and festival Kiddushim and for small and large-scale meals. It is therefore important that all food brought into and prepared in the synagogue kitchen is kosher and that is, conforms to the Jewish dietary laws. This also applies to the kitchen in the Cheder Block. **The rules are simple and straightforward.**

### Kitchens

Our synagogue and kitchen are dairy only. No meat can be brought in or consumed on the premises whether kosher or not. On occasions the fund raising committee have served Kosher meat at a function but only under strict guidelines.

### Foods

In order to be sure you need to read the label and the list of ingredients on products, to in order to ensure that all processed and packaged foods contain no meat or animal products. Any product marked with the vegetarian symbol is automatically acceptable. All packaged foods from Israel are supervised and marked kosher. Please look out for: 'Animal fat' 'Shortening' unless specifically indicated to be of vegetable origin, this should be assumed to be animal fat and is therefore not permitted. 'Gelatin' or 'gelatine' is a very common ingredient in jellies, yoghurts, Jaffa cakes, fruit tarts and pies. Unless specifically indicated to be of vegetable origin, it can be assumed to have been made from rendered bones and is not permitted. Obviously, jellies themselves are not permitted unless they are specifically marked 'Kosher' or 'suitable for vegetarians'.

### Fish

Jews should only eat fish that has fins and scales (Leviticus 11:9-12). We therefore cannot eat rock-salmon, skate, monkfish, turbot or eel. Neither do we eat shellfish: prawns, shrimp, scampi, crab, lobster, oysters, cockles or mussels. We only enjoy the roe taken from kosher fish, such as cods-roe and taramasalata. Caviar is excluded as it is from the non-kosher sturgeon.

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### **Dairy**

In our synagogue we drink ordinary milk we do not require chalav Yisrael supervised milk. Be careful of cheeses and processed soft cheese with non-kosher additions e.g. smoked cheese with ham or Primula with shrimp.

We accept all cheese and do not require a mark of rabbinic certification (Hechsher). Although to make cheese you have to add rennet, that is generally extracted from animal stomachs, we follow the liberal ruling of Rabbi Dr Louis Jacobs, that this rennet is in such tiny quantity and is so chemically transformed that we do not need to be concerned about its animal origin.

### **Wine**

We are happy to drink all wines we do not require wines to have rabbinic certification. The issue with wine is not one of Kashrut, but arose because the rabbis in talmudic times forbade the drinking of wine manufactured (or even touched) by non-Jews, because they suspected that such wine might have been used for idolatrous worship. In today's world, we do not consider this to be likely.

### **Conclusion**

If there are any doubts or questions, please refer the matter to: - Our rabbi or to the Religious Affairs Committee.

## **Areas of Responsibility & Codes of Practice Documents**

### **Peach Preparation & Communal Seder**

#### **Building Preparation**

1. Prior to Pesach the Cheder Kitchen and the Shul Kitchen have to be prepared for Pesach and volunteers have to be found to clean the kitchens.
2. All chumatz is removed, the fridges are cleaned and the cupboards taped up. Notices are placed on the doors of each kitchen and the buildings. All chumatz (in general) is thrown away. All other items are stored behind the Ark.
3. Plastic wine glasses have to be set up for Shabbat and kosher for Pesach wine purchased. Matzo has to be provided for Kiddush on the Friday and Saturday. These are placed on the Chest on 2 no. separate trays.
4. There are special Pesach utensils behind the Ark in plastic boxes. No chumatz is to be brought into the buildings or kitchens during Pesach.

#### **Communal Seder**

1. Several months prior to Pesach a flyer has to be produced and circulated with the Synagogue newsletter.
2. Bookings have to be collected by the Seder Organiser and noted and all monies paid over to the Treasurer.
3. 1 week prior to the Seder a view has to be taken on final numbers (be aware that bookings continue to be taken up to the night of the Seder). Once the numbers are known a formula is applied regarding what to purchase based on an existing schedule. All purchases are made with a view to making a small profit and not to make a loss on the night.
4. All of the main items need to be purchased from a kosher supplier usually Tesco (wine, Matzo etc.) & Costco for the sundries (water, paper etc.). Kosher milk may be purchased but not essential. The fish is ordered and has to be collected. The fruit has to be purchased and collected. All have to be brought to the shul.
5. A table plan is developed with and the shul has to be set up with enough tables to cover the table plan. The table plan has to be displayed on the door of the building and the shul.
6. The tables have to be covered with paper table cloths and set up with Matzo, Wine, plates, cutlery, serviettes, cucumbers & olives, water, orange juice, grape juice etc. Table numbers need to be displayed on each table. Black plastic bags are provided for each table.
7. Seder plates have to be made up for each table, roasted bone, baked egg, parsley, chopped fresh horseradish, Charoses. All of these items have to be made by a volunteer)

## **Areas of Responsibility & Codes of Practice Documents**

8. Eggs have to be bought and hardboiled. Saltwater has to be provided on the tables in jugs.
9. The vegetarian option has to be made and brought to the shul; some attendees change their minds on the night so more than enough has to be made.
10. The fruit platters have to be made up and put on the table.
11. Haggadot have to be put out.
12. Tea and coffee is made during the evening.
13. Attendees bring their own salads & desserts for their own or others consumption and they must be Kasher for Pesach
14. A view might be taken for the shul to provide these in future. This could be sensible however; we need to be aware of people's different tastes. We also need to be aware that it involves more work for the organiser.
15. Biscuits can be made or bought from a shop and must be Kasher for Pesach

### **Clearing Up**

1. This is usually not a problem as everybody mucks in.
2. Tables have to be put away and the floor swept ready for the next Shabbat service.
3. Chairs have to be put out. Rubbish is put in bags for the cleaning company to collect.

### **Accounting**

1. Bills for all items purchased are submitted to the Organiser for eventual payment by the Treasurer and a final account is give to the Treasurer.
2. Payments for the Seder are not Gift Aidable.

### **Future Dates**

*Add dates of future Chagim*

### **Synagogue Leadership**

The Chair Council (Leader) of our synagogue should operate as a kind of advisor and a mediator of differing views within our community. He or she should avoid being thought of as "the boss" but when difficult and divisive issues occur somebody has to take a decision. A leader may be a co-ordinator, facilitator, representative, chairperson etc. and I believe that much of the suspicion surrounding the idea of leadership stems from a confusion between authority and authoritarianism. What most people seem to want in general is to reject authoritarian leadership but at the same time they do not want to be left with the kind of mess, that any lack of leadership leaves in its wake.

## **Areas of Responsibility & Codes of Practice Documents**

Leadership roles are those in which there is an integrating, organising, co-ordinating and representative function. It is not necessary for the same person to fulfil all of a groups leadership roles, indeed it is unlikely that any one individual will have all the necessary skills to meet all of the groups demands at different times. In any case the leader should delegate responsibility and keep a watching brief. However for any group to function effectively, it is necessary for all the leadership roles to be fulfilled and to be fulfilled well. Also it is necessary to see that good co-ordination takes place and that the lines of communication are adhered to.

It should also be noted that a leader should serve his group not dominant it. In terms of our community the Chair of Council is required to put aside his or her own interests and pay full attention to the discussions amongst his Council and the voice of the wider community. At meetings he or she should be able to pull points together, sense when the discussion is getting bogged down and recognise when a conclusion has been or has to be reached. If the Chair of Council focuses their energy on imposing their solution to any specific problem particularly if it is not wanted, then he or she will not be able to fulfil the role of Chair of Council or in fact Chair of any committee. Often the Chair of Council will have to go along with a majority view, which he or she does not support. In doing this he or she should deal with the issues on behalf of our members or Council, with the same vigour.

So far I have dealt with leadership in terms of the relationship between the Chair of Council and any particular grouping within the synagogue. Although this covers a large part of his or her role he or she also has to deal with individuals as well. Most of the things that go wrong in one to one situations are centred on the ability to communicate. The Chair of Council should therefore take care not to communicate as one would in a parent /child relationship but more on a "what's best for the community basis"

In any leader/individual or employer/employee relationship the role of the leader or employer as I see it is to provide feedback on their performance and deal with their welfare. This is always an uncomfortable process for both the leader and the recipient. The main reason for this is usually a failure by both parties adequately to distinguish between what should or should not be evaluated and acceptance or not of any criticism levelled at the recipient or indeed the leader. Certain criticism when poorly offered can be seen as an attack on the self-esteem of the recipient. This results in the recipient resisting the feedback and trying to defend themselves. Often the recipient will be used to defending themselves so vigorously that the leader/individual will often over react in order to penetrate this layer of defensiveness. The role of the leader here is to adopt the attitude that it is their role and responsibility to convey to the recipient the wishes of management, in our case Council It is also the leaders duty to help the recipient understand that they have a responsibility to instruct the recipient in ways of carrying out their duties more effectively.

With regard to any conflict between the leader and another, it is often difficult to sort them out because the quite different factors and different sorts of disagreement entering the discussions are often superimposed. From my experience and in writing on the subject some years ago I offer the following scenarios.

### **Misunderstandings**

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This relates to people getting the wrong end of the stick and having genuine misconceptions about what was said or implied. Listening to second hand reports and receiving biased information can be counterproductive. It is therefore important that the correct information is obtained before making any judgements.

### **Differing Values**

This affects the way we tackle and deal with problems. Each person brings to a disagreement, values and ideals that they try to live up to and maintain usually at any cost.

### **Differing viewpoints and beliefs**

This effects our conception over the ways in which to achieve ends. For instance how to have stability in our finances, improve efficiency in the synagogue & also keepour congregants content. It can also refer to say how we teach our children, how we run the Cheder or how we conduct our services.

### **Difference of Interest**

These are represented in our case by who controls the synagogue and any plans we have for the future. It also effects how we recognise and reward people and how we see the status of key personnel. The effects of any differences in interests can lead to acts of autonomy by some. A difference in interests will also give disagreement over how we use our limited resources both material and human. Differing interests in the past have lead to the setting up of territories within the synagogue. This will always act to our detriment. Since our interests are continually being adjusted by decisions about budgets, future plans, organisational structure and so on, personal and group interests are continually brought into conflict. It is the Chair of Council's responsibility to manage this well.

### **Interpersonal differences**

For all kinds of reasons, some people find it hard to get on together. Differences in style and temperament may be involved, or the "games they wish to play" may not be compatible. In any event, on occasions people may irritate each other. We would usually call this a personality clash. If these kinds of differences cannot be resolved it is usual for one party to withdraw (resign or leave). However it is always better if a middle road can be found compromise met and pride surrendered. Often a petty and minor disagreement will be blown up all out of proportion because it is the culmination of a series of frustrations & misunderstandings.

### **Unconscious factors**

During any difference of opinion, the facts become blurred and winning at all costs becomes the most important issue. It becomes a matter of principle and the participants become caricatured as immovable and possibly cynical. At the same time each side believes its own conduct is entirely justified and sets about blaming others. As such wars start and they are externally difficult to end. Distrust then breeds distrust and we get into a continuing spiral of despair. In this situation somebody had to give for the spiral of descent to be stopped.

Therefore in my view if an agreement cannot be reached on a thorny subject by developing a common understanding of the issues or situation, then it must be reached by negotiaton. In

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all of this I do not believe that conflict should be considered as totally unproductive. It often clears the air and sets a course on which to move forward.

Whether a conflict is settled well, will depend on the style and ability of those concerned. However "combatants" should never lose sight of those they serve in our case our members and the ideals of the many.

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### **Arrears in Subscriptions**

For the benefit of our new Treasurers Jocelyn & I have produced the attached document for their information. It might be sensible to discuss this document at Council some time in order to correct or list any additional comments.

### **Setting of Subscriptions**

1. The setting of subscription rates is dealt with by the Finance Committee in March/April of each year.
2. They will recommend to Council any suggested increase or whether the subscriptions should remain the same. Council has the final say.
3. The subscriptions for members are set in bands.
4. Any Special subscription rates are always looked at on a yearly basis and invariably increased.
5. Hardship cases are monitored more frequently.
6. All new members are give a rate according to there profile and the correct band
7. Some new members are given a Special rate because they are transferring from another synagogue and can prove a reduced or low subscription level.
8. Some members pay extra money into the synagogue Funeral Fund in order to cover their overage payment.

### **Management of Arrears**

1. Currently arrears in subscriptions are dealt with by the Administrator.
2. The Treasurer provides the Administrator with a monthly schedule of payments from members.
3. Arrears letters are sent out by the Administrator on a monthly basis. Each new letter gets progressively more forceful as the months go on and the number of letters sent is recorded at the bottom of each new letter.
4. Regular updates on the situation are sent to the members of the Finance Committee.
5. We do not discuss arrears publicly and discussions on arrears are kept to the members of the Finance Committee only. On occasions a relative may be asked to intervene on the synagogues behalf. In all cases confidentiality is paramount.
6. Should a member miss a single payment or fail to increase their payments all attempts are made to recover the money. We never remove a member for a minor infringement of subscriptions. On occasions these small sums are written off.
7. Should a member miss a series of payments more concern is shown as to whether they have left the synagogue and not informed us, their is a glitch at their bank or there is hardship. A lack of response on the part of the member will lead to their membership being suspended.
8. On occasions the Administrator will ask the Chair of Council or Honorary Treasurer to write a more severe letter or make a phone call.
9. On occasions a member will approach the synagogue and plead hardship. These cases are always dealt with quietly and with sympathy by the Treasurer, Chair of Council & the Administrator.

### **Finance Committee**

1. The Finance committee consists of the Chair of Council, Hon Treasurer, Ass Hon Treasurer and the Administrator.
2. The Chair of Council can appoint a subscriptions officer if she wishes who will deal with collection of arrears and hardship cases.
3. The Chair of Council can invite any member who has specific financial skills to attend Finance Committee Meetings.
4. Colin Burns our Examiner is invited from time to time to attend the Finance Committee.

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### Removal from membership occurs under the following circumstances

1. The member resigns by email, post or telephone.
2. A member can be suspended from membership if they are 6 months in arrears
3. The member is seriously in arrears and as a result is removed by the Administrator after notification to Council.
4. If the member is well known to the community other steps may be taken through a friend or relative to deal with the situation.
5. A member stops paying at the start of a new financial year when the normal pattern is monthly payments. A letter is sent first or a phone call is made after 1 missed payment. Should the member miss 3 payments without contacting the synagogue consideration is given to termination of membership.
6. Nobody is allowed to be more than 1 year in arrears.

### In General

Common sense and compassion is always used when dealing with subscription arrears.

## Child Protection Policy – Code of Practice

### Child Protection Procedure

#### RECEIVE – REASSURE – REFER

The Education Department has a moral and legal obligation to ensure that, when they are given responsibility for children and young people that Council, the Chair of Education, Teachers and Madrichim provide such children with the highest possible standard of care.

Through our implementation of a code of practice and the appointment of a Child Protection Coordinator we will seek to maintain the professionalism and safeguards of good practice which are associated with youth work.

1. We acknowledge that the **welfare of the young person is paramount**
2. We recognise our responsibility to safeguard and promote the interests and well being of children and young people with whom we are working;
3. We will provide a framework on the recruitment, selection, suitability and deployment of individuals with children and young people;
4. We will emphasis the value of working closely with parents, and volunteers to protect children and young people from harm and discrimination;
5. We acknowledge that abuse may occur and that we need to raise awareness and understanding of the main forms of abuse and establish communication and reporting of any abuse where suspected to make sure that we safeguard children and young people with whom we are working.

## Areas of Responsibility & Codes of Practice Documents

Our policies refer to children and young people under the age of 18 years old. When a young person reaches their 18<sup>th</sup> birthday they are considered an adult. Within the Synagogue, leaders aged 14-18 old are given roles and some responsibilities which are similar to those of adults, and we must therefore ensure that they undertake training and follow guidelines in order to protect the welfare of children and young people in their care.

It is the responsibility of the Education Committee and Council in conjunction with the Child Protection Co coordinator to ensure that all children and young people can enjoy a safe and enjoyable environment within the synagogue. We under take this responsibility by:

1. Ensuring all adults who work with children and young people are aware of their role and responsibilities and that training is made available to them.
2. Ensuring all those working with children and young people respect the rights and reasonable wishes and feelings of children and young people.
3. Ensuring that in recruiting for positions our stance on child protection is clear.
4. Ensuring that all new staff and volunteers are recruited with due concern for their previous work and experience with children and young people, and that such experience is appropriate.
5. Ensuring that CRB checks are undertaken on all those in regular supervisory contact with children and young people.
6. Ensuring that a clear induction process is undertaken to inform staff about our framework of child protection and safeguarding children and young people.
7. Ensuring that all policy and codes of conduct regarding safeguarding children and young people have been given to new staff and volunteers.
8. Ensuring that staff, leaders and volunteers understand good working practice in order to ensure that they are not placed in situations where allegations could be made against them.
9. Ensuring that all new staff, leaders and volunteers undergo a form of training on child protection, and at this is reviewed at regular intervals there after.
10. Ensuring that reasonable steps are taken to make staff aware of the Child Protection Policy and how to handle a disclosure by a child should it be made.
11. Ensuring that staff, leaders and volunteers understand that it is the responsibility of the Chair of Education in conjunction with the Head Teacher to determine whether abuse has taken place, but it is everyone's responsibility to refer concerns and disclosures to a higher authority.
12. Ensuring that all suspicions and allegations of abuse will be taken seriously and responded to appropriately.

## Areas of Responsibility & Codes of Practice Documents

# CHILD PROTECTION and DISCLOSURE POLICY

### Definition of Child Abuse

A child protection issue arises when it is believed the child/young person is at risk of suffering harm, be that physical, emotional, neglect or sexual harm.

The legal definition of abuse is set down by the Children Act, 1989. The Primary justification for the State to take action is 'actual or likely harm to the child, where harm includes both ill-treatment (which includes sexual abuse and non-physical ill-treatment such as emotional abuse) and the impairment of health and development, health meaning physical or mental health, and development meaning physical, intellectual, emotional, social, or behavioural development.' (Taken from: Child Protection – Messages from Research, 1995, HMSO.)

Physical abuse: may involve hitting, shaking, throwing, burning, scalding and suffocating as well as other physical abuse. It can result when a parent or carer deliberately causes ill health of a child. Symptoms that indicate physical abuse include: bruising , scars of different ages and lengths from untreated wounds, fractures, and marks that repeat.

Emotional Abuse: happens when a child's need for love, security, praise and recognition are not met. It usually co-exists with other forms of abuse but can occur alone. Emotional abusive behaviour occurs if a parent, carer, or authority figure is constantly hostile, rejecting, threatening or undermining. It can result if developmentally inappropriate expectations are placed on a child or if a child is over protected to the extent of being denied contact and opportunities to engage with others. Children who witness and experience domestic abuse are subject to emotional abuse. Symptoms include: excessive clingy or attention seeking behaviour; low self esteem; fearfulness; despondency; constantly seeking to please; lack of appropriate boundaries; anxiety; eating disorders/various mental health problems.

Neglect: is the persistent failure to meet a child's basic physical and or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, warmth, shelter, clothing or stimulation. It includes failure to protect a child from harm. Symptoms may include inadequate supervision, being left alone for long periods; lack of stimulation, social contact or education; inadequate nutrition; a child who is constantly hungry, stealing or gorging food; failure to provide adequate standards of hygiene, clothing, and comfort in the home; failure to seek or follow medical advice so that a child's life or development is endangered.

Sexual abuse: involves forging or enticing a child or young person to take part in sexual activity, whether or not the child is aware of what is happening. This may include physical contact from inappropriate touching to full penetration, and also non-contact activity such as looking at pornography. Any sexual act with a child under the age of 13 is a criminal act. Symptoms of sexual abuse include allegations or disclosure; genital soreness or discomfort; STD's; sexualised play or behaviour; a child who is sexually provocative; nightmares; eating disorders; going missing from school and home; self harm; drug and or alcohol abuse; depression and other forms of mental health problems.

Reasons why disclosure of some kind might be made during a visit to the synagogue or at the Cheder

## **Areas of Responsibility & Codes of Practice Documents**

1. . The child is away from home .
2. The child in a secure environment
3. . The child has close friends around them .
4. The child's emotions are running high
5. . The child finds it difficult to hide things .
6. The child is feeling insecure
7. . Tiredness .
8. . There are people there to listen and care
9. . Claustrophobic environment/ lack of personal space
10. . Teachers are not parents yet they are still a trusted authority figure

**You, as Teachers and Madrichim need to protect yourself as well as protecting the young person, to prevent yourself from being accused of violating child protection law and in order that we follow best practice.**

Some basic rules to ensure your protection include:

1. You should not have physical contact with children and young people.
2. Should you be on an away trip you should not go into opposite sex dorms.
3. . If you need to talk one to a child, find a quiet corner, in a public place if possible.
4. You should not be alone with a young person if it can be avoided; if you are alone with a young person let someone know where you are and leave the door open.

## **DISCLOSURE PROCEDURE**

### **Introduction**

The aim of this paper is to lay out guidelines and a procedure for dealing with situations where we come into contact with alleged or suspected cases of child abuse.

It also deals with good practice in our work to protect the children and young people that we are responsible for while in our care and protect ourselves as professionals.

Anyone with a concern about the possible abuse of a child either within the synagogue environs or outside of the synagogue should consult the Head Teacher, Chair of Education or the Chair of Council

A key principle of child protection law is that the safety and welfare of the child overrides all other considerations. Advice should be sought or a referral made as soon as the concern comes to light.

### **Procedure**

## Areas of Responsibility & Codes of Practice Documents

**If a child/young person asks if they can tell you something or you feel that they are about to disclose:**

- Never promise you can keep anything secret.
- If the young person then decides not to tell you, don't pressure them - just go and tell the most senior person that you can find what has happened or what you might suspect..

If the child accepts that you may have to pass on any information they give you, suggest that both of you go to the senior person. **Explain that you would have to tell them anyway and that they would probably want to talk to the child/young person themselves.** If what the child/young person has to tell is very distressing it is advisable to try to minimise the amount of times that they have to repeat it.

### Responding to Disclosure

When a young person discloses to you, stay calm and be reassuring.

In the most appropriate way possible try to convey that: -

- You are glad the young person told you.
- That you believe what you are being told (children and young people rarely lie about abuse).
- That you know it is not the young person's fault.
- That you will do your best to protect and support the young person.

### Dealing with Disclosure

#### Receive:

- Listen to what is being said, trying not to display shock or disbelief.
- Accept what is being said but do not comment upon it.
- **Do not** ask 'leading' questions, for example, "What did s/he do next?" (This assumes s/he did!), or, "Did s/he touch your private parts?" Such questions may invalidate your evidence (and the young person's) in any later prosecution in court.

#### Reassure:

- **Reassure** the young person but only so far as is honest and reliable, for example, don't make promises you may not be able to keep, such as, "I'll stay with you", or, "Everything will be all right now".
- **Don't promise to keep what they tell you a secret; you have a duty to refer.**
- **Do** reassure and alleviate guilt, if the young person refers to it. For example, you could say: "You are not to blame." "You are not alone, you're not the only one this sort of thing has happened to."
- **Do not** criticise the perpetrator; the young person may love him/her and reconciliation may be possible.

#### Record and Refer:

- As soon as possible all information should be recorded. Record as much detail as possible, including names, address, and contact information.
- Write down the nature of the allegation, do not include your own judgement or assumptions. Stick to what was actually said by the young person.

## Areas of Responsibility & Codes of Practice Documents

- Note any observations on behaviour/emotional state or injuries and bruising.
- Note time, location and date of disclosure and sign the notes.
- **Do not** investigate the matter yourself, merely receive information and be ready to refer.
- Pass this information and a verbal account to the **Child Protection Coordinator** as soon as possible. It is **your duty to refer this information** – you can not keep it a secret.
- If no **Child Protection Coordinator** is available make contact with a senior leader or person you consider experienced in these matters, who can help you make the right referral.

## Criminal Records Bureau (CRB) Check Policy

The acceptable policy by this synagogue is that a CRB check should be kept for all persons involved in the education of children and for those dealing regularly with vulnerable adults. They should be current (within the last 2 years) and a copy will be kept by the Synagogue Administrator.

Effective November 2010, any person working children or vulnerable adults has a legal obligation to register with the ISA. This initially affects all new staff, but the process will be extended to existing staff within the next 5 years. The one-off cost of ISA registration is £64 and this will include one CRB. Whilst registration with ISA only happens once, there will be a continued requirement to CRB check regularly.

Should a check on Teacher etc. be carried out by another organisation some verification of this should be sort. Copies can be obtained from those organisations.

CRB checks will not be carried out for the Madrichim (13-18 years old)

Expiry dates will be monitored by the Synagogue Administrator.