

# Religious Affairs Committee

## **Purpose:**

It serves to provide support and input to the Rabbi in matters of religious observance and activities within the tenets of Conservative Judaism.

The strategic direction of the committee is to encourage the CEH community to be involved in religious services and holiday celebrations. We work together with the Religious Education, Membership and Adult Education committees to plan and implement religious celebrations in the synagogue, at home and in the community.

At present the following are active members of the committee:

The committee is intended to be representative of our membership. We do not have any strict meeting attendance expectations because we usually have over 90%.

## **Major Responsibilities**

- Select and organize service leaders and readers,
- Provide guidance for aliyot and gabbaim.
- Plan and run High Holiday services.

**Committee Members:** members of the congregation

**Staff Member:** Rabbi

## **Meetings and Time Commitment:**

- Meeting approximately monthly
- Meeting length – typically two hours

## **Expectation of Committee Members:**

- Attend at least 75% of scheduled meetings
- Be an active contributor to the committee
- Help communicate committee's goals and accomplishments to congregants and the Board

# Education Committee

## **Purpose**

The mission of the CEH Education Committee is to strengthen, support and promote the educational offerings at CEH. We work to promote a strong curriculum, facilitate communication, promote the growth of the school, advise the Director of Religious Education, implement CEH's vision, and support CEH's general vision of creating an inclusive community where all of our members can grow. We assist with the religious school, preschool and adult education (preschool and adult education each have their own subcommittees).

## **Major Responsibilities**

- Coordinating with the Director of Education, providing advice and feedback
- Ensuring that the education programs are an integral part of the CEH mission
- Receiving and sharing feedback from parents
- Working to improve synagogue-wide participation among our peers
- Assisting with adult education –to create, promote and attend programs,
- Serving as a sounding board for all three areas (religious school, preschool, adult education)
- Identifying areas for improvement
- Supporting educational portion of community events

## **Committee Members**

Recommendation: VP of Education serves as Chair of the Education committee. Education Committee is composed of the chair of the Adult Education sub-Committee, Preschool sub-Committee and Religious School sub-Committees. Each of those subcommittees is composed of 5-10 members of their constituency.

**Staff Member:** Director of Education

## **Meetings and Time Commitment:**

- Meeting four to six times per year
- Meeting length – typically two hours

## **Expectation of Committee Members:**

- Attend at least 75% of scheduled meetings
- Be an active contributor to the committee
- Help communicate committee's goals and accomplishments to congregants and the Board

# Legacy Committee

## **Purpose**

The Etz Hayim Legacy Committee endeavors to sustain our congregation through legacy members who pledge financial support through estate planning gifts.

## **Major Responsibilities**

- Devise strategy to increase membership in the Legacy Program
- Solicit members to become part of the Legacy Program
- Provide stewardship of donors once recognized
- Communicate details of the program and accomplishments to membership including the Board of Directors
- Recognize legacy donors through engraved walkway brick and name on our website
- Publicize accomplishments funded with legacy bequests

## **Committee Members:**

## **Staff Member:**

## **Meetings and Time Commitment:**

- Meeting approximately 2-4 times per year
- Meetings Length – Typically one hour

## **Expectation of Committee Members:**

- Attend at least 75% of scheduled meetings
- Be a member of the Etz Hayim Legacy Program
- Help solicit members of the congregation for the program
- Help communicate committee's goals and accomplishments to congregants and the Board

# Operations Committee:

## **Purpose:**

Advise on, and undertake initiatives to improve the synagogue building, grounds and parsonage. To work closely with staff and serve as a sounding board for future initiatives related to the interior and exterior of the buildings and the grounds. Conduct research and review various initiative options to determine their appropriateness for the congregation. Examples could include upgrades to infrastructure such as network devices and hardware to enable a more robust online presence, initiatives to support future uses, green initiatives such as solar panels, facility upgrades to support preparedness recommendations, etc.

## **Major Responsibilities:**

- routine maintenance and property management requirements. Examples include routine floor and carpet cleaning, equipment maintenance (IAV, refrigeration, HVAC), roof repair/replacement and maintenance, elevator repairs, painting, etc. Oversight for and policies regarding the borrowing of materials from the congregation, synagogue rental, parsonage rentals, maintenance and the parking lot
- Identify and evaluate vendors and sign contracts to facilitate maintenance, repairs, and rentals.
- Develop and submit a budget for the needs of the congregation

**Committee members:** People with facility management experience, writing and administering contracts and managing contractor personnel, insurance, security. The facilities and operations staff member attends committee meetings.

**Staff Member:** Operations

## **Meetings and Time Commitment:**

- Meeting approximately monthly
- Meeting length – typically two hours

## **Expectation of Committee Members:**

- Attend at least 75% of scheduled meetings
- Be an active contributor to the committee
- Help communicate committee's goals and accomplishments to congregants and the Board

# Social Action Committee (SAC)

## **Purpose**

Congregation Etz Hayim is a welcoming spiritual home for our community, fostering unity and connection as we journey together on a path toward holiness. The Social Action Committee works to make a difference through actions large and small. We care for each other, our community, and the world around us.

## **Major Responsibilities**

Serve the internal Etz Hayim, local Jewish, and Arlington communities by promoting and providing enjoyable and fulfilling volunteer experiences for all interested Etz Hayim members. These may be opportunities in the community that are advertised in the weekly emails and Chronicle or programs that are planned and organized by the SAC for Etz Hayim members. The SAC continues to promote annual and ongoing activities (such as Sukkot in Spring, MLK Day of Service, AFAC food collection) as well as always seek out new opportunities (partnering with Lutheran Social Services to provide warm winter clothing to refugee families). Under the leadership of our new Rabbi, the SAC hopes to increase partnerships with other area faith and non profit organizations.

## **Committee Members**

### **Staff Members:**

Rabbi - Communicate connection between Jewish precepts and social action, i.e., social action as part of Jewish identity to congregants. Helps to link prospective projects to holidays.

Director of Religious Education – Work together with SAC to incorporate social action into Youth and Adult education programming.

### **Meetings and Time Commitment:**

- Meeting approximately monthly
- Meeting length – typically two hours

### **Expectation of Committee Members:**

- Attend at least 75% of scheduled meetings
- Be an active contributor to the committee
- Help communicate committee's goals and accomplishments to congregants and the Board

# Communications Committee

## **Purpose**

The Communications Committee oversees member-facing communications and external-facing communications, advertising and event-promotion.

## **Major Responsibilities**

- Create a communication strategy for the Congregation:
- In collaboration with the Rabbi, Education Director, Preschool Director and Office Manager, oversee content and frequency of emails and communications to members.
- Contact media outlets for special events/stories.
- Create and manage communications calendar (when to post, send, deadlines, etc)
- Manage communications budget

**Committee Members:** members of the congregation

**Staff Member:** Communications

## **Meetings and Time Commitment:**

- Meeting approximately monthly, subject to change
- Meeting length – typically 1.5 hours

## **Expectation of Committee Members:**

- Attend at least 75% of scheduled meetings
- Be an active contributor to the committee
- Help communicate committee's goals and accomplishments to congregants and the Board

# Membership Committee

## **Purpose**

The purpose of the Membership Committee is to retain and engage current members in the Etz Hayim community at the level that brings them fulfillment, to grow the pool of prospective members and to recruit prospective members to become members.

## **Major Responsibilities**

- Respond to prospective member emails, Facebook messages, "Let's Connect" emails from CEH website or other prospective member inquiries.
- When new member joins, Office Manager emails completed membership form to Rabbi, trustees and [vp.membership@etzhayim.net](mailto:vp.membership@etzhayim.net).
- New member onboarding
- Manage Congregational Chaggim celebrations, and the membership open house picnic (1<sup>st</sup> religious school Sunday of the school year).
- Develop programs to honor members.
- Reach out to non-members that attend services, especially High Holiday services.
- Manage exhibit booth at Arlington County Fair.

## **Committee Members:**

## **Staff Member:**

## **Meetings and Time Commitment:**

- monthly (subject to change based on special needs): 12
- Meeting Length – 1 ½ hours.

## **Expectation of Committee Members:**

- Attend at least 75% of scheduled meetings
- Provide ongoing commitment to contribute to at least two items from Major Responsibilities list

# Fundraising Committee

**Purpose:** the Fundraising Committee is to assist in raising funds for the operation of the Congregation and for capital maintenance and improvement.

## **Major Responsibilities:**

- In conjunction with the Finance Committee, developing fundraising goals for the year
- Planning and executing fundraising events and campaigns
- Participating in “after-action” analysis of events and campaigns for lessons learned
- Cultivating and/or personally soliciting donors
- Developing recognition levels and ensure that “thank-yous” are sent for significant gifts, in addition to the standard contribution receipt
- Review all previous year fundraising activity and make recommendations for improvements for new fiscal year.
- Revise and update current fund development plan. •
- Develop an annual calendar for the committee’s activities, including critical dates, milestones and required board actions •
- Engage in advocacy and networking.
- Participate in annual special events and other fundraising activities.
- Track and report progress toward fundraising goals to the Board. •
- Analyze relationships with current and prospective major donors and funders and develop individualized strategies to cultivate or strengthen those relationships. •
- Analyze relationships with current and prospective corporate sponsors, devise sponsorship packages, and work with staff and Board to develop relationships. • Along with President or Rabbi, as appropriate, meet with current and prospective major donors and funders (foundations and corporations).
- Tap respective networks for potential donors of money, time and in-kind support. •
- Monitor & support fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective
- Provide report out during full Board meetings (Board Chair)

**Committee Members:** Chaired by the VP for Fundraising

**Staff Member:**

## **Meetings and Time Commitment:**

- monthly (subject to change based on special needs): 12
- Meeting Length – 1 ½ hours.

## **Expectation of Committee Members:**

- Attend at least 75% of scheduled meetings
- Provide ongoing commitment to contribute to at least two items from Major Responsibilities list
- Contribute financially to the organization at a level meaningful to the individual



# Finance Committee

**Purpose:** The Finance Committee is responsible for helping to ensure that the Congregation operates in a fiscally responsible manner.

## **Major Responsibilities**

- Developing realistic revenue targets with assistance from the Fundraising Committee
- Assisting the Treasurer in preparing the annual operating budget, with input from the Education Director, Preschool Director, Operations Committee, and Religious Committee as to their projected needs, including the development of operating reserves
- In conjunction with the Operations Committee, preparing a capital budget, including the development of capital maintenance reserves
- Assisting the Treasurer in making sure that the congregation is staying within the budget, and helping in developing responses to significant revenue shortfalls and/or expense overruns
- Ensuring that the congregation follows accepted accounting practices
- Planning for the audit of the congregation's books at the end of the fiscal year

**Committee Members:** Chaired by the Treasurer. It is desirable for the Fundraising VP and the President and/or First VP to participate in the committee. Desirable qualifications for members: understanding of accounting, understanding of nonprofit financial principles

**Staff Member:** Accounting/Bookkeeping

## **Meetings and Time Commitment:**

- monthly (subject to change based on special needs): 12
- Meeting Length – 1 ½ hours.

## **Expectation of Committee Members:**

- Attend at least 75% of scheduled meetings
- Provide ongoing commitment to contribute to at least two items from Major Responsibilities list