

Phase One Committees/Working Groups Committee Charges

Thank you for volunteering to help the Kahal by being on a committee or working group!

Each committee/group is responsible for the items listed under them below and will have an ISC member on the committee for general support and to act as a liaison to ISC and the other committees. Generally speaking, we would like the committee and working group process to work as follows:

- Please establish a general timeline for major goals. Although we do not yet have an official start date, “after the High Holidays” is still a target, and we would like to be prepared in advance of the holidays if at all possible.
- Each committee is encouraged to find a way to get Kahal feedback, via open Zoom meetings, emails, surveys, and the like. At least one method of feedback should be asynchronous.
- Ideally, you will gather initial input to inform your committee work as well as feedback partway through to ensure that the committee understands the Kahal’s thoughts and incorporate them into any proposals that are brought to a vote.
- For large decisions, it is your role to provide options for the Kahal to vote on and to inform the Kahal about your committee’s thoughts and preferences, as appropriate.
- For smaller decisions, one suggested path can be presented to the Kahal.
- Committees will report on their activities at each Kahal meeting and at other times as necessary.

Committees

Governance

This committee will explore how we will establish a new governance system, choose our leaders, which types of decisions leaders will make, how community decisions will be made, what other long-term positions and committees there will be (e.g., davening coordinator), and term limits for all positions. They will also come up with other logistics of governance and a plan for bylaws if necessary (with assistance of the Legal working group).

- What will our governance structure be? Will there be a “top” leader? If so, how many? Will we have a Board? A Va’ad?
- How will leaders be chosen? What will their terms be?
- How will the leadership make decisions? Which decisions will they make?
- How will the community make its decisions? In what forum/fora?
- What long-term committees should we have? How will their leaders/members be chosen? Will they have terms? (Other Committees should be consulted for this question.)
- Who will decide about the need for and composition of ad hoc committees?
- How will we keep track of our policies/decisions/bylaws?

- Which longer-term volunteer positions will we have (laining coordinator, kids' service coordinator, etc.)? How will those people be chosen and will they have terms? (Other Committees will have input into this question.)

Note: We expect to invite other independent minyanim to chat with us about their structures and their pros and cons.

Space - Logistics, Security, and Jobs

This committee will work with TE (initially via the TE liaison group) and with the Kahal to determine how our spaces will be set-up, establish what will be done by TE staff, and work with TE and CJP on security issues and procedures. This group will also lead the discussion on what jobs we need to do and how jobs will be assigned.

Logistics:

- What do we want our main davening spaces to look like? (e.g., aron, shulchan placement, comfy chairs, kids' books, page indicator, etc.).
- What do we want our alternative davening space to look like?
- How can we make our spaces more welcoming to members of various ages and needs?

Note: A later working group will determine the logistics of storage, inventory of ritual items, etc.

Security:

Working with TE and CJP, the committee will determine if any adjustments need to be made to our physical plant to enhance our davening safety. In addition, the committee will craft policies that support our safety, such as:

- Will we use the side door, and if so, what will the rules be for letting someone in?
- Is there a need for a hallway supervision person from a security standpoint?
- Will we have "go kits" and walkie-talkies? Where? How will we ensure that the right people know how to use them?

Jobs:

- Which weekly jobs will be voluntary (laining, davening, drash, current "jobs")?
- How will weekly voluntary and any required jobs be assigned? If certain jobs will be assigned, who will be exempt from being assigned a job?
- Which holiday coordinators will we have (High Holiday, Purim, T'sha B'Av, etc.)? How will those people be chosen and will they be limited in how many times they can coordinate?

Note: A later working group will be responsible for exact job descriptions, setting up the assignment/sign-up system, etc.

Children's Services

This committee will address the details of kids' services and kiddush in our new home. They will also explore other issues related to children and their families, including how to make the minyan more welcoming to this group and how to incorporate kids and their families into non-kid spaces/events.

Note: Families of children in Mini and Junior Minyans will meet to propose how these services and kids' kiddush will run at TE and what leadership roles will be needed. The remaining children-related issues will be discussed by the broader committee.

- Will we retain the two current kids' services? Will we make any changes to either of them (age range, content, leadership)? How many coordinators will we have for each service? How will those people be chosen and will they have terms?
- What do we want our kids' davening spaces to look like?
- Will we make any changes to kids' kiddush?
- Should we create new non-service coordinator roles (e.g., teens, families, parents)?
- If there is a kid and/or family position on a va'ad, what will be the role of that person?
- How can we make the main service more welcoming to children of various ages and their parents?
- Will we make any changes to the way kids participate in the adult service?
- Outside of services, how can we make the minyan more welcoming to children of various ages and their parents?
- How else should we be thinking about families, especially those with post-bar-mitzvah-aged kids?

Community-Building/Social

This committee will plan virtual and in-person events and activities that allow members of the Kahal to get to know each other better and to build community.

- What events/activities/other should we have during this interim period to build community?
- Should we have a permanent Community/Social Committee? What should it look like?

Working Groups

Communications

This group will address what, where, and when we will communicate internally both during the transition and after the transition. Coordination with the IT/Tech group will be needed to clarify to them what we want to communicate and to learn from them the trade-offs of various technologies/platforms.

- How will we communicate with our "NCM@TE" group during this transition phase? How often?
- How will we communicate with the NCM group during this transition phase? How often?
- How will we communicate with both after the move? How often?

- How will we communicate with TE leadership and the larger TE community, if at all?
- What information will the old public-facing website still have, and how should it inform people about “NCM@TE”?
- Will we continue to use our current listserv? How?
- How should we use our section of ShulCloud during the transition?
- What internal community information (contact info, policies, meeting minutes, sign-up sheets, etc.) will we want to keep on the TE website and what might we want to store elsewhere?
- When should our section of the TE website go live? (Coordination with the future Marketing working group may be necessary.)

IT Services/Technology

This group will identify how we will meet our communications goals technologically (such as a listserv, a website, etc.), determine appropriate platforms, and determine how information will be populated and kept up to date. Coordination with the Communications group will be needed. Solutions for both the interim period and after the move are needed.

- What platform will we use for our own listserv if we choose to have one?
- Who will set up our own website and/or ShulCloud equivalent if we choose to have them? How will we keep them up to date?
- How will we keep our section of the TE website up to date?
- How will we technologically support our other communications (internal) and marketing (external) goals?

TE Liaison

This group will communicate questions from the ISC and kahal to TE and take the lead in any additional negotiations that may be necessary.

Legal

This group will provide legal advice and assistance with anything that requires it, including:

- Should we be our own 501(c)(3)? If so, how do we set it up, what will its name be, and who will its “officers” be?

Naming the Kahal

This group will lead the process for generating and voting on potential new names for the minyan.