BIJ BOARD of TRUSTEES

office@bij.org

A plan to describe the essential work that goes on at our Community and the opportunities to volunteer.

.

Beth Israel JudeA
Community PARTIcipation Plan
2016-2017

Describing Ways to Make A Difference



**BIJ – Community Participation Plan**

**2016-2017**

**Forward**

In fiscal year 2014-2015, BIJ was selected by the Synagogue Federation Partnership to be one of a handful of Bay Area synagogues assigned a consultant to work on an community growth project. The project BIJ selected was to find ways to “become more relational” or, in other words, to have current BIJ members feel more deeply engaged with the BIJ community and for BIJ to attract and retain new members. The consultant assigned was Jenni Mangel, an educator who specializes in helping organizations and lay leaders articulate clear goals and develop strategies for achieving them. More information about Jenni can be found at her website <http://www.doinggoodwell.org>.

The Board of Directors appointed a Task Force to work directly with Jenni Mangel. The Task Force members were Josh Goodman, Temple President, Deborah Schweizer Co-Vice President and Development Chair, and Board Members Deborah Bouck and Debra Braun.

Jenni and the Task Force began meeting in September, 2014. With Jenni’s assistance, the Task Force quickly realized that a barrier to having more people participate in volunteer activities was that BIJ lacked the organizational structure to properly channel and direct volunteer good intentions. Virtually all the essential functions of the synagogue were being implemented by a very few people – Rabbi Danny Gottlieb, Sara Heckelman (Administrator) and Josh Goodman (Temple President). While members might communicate a desire to help, the only available avenue for training, guidance and monitoring were on the shoulders of these already over-committed individuals. BIJ needed to create an organizational structure that spread leadership responsibility so that more individuals could participate in guiding, responding to and monitoring volunteer activities. Moving to a shared responsibility system provides greater opportunity for members to become involved in activities that are meaningful to them, as well as the community, and avoid burn-out by Rabbi, Administrator and Temple President. Accordingly, the Task Force spent the year in consultancy with Jenni identifying the essential functions that are occurring at the synagogue, preparing job descriptions and organizing these activities into teams to be led by Team Leaders.

The Task Force presented its plan to the Board of Trustees at a retreat in April, 2015. The Board approved the plan which was circulated to our membership and posted on our website as BIJ’s Community Participation Plan, 2015-2016.

Implementation of the plan took place throughout 2015-2016, with team leaders assuming responsibility for team tasks and recruiting members of our community to work on projects and be a part of team planning.

The Plan was never envisioned to be static. As we conclude the first year of implementation and enter our second year of the Plan, we have restructured things slightly and added a couple more subteams. The goal is to continue and build on the success we saw last year where 90% of our members participated in supporting our community through giving of the time, talent or treasure. We thank each and every one of you. As we move forward the Board of Trustees invites and welcomes your continued feedback on ways to improve our organizational structure or other ideas to make things better.

Deborah Schweizer and Nancy Greenberg

Co-Presidents, BIJ Board of Trustees



**BIJ – Community Participation Plan**

**2016-2017**

**Leadership Structure**

The President of the Board of Trustees (BOT) will appoint team leaders and those leaders will serve for 1 - 2 years. The team leaders will make up the executive team and will be part of the BOT. The team leaders will identify individuals to populate their team and assume leadership roles for team activities. At least two team members should be members of the congregation who are not on the BOT. A staff member will be identified to serve as a liaison to each team.

The team leaders will have autonomy of decision making about most matters. They will report, as appropriate, to the executive team and/or to the BOT at the monthly BOT meeting.

As members of the executive team, team leaders will coordinate and maintain awareness of overlapping roles and functions of each team. Each team should know who their staff liaison is and maintain open communication with them. Areas identified where team and staff cooperation will be required include:

* Scheduling rooms and janitorial
* Recruiting volunteers
* Fundraising or fees
* Honoring and recognitions of volunteer and monetary contributions
* Minimizing staff involvement
* Publicity - internal and external

**Requirements of Team Leaders**

* Each team should meet as necessary - likely a minimum of 4 times a year.
	+ Team leaders are responsible for scheduling regular full team meetings in advance for the entire fiscal year.
	+ Team leaders must be available for regularly scheduled meetings of their team, the executive committee, and the BOT
* Appoint a record keeper for the team.
* Work in partnership with other team members in order to achieve the goals of the team.
* Identify working members of the team.
* Identify and train/groom future leadership for the team.

**Requirements of BOT Members**

* Be available for regularly scheduled meetings of the BOT
* Be available to lead task-forces or committees on one or more of the teams
* Work in partnership with other BOT members in order to achieve the goals of the BOT
* Identify future leadership for the BOT
* Make a pledge to the Annual Fund to support 100% board participation in giving.



**List of Teams**

**Executive**

Function: Execute (initiate/implement/prioritize/supervise/monitor) board-approved actions. Recommend actions/policy to the board. Advise the BOT president. Only acts independent of the BOT in urgent circumstances.

* Hiring of all staff and on-going supervision of the rabbi. Support staff in order to promote retention.
* Recognize, promote, and support the mission of the congregation in all its activities.
* Strategic planning with the Southside Jewish Collaborative

Staff Liaison is the Rabbi.

**Education/Torah**

Function: To develop and supervise adult and youth educational programming in cooperation with the clergy and professional staff of BIJ.

Staff Liaisons are the Director of Education (youth) and the Rabbi (adult).

Educational Activities include:

* Youth Learning Working Group
	+ Partnership Learning
		- B3
		- St Ignatius student visitors
	+ BIJ
		- B’nai Mitzvah
		- Confirmation
		- Coordination with B’nai Emunah and Or Shalom
* Adult Learning Working Group
	+ Partnership Learning
		- Lunch & Learn
		- Basic Judaism
		- Elul Study
		- Special Events (speakers, etc)
		- Lerhaus Judaica
	+ BIJ
		- Torah Study
		- Hebrew Class
		- Scholar-in-residence
		- Travel with the Rabbi
		- Friday Night Feast
		- Coordination with Southside Jewish Collaborative, JCRC, BHDS, Lerhaus, etc.

**Spiritual Practice (Avodah)**

Function: In cooperation with the Rabbi, Cantor and other lay leadership, develop and implement rituals and observances of the BIJ community and support such practices in member homes. Recognize, promote, and support the spiritual component of volunteer and all other activities of the community.

Staff Liaisons are the Rabbi and Cantor.

Spiritual Practices activities include:

* Erev Shabbat Working Group
	+ Shabbat Shelanu (collaborative)
	+ Neighborhood Shabbat
	+ Friday Night Feast
	+ Chant & Drum Service
	+ Sunset Cafe (collaborative)
* Shabbat Morning Working Group
	+ Services
	+ Torah Study (education team overlap)
	+ St Ignatius Student visitors (education team overlap)
* Holidays Working Group
	+ High Holy Days
	+ All other holidays
		- Yizkor services
	+ Rosh Chodesh
* Life Cycle Events Working Group
	+ Rituals and preparations for
		- Funerals
		- Weddings
		- Baby Namings
		- B’nai Mitzvah (education team overlap)
* Social Working Group
	+ Post holiday and shabbat service socializing
	+ Kiddush
	+ Oneg
	+ Break the Fast

**Community Outreach and Development**

Function: Develop and supervise all membership and fundraising activities of the congregation. Educate the BOT of current/best practices in the community for fundraising. Recruit and support the retention of members of the congregation, including community outreach and involvement to enhance BIJ’s visibility.

Staff Liaison is the Executive Administrator.

* Membership Working Group:
	+ Volunteer Coordination
* Coordinate with membership regarding outreach, engagement, ideas to increase revenue
* Coordinate with membership regarding inreach, welcoming new members, holiday phone calls
* Communication with potential new members
* Database
* Community involvement
	+ - Sisterhood/Women of BIJ
		- Brotherhood Way Association
		- Southside Jewish Collaborative
		- (Co-)Sponsoring community events (ex: Jewish Film Festival)
		- Brandeis Hillel Day School
		- JCC religious components
			* Shabbat during school hours
			* Shabbat Shelanu Tot Shabbat
		- URJ
		- Summit 800 neighbors outreach
		- San Francisco Supervisor District 7
* Social Activities
	+ - Baseball games
		- Film Screenings
		- Youth Group
		- Craft & Schmooze
		- Book Club
		- Sisterhood sponsored events
* Tikkun Olam
	+ - Hunger Project
		- Care & Concern
			* Seder Sacks (overlap with education)
			* Rosh Hashana Honey Cake delivery (overlap with education)
			* Sisterhood ride to BIJ coordination
	+ Fundraising Programs:
	+ Annual Fund
	+ Grants
	+ Special Events
	+ Legacy gifts
	+ Large donor gifts (stocks, individual appeals, car donations)
	+ Communications/Marketing
		- website
		- Facebook
		- BIJ app
		- Bulletin
		- Eblast
		- Area newspapers, including Jewish and secular publications

**Community Operations**

Function: Oversee the maintenance and improvement of the buildings, infrastructure and grounds of the congregation and keep them in good order and repair. Oversee the finances of the congregation.

Staff Liaison is the Executive Administrator.

Structural Maintenance Activities include:

* Finance Working Group:
	+ Develop and submit an annual budget for the ensuing fiscal year
	+ Work with staff to audit the accounts of the congregation.
	+ Work with Treasurer to provide monthly budget and finance reports to the BOT
	+ Ensure annual audit of organizational budget
	+ Coordinate with membership team on dues policies
* House Working Group:
	+ Develop reasonable job descriptions for the custodial staff
	+ Arrange scheduling of custodial staff
	+ Maintain and improve the internet, computers, copiers and phone system
	+ Get bids and oversee outside contractors for repair and maintenance
	+ Coordinating custodial staff
	+ Or Shalom shared space and scheduling
	+ **16 Lay Leadership Roster**

**Co-Presidents:**

 **Nancy Greenberg**

 **Deborah Schweizer**

**Immediate Past President:**

 **Joshua Goodman**

**Team Leaders:**

**Education/Torah – Lori Ganz**

**Spiritual Practice (Avodah) – Barbara Hammel**

**Community Outreach & Development – Debra Braun**

**Community Operations – Reeva Safford**

**Working Group Leaders:**

**Fundraising – Aimee Golant**

**Marketing and Communications – Lynne Rappaport**

**Care & Concern – Lynne Rappaport**

**Finance – Matthew Lefkowitz**

**Treasurer – Cassandra Spacek**

**Trustees:**

**Deborah Bouck**

**Johanna Gendelman**

**Gail Harden**

**Natalie Melendez-Ortiz**

**Michele Siegel**

**Women of BIJ Representative:**

**Michele Siegel**