



# Policies and Procedures

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## **Contact Information**

### **Congregation Dor Hadash**

[www.dorhadash.net](http://www.dorhadash.net)

4905 Fifth Ave, Pittsburgh, PA 15213

(412) 467-6188

[admin@dorhadash.net](mailto:admin@dorhadash.net)

### **Professional Staff**

#### **Congregational Administrator**

[admin@dorhadash.net](mailto:admin@dorhadash.net)

Nicole Jenkins (she/her)

#### **Rabbi**

[Rabbi@dorhadash.net](mailto:Rabbi@dorhadash.net)

Rabbi Amy Bardack (she/her)

#### **Religious School Principal**

[principal@dorhadash.net](mailto:principal@dorhadash.net)

Karen Morris (she/her)





**Bookkeeper**

[bookkeeper@dorhadash.net](mailto:bookkeeper@dorhadash.net)

Janey Zellinger (she/her)

**Board Members**

**President**

[president@dorhadash.net](mailto:president@dorhadash.net)

Jo Recht (she/her)

**Vice President of Administration**

[vpadmin@dorhadash.net](mailto:vpadmin@dorhadash.net)

Dana Kellerman (she/her)

**Treasurer**

[treasurer@dorhadash.net](mailto:treasurer@dorhadash.net)

Marc Mann (he/him)

**Communications Chair**

[communications@dorhadash.net](mailto:communications@dorhadash.net)

Pamina Ewing (she/her)

**Ritual Chair**

[ritual@dorhadash.net](mailto:ritual@dorhadash.net)

Hal Gruinberg (he/him)

**Education Chair**

[school@dorhadash.net](mailto:school@dorhadash.net)

Andrew Lang (he/him)

**Social Action Chair**

[socialaction@dorhadash.net](mailto:socialaction@dorhadash.net)

Rich Weinberg (he/him)

**Membership Chair**

[membership@dorhadash.net](mailto:membership@dorhadash.net)

OPEN





## **Standing Committees**

### **Communications**

[communications@dorhadash.net](mailto:communications@dorhadash.net)

Pamina Ewing (she/her)

### **Finance**

[treasurer@dorhadash.net](mailto:treasurer@dorhadash.net)

Marc Mann (he/him)

### **Hesed**

[hesed@dorhadash.net](mailto:hesed@dorhadash.net) / (412) 254-3358

Roz Becker (she/her) and Ellen Olshansky (she/her)

### **Kehillah**

[kehillah@dorhadash.net](mailto:kehillah@dorhadash.net)

Lois Rubin (she/her) and Joan Saroff (she/her)

### **Learning and Programming**

[adulthood@dorhadash.net](mailto:adulthood@dorhadash.net)

Dan Heifetz (he/him)

### **Membership Chair**

[membership@dorhadash.net](mailto:membership@dorhadash.net)

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### **Ritual**

[ritual@dorhadash.net](mailto:ritual@dorhadash.net)

Hal Gruinberg (he/him)

### **Technology**

[tech@dorhadash.net](mailto:tech@dorhadash.net)

Jim Lenkner (he/him)

### **Security**

[kmblee@gmail.com](mailto:kmblee@gmail.com)

Kathy Blee (she/her)

### **Social Action**

[socialaction@dorhadash.net](mailto:socialaction@dorhadash.net)

Rich Weinberg (he/him)





## **Ad Hoc Committees**

### **Alternate Dues**

[jgordon7@gmail.com](mailto:jgordon7@gmail.com)

Janice Gordon (she/her)

### **Centralizing Information**

[manager@dorhadash.net](mailto:manager@dorhadash.net)

Nicole Jenkins (she/her)

### **Covid-19**

[rweinberg@dorhadash.net](mailto:rweinberg@dorhadash.net)

Rich Weinberg (he/him)

### **Inclusion**

[inclusion@dorhadash.net](mailto:inclusion@dorhadash.net)

Beth Silver (she/her)

### **Memorialization**

[jo.recht@gmail.com](mailto:jo.recht@gmail.com)

Jo Recht (she/her)

### **Rabbi Liaison Committee**

[legerdaniel11@gmail.com](mailto:legerdaniel11@gmail.com)

Dan Leger (he/him)

### **Strategic Planning Implementation**

[ellensueberne@gmail.com](mailto:ellensueberne@gmail.com)

[sue.friedberg@bipc.com](mailto:sue.friedberg@bipc.com)

Ellen Berne (she/her) and Sue Friedberg (she/her)

## **Auxiliary Associations**

### **Book Group**

[halgrin1111@gmail.com](mailto:halgrin1111@gmail.com)

Hal Grinberg (he/him)

### **Dor Ha'aviv**

[roan@dorhadash.net](mailto:roan@dorhadash.net)

Roan Hollander (she/her)





**Dor Ha'Ba**

[dorhaba@dorhadash.net](mailto:dorhaba@dorhadash.net)

Maria Carson (she/her)

**Shira Song Group**

[sangrist2@gmail.com](mailto:sangrist2@gmail.com)

Sarah Angrist (she/her)

## **Introduction**

### Values & General Governance

Dor Hadash is a socially conscious, lay-led, Reconstructionist Jewish Congregation. Through the integration of tradition and innovation, we offer access to Jewish life and community for people of all backgrounds and abilities.

Dor Hadash is administered by elected officers and a board of directors (“Board”) which includes these officers and other elected members, as well as by committees and professional staff.

### By-Laws vs. Policies & Procedures

Dor Hadash is governed by two written documents, its By-Laws, and these Policies and Procedures. The By-Laws are approved and amended by vote of Dor Hadash members, while the Policies and Procedures are approved and amended by the Board.

As a general proposition, the By-Laws are high level and define the governing and operational rules of Dor Hadash, including with respect to the Board and its members, the budget, and the annual meeting. The Policies and Procedures are more detailed and define various operational matters. The Policies and Procedures may not be inconsistent with the By-Laws. In the case of inconsistency, the By-Laws control.

## **Membership**

### Participation

Because we are lay-led, all Dor Hadash members are expected to actively participate in



our congregation. Members may, among other things, serve on the Board; lead or serve on various committees; lead or otherwise participate in services; and lead or participate in other congregational activities and undertakings.

## Categories

Dor Hadash recognizes four dues categories for membership: “young adult”; “one adult member unit”; “two or more adult member unit”; and “honorary non-voting member.”

1. Young Adult Member  
Applies to anyone from age 18 through and including age 28.
2. One Adult Member Unit  
Applies to any household with one or more adults where only one adult will be participating in Dor Hadash activities.
3. Two or more Adult Member Unit  
Applies to any household with two or more adults where at least two adults will be participating in Dor Hadash activities.
4. Honorary Non-Voting Member  
May be extended by the Board should the Board deem it appropriate.

## Community Dues Contributions

A system of Community Dues Contributions is designed to reflect our values as a congregation and to meet our annual expenses. As the Congregation grows and evolves, our Strategic Plan anticipates increased expenditure for inclusion, programming, life events, additional ritual support, and other important Congregational functions. Therefore, in addition to our Community Dues Contributions, fundraising will need to be undertaken, following the approach outlined in the recently approved Dor Hadash Fundraising Guidelines. As these higher costs become part of the Congregation’s annual budget, the average Community Dues Contribution can be adjusted.

[Read more here.](#) [Read more here.](#)

## **Governance**

Governance issues are the purview of the Board. Management issues other than legal compliance and fiscal management are generally the purview of the Committees.



## Officers

The Dor Hadash officers are the President, Vice President of Administration, Treasurer, and the Communications Chair, who also serves as the corporate Secretary.

## Board of Directors

The Board governs the affairs of the congregation, controls revenue and property, and promotes the purpose and welfare of the congregation. The Board is composed of the aforementioned officers and the Ritual Chair, Education Chair, Membership Chair, Social Action Chair, and during alternating years, either the President-elect or the immediate past-President.

## Responsibilities of Officers & Other Board Members

Officers and other Board members (collectively, “Board Members”) carry out the responsibilities described in the By-Laws and herein. If any Board member is unable to carry out their responsibilities, the President will, with the advice and consent of the Board, either appoint another person to this role or make other arrangements to ensure that position’s responsibilities are fulfilled. All officers, board members, and chairpersons should keep an active updated record of events, programs, and responsibilities carried out during their tenure.

Newly elected Board members should prepare themselves by doing the following:

1. Review the [On-Boarding Document](#), current [By-Laws](#), and current Policies and Procedures.
2. Familiarize themselves with all aspects of Dor Hadash programming, including Shabbat and festival observances, other adult programming, and the religious School.
3. Review the current budget and any other current financial reports or Statements.

Board Members serve as representatives of the entire congregation and are expected to support final Board decisions. They are also expected to actively welcome new members into all aspects of congregational life. In addition, Board members are expected to attend the annual meeting.





## Board Meetings

Precious board meeting time should be used for congregational governance which generally means discussion of pending issues and decision-making, not simple Reporting.

All Board members are expected to attend Board meetings, which are usually held on the second Sunday of every month. The Board may agree to change the meeting date and/or time. Board meetings make use of Robert's Rules of Order. Board members should be prepared to discuss the Board agenda items, and to give at least 24 hours advance notice to the President if they are unable to attend. A Board member who heads a committee and is unable to attend a Board meeting is encouraged to send another committee member in their stead as a voting representative.

Monthly reports are crucial to adhering to these board meeting priorities and to the equally important value of transparency. All Board members are expected to submit monthly reports by 5:00 pm on the Tuesday prior to the regularly scheduled Board Meeting, via Google Drive or email to the Congregational Manager and President of the Board. These reports should provide an overview of recent activities, news, and ongoing projects.

Board meeting agendas and monthly reports will be distributed to Board members, included in the Thursday Dor Hadash email, and posted on the website by 5:00 pm on the Thursday prior to the meeting.

## Annual Meeting

See [By-Laws](#).

## Board Positions

### **President**

The President ([president@dorhadash.net](mailto:president@dorhadash.net)) is responsible for leading the Congregation and ensuring that the Congregation's activities are compliant with and in furtherance of its mission as a Reconstructionist Jewish organization.



The President's responsibilities are enumerated in the [By-Laws](#). In addition, the President:

1. Represents Dor Hadash in the broader community and serves as Dor Hadash spokesperson.
2. Arranges presentations of congregational gifts and certificates to B'nai Mitzvah.
3. As congregational representative to Reconstructing Judaism and the Reconstructionist Religious College, reviews materials and utilizes relevant resource information with members of the congregation.
4. Oversees ad hoc committees.

### **Vice President of Administration**

The Vice President of Administration ([vpadmin@dorhadash.net](mailto:vpadmin@dorhadash.net)) assists the President, particularly in connection with responsibilities that include elements of administration.

The Vice President of Administration's responsibilities are enumerated in the By-Laws. In addition, the Vice President of Administration:

1. Works in conjunction with the President and Treasurer to liaise with Rodef Shalom.
2. Supervises the Congregation Manager and any other general administrative support staff.
3. Ensures that the Policies and Procedures are updated annually.

### **Treasurer**

The Treasurer ([treasurer@dorhadash.net](mailto:treasurer@dorhadash.net)) oversees the fiscal management of the Congregation.

The Treasurer's responsibilities are enumerated in the By-Laws. In addition, the Treasurer:

1. Notifies the Congregational Manager and Communications Chair of donor information (for publication in the KOL).

### **Ritual Chair**

The Ritual Chair ([ritual@dorhadash.net](mailto:ritual@dorhadash.net)) guides the Congregation in the practice of Jewish rituals, customs, and traditions.

The Ritual Chair's responsibilities are enumerated in the By-Laws. In addition, the Ritual Chair:



1. Creates a calendar of services and coordinates with b'nai mitzvah families to meet their needs.
2. Provides a calendar of services to the Board.
3. Ensures that the Ritual Committee provides guidelines for service leaders and for the conduct of the service itself.
4. Serves as the Board liaison to the Kehillah and Hesed Committees.

### **Communications Chair**

The Communications Chair ([communications@dorhadash.net](mailto:communications@dorhadash.net)) functions as the secretary of the corporation and oversees communications to the Congregation.

The Communication Chair's responsibilities are enumerated in the [By-Laws](#). In addition, the Communication Chair:

1. Ensures that the Kol is published regularly and includes links to Board meeting minutes.
2. Oversees Dor Hadash's social media presence.

### **Social Action Chair**

The Social Action Chair ([socialaction@dorhadash.net](mailto:socialaction@dorhadash.net)) plans and coordinates activities in furtherance of the Jewish value of "Tikkun Olam," undertaking short and long-term projects which advance social justice and social action.

The Social Action Chair's responsibilities are enumerated in the [By-Laws](#). In addition, the Social Action Chair:

1. Recruits members to participate in activities relating to direct social action.
2. Oversees the annual High Holy Day donation drive which supports the Greater Pittsburgh Community Food Bank, Jewish Family and Community Services and/or other organizations that support refugees and others in need.
3. Oversees Dor Hadash's membership in social justice related organizations and ensures that the appropriate membership dues are budgeted for and paid. Currently Dor Hadash is a member of the East End Cooperative Ministries (EECM), to which it pays annual dues of \$100 and sends a representative to its monthly board meetings. Dor Hadash is a member of Pittsburgh Interfaith Impact Network (PIIN), to which it pays annual dues of \$400 and sends a representative to its monthly board meetings.
4. Makes members of the Congregation aware of opportunities for direct social action and/or social justice organized by other organizations and which are consistent with the Congregation's mission and values.

### **Education Chair**



The Education Chair ([school@dorhadash.net](mailto:school@dorhadash.net)) oversees all matters pertaining to the education of students enrolled in the Dor Hadash Religious School and serves as the Board liaison for the Learning and Programming Chair.

The Education Chair's responsibilities are enumerated in the [By-Laws](#). In addition, the Education Chair:

1. Plans and executes the annual Hanukkah program.
2. Coordinates with the Ritual and Kehillah Chairs on other holiday focused programming.
3. The Education Chair is usually, but need not be, a school parent or a congregant who has had a child in the religious school.

### **Membership Chair**

The Membership Chair ([membership@dorhadash.net](mailto:membership@dorhadash.net)) oversees the recruiting, initiation, and welcoming of new members and maintains a current register of all members of the Congregation.

The Membership Chair's responsibilities are enumerated in the [By-Laws](#). In addition, the Membership Chair:

1. Serves as the contact person for potential members: they respond to requests for information about the Congregation.
2. Revises and distributes membership forms (during the summer) to all new and renewing members, and receives the completed forms; and coordinates with the Congregational bookkeeper to ensure membership forms and invoices are sent throughout the year to potential members.
3. Coordinates with the Congregational Manager to inform other committee chairpersons as to which members have volunteered for their committees and informs the Congregational Manager of new members to be added to the mailing list. Forwards accompanying dues to the treasurer, with whom they meet monthly.
4. Verifies membership in Dor Hadash of parents of Dor Hadash Religious School students.
5. Coordinates with the Education Chair and the Treasurer regarding dues, school tuition, and requests for financial accommodations.
6. Coordinates with the Treasurer and to determine who are members in good standing in anticipation of nominations and annual meetings.

### **President-elect or immediate past-President**

Depending on the year, either the President-elect or immediate past-President serves on the Board. The President-elect assists the President and develops the



skills necessary to serve as President. The immediate past-President assists the President and serves as a reservoir of institutional knowledge.

## **Categories of Committees**

### **Standing Committees**

Standing Committees are identified in the By-Laws and perform necessary functions of the Congregation. Standing Committees include those with and without Board representation and are as follows:

#### **Standing Committees Whose Chairs Are Board Members**

1. Communications Committee
2. Finance Committee
3. Ritual Committee
4. Membership Committee
5. School Committee
6. Social Action Committee

#### **Standing Committees Whose Chairs Are Not Board Members**

1. Kehilah Committee
2. Learning and Programming Committee
3. Hesed Committee
4. Technology Committee
5. Security Committee

*Each of these non-Board committees has a Board liaison to keep lines of communication open and facilitate cooperation*

#### **Liaisons of Standing Committees Whose Chairs Are Not Board Members**

1. The Ritual Chair serves as the Board liaison for the Kehilah Committee.
2. The Education Chair serves as the Board liaison for the Learning and Programming Committee.
3. The Ritual Chair serves as the Board liaison for the Hesed Committee.
4. The Communications Chair serves as the Board liaison for the Technology Committee.
5. The President serves as the Board liaison for the Security Committee.





Non-Board Standing Committee Chairs and their Board liaisons decide together how often they should communicate and by what means (in person, by phone, or electronically). Standing Committee Chairs should provide a report on their Committee activities to their Board liaison monthly. Board liaisons are responsible for conveying these reports to the Board.

## Ad Hoc Committees

Ad Hoc Committees are formed as needed by the Board and given a specific charge. Ad hoc committee chairs report to the President, and will also report to the Congregation in connection with the annual meeting. Upon completion of an ad hoc committee's charge, its chair will report to the President and the committee will be dissolved. The President will report dissolved committees to the Board.

Chairs of ad hoc committees are appointed by the President with the advice and consent of the Board. If any ad hoc committee is extant for more than two years, the Board should consider whether it should be made a standing committee.

# Committee Responsibilities

## **Social Action Committee**

The Social Action Committee supports the Social Action Chair in furtherance of the Jewish value of "Tikkun Olam," undertaking short- and long-term projects which advance social justice and social action.

The Social Action Committee strives to embody the Jewish teaching "tzedek, tzedek tirdoff," which means: "Justice, justice you shall pursue" (Deut. 16:20). Judaism teaches that there are three major ways to pursue a more just and equitable society, Tzedakah (Charitable Giving), Avodah (Service), and Tikkun Olam (Repair of the World). The Dor Hadash Social Action Committee is dedicated to addressing all three over the course of each year. Certain projects are ongoing while others evolve in response to current events, partnership opportunities, or the passions of our members. More information about current projects can be found on the [Dor Hadash website](#).

A member of the Social Action Committee serves as a liaison between Dor Hadash and EECM's homeless shelter at the East Liberty Presbyterian Church. This member coordinates the cooking and serving food at the shelter one evening a month by other



Dor Hadash volunteers. A partial subsidy is available to these volunteers.

### **Membership Committee**

The Membership Committee supports the membership chair in responding to inquiries from potential members, welcoming new members, and publicizing the congregation to the community at large to recruit new members. The membership committee, in coordination with the ritual committee, organizes the annual New Member Shabbat to acknowledge members who have joined in the last year.

### **Ritual Committee**

The Ritual Committee plans and coordinates ritual activities, including regular services, life cycle events, and the ritual aspects of religious holiday observances and celebrations. The committee is responsible for maintaining and updating as necessary, guides for service leaders and service outlines. The Ritual Committee works with professional staff to ensure the upkeep of the congregational calendar of services and the timely announcements of weekly religious occurrences. The committee ensures that there are Friday evening speakers and volunteers to give a sedra review or dvar Torah at each service. The committee works closely with hired clergy to plan and coordinate these Activities.

To organize the High Holy Day services, the Ritual Chair, assisted by a High Holy Day committee, seeks members to serve as readers, speakers, Torah and Haftorah readers. The Ritual Chair also arranges for Torah blessing honors and special holiday needs. They ensure that the Kehillah committee arranges for ushers for the holidays and plans a Congregational Break the Fast for Yom Kippur.

The Ritual and Kehillah Committees work together to ensure that, when ritual events are held in spaces outside of Rodef Shalom, prayer books are distributed, the bima is moved, and other similar logistical issues are addressed.

### **Learning and Programming Committee**

The Learning and Programming Committee works to facilitate educational and other events that deepen our spiritual and cultural connections to Jewish traditions. The Learning and Programming Committee coordinates with other committees at Dor Hadash to ensure that programming is evenly distributed throughout the year. The Board liaison for the Learning and Programming Committee is the Education Chair.

### **Hesed Committee**

The Hesed Committee helps to facilitate life events of members of Dor Hadash, such as weddings, naming ceremonies, and funerals. The Hesed Committee can arrange for





funeral and burial protocol and details, help with shiva services by providing members to lead or attend a minyan, arrange for cemetery plots, do errands or shop for the sick and infirm, help form carpools, and prepare meals. For urgent matters such as planning a funeral or shiva, contact the Hesed Chair at 412-254-3358 or [Hesed@dorhadash.net](mailto:Hesed@dorhadash.net). A document entitled "Guidelines for Funeral and Mourning, currently under revision" is available to members through the Hesed chair and on the members page of the Dor Hadash website. The Hesed Committee, in consultation with the Education Chair, arranges the purchase of congregational gifts for B'Mitzvahs. The Board liaison for the Hesed Committee is the Ritual Chair.

### **Kehillah Committee**

The Kehillah Committee is responsible for coordinating the provision of food and drink at social activities associated with religious services, festivals, and special event celebrations. Responsibilities include arranging for an Oneg Shabbat following each Friday evening service; a Kiddush following each Saturday morning service; and a Break-the-Fast celebration at the conclusion of Yom Kippur services. The Kehillah Committee prepares celebrations for Simchat Torah, Children's Rosh Hashanah services, and for Purim. The Kehillah Committee works with the Education Chair on a family Chanukah program. The Committee maintains the supplies for the Dor Hadash cabinets of the kitchen, and seeks hosts for all pot-luck events and the luncheon for the Leslie Reggel scholar.

The Kehillah and Ritual Committees work together to ensure that, when ritual events are held in spaces outside of Rodef Shalom, prayer books are distributed, the bima is moved, and other similar logistical issues are addressed.

The Ritual Chair serves as the Board liaison for the Kehillah Committee.

### **Technology Committee**

The Technology Committee provides technical support for services and programming. The Communications Chair serves as the Board liaison for the Technology Committee.

### **Security Committee**

The Security Committee responds to the Congregation's security needs. The President serves as the Board liaison for the Security Committee.





## Ad Hoc Committees

Current ad hoc committees include the following:

### **Centralizing Information Ad Hoc Committee**

The Centralizing Information Ad Hoc Committee works to reconfigure the way Dor Hadash's information has been stored, creating an accessible system that meets everyone's needs and helps our members stay connected.

### **COVID-19 Ad Hoc Committee**

The COVID-19 Committee provides best practice recommendations around COVID safety for the Congregation.

### **Inclusion Ad Hoc Committee**

The Inclusion Ad Hoc Committee facilitates and coordinates inclusion efforts and is a resource for the Board, committees, and the congregation. The goal of the Committee is to ensure that the congregation is welcoming and supportive of anyone who wants to be part of an inclusive and open Jewish congregation including individuals and families with diverse sexual, gender, or racial identities, those who are interfaith, have non-traditional backgrounds or household composition, those who are disabled, and any who may find themselves at the margins of Jewish communities.

### **Memorialization Ad Hoc Committee**

### **Strategic Planning Implementation Ad Hoc Committee**

[Click Here to View Dissolved Ad Hoc Committees](#)

## Auxiliary Associations

Groups of Dor Hadash members with a common interest may petition the Board for recognition as an auxiliary association. Auxiliary associations may be, for example, social or educational in nature, and may be governed under their own rules. They may request funding in the annual budget and place events in the biweekly congregational email. Auxiliary associations may not engage in activities which are inconsistent with the mission of Dor Hadash.

Auxiliary associations currently include:

### **Dor Ha'aviv**



Dor Ha'aviv (Teen Group) is a Dor Hadash teen group that meets monthly to connect with the community, congregation and each other. We meet with Jewish community leaders, participate in the congregation and religious school, host events, volunteer, and organize other fun activities together. We are always welcoming new members! Contact Roan Hollander ([roan@dorhadash.net](mailto:roan@dorhadash.net)) for more information.

### **Dor Ha'ba**

Dor Ha'ba (Young Adult Group) serves young adult members of our community, focusing on people ages 18 to 40. Dor Ha'Ba organizes events, helps young adult members become service leaders and find their home Jewishly, and amplifies the voices of young adults within the congregation. The group is open to members and non-members of Dor Hadash. Contact Maria Carson ([dorhaba@dorhadash.net](mailto:dorhaba@dorhadash.net)) for more information.

### **Dor Hadash Book Group**

Dor Hadash Book Group meets every six to seven weeks and discusses a book with Jewish content, mostly novels and short stories, often Israeli fiction in translation. Contact Hal Grinberg ([halgrin1111@gmail.com](mailto:halgrin1111@gmail.com)) for more information.

### **Shira**

Shira (Song Group) meets monthly to sing beloved Jewish songs. Contact Sarah Angrist ([sangrist2@gmail.com](mailto:sangrist2@gmail.com)) for more information

## **Professional Staff**

### **Congregational Administrator / Manager**

The Congregational Manager schedules events and maintains the Dor Hadash calendar, which is also overseen by the Vice President of Administration; takes minutes at Board meetings and the annual meeting and distributes them; creates and distributes congregation-wide emails; updates the website, maintains records, including the congregational email list; answers public emails and phone calls; with permission of the Communications Chair submits announcements to The Jewish Chronicle and; sorts and forwards email to the appropriate officer or board member. They are best reached via email at [manager@dorhadash.net](mailto:manager@dorhadash.net) during typical office hours. Phone calls and meetings are also welcome with advance notice. [Click here to read a full description of job duties.](#)

The Congregational Manager is overseen by the Vice President of Administration and



interacts regularly with the President and Communications Chair.

### **Rabbi**

[Click here to read a full description of job duties.](#)

### **Bookkeeper**

The bookkeeper shall assist the Treasurer in maintaining the financial records, sending dues notices, posting payments and invoices of dues, tuition, donations, and expenses on accounting software, making bank deposits, writing thank you notes for donations under \$100, delivering mail and other documents to and from the Rodef Shalom building to the Treasurer or other Board members as needed, attending Finance Committee meetings when requested by the Treasurer, keeping track of hours worked.

The bookkeeper is supervised by the Treasurer.

### **Religious School Principal**

Responsibilities of the Dor Hadash Religious School Principal include the following: coordinating classes, including determining student placements and supervising teachers; developing and maintaining curriculum; working with teachers to monitor student progress; supervising teachers; identifying the need for professional development of teachers; developing and carrying out teacher training; (with the advice and consent of the Education Chair) hiring new teachers; performing general administrative tasks (schedule classes, create yearly calendar, order books/materials, etc.); sending out regular reminders of school and congregation events; coordinating student participation in services, including Community Day students; (with the B'nai Mitzvah Coordinator) coordinating B'nai Mitzvah program; including: meeting with parents to describe the program; providing student and tutor with copies of their Torah portion and other needed materials; helping with selection of Dvar Torah mentors, and providing materials for writing the Dvar Torah; planning and leading Religious School graduation; leading welcoming ceremony for new students; planning and coordinating family programs; advertising and planning participation in city-wide programs; leading family Rosh HaShanah, Yom Kippur, Purim services, planning and leading the annual Hanukkah program. The Principal may elect to teach one Religious School class. The Principal must be Jewish.

### **Religious School Teacher(s)**

Teachers in the Dor Hadash Religious School are responsible for teaching a complete and diverse curriculum. This includes Torah, Jewish history, holidays, culture, Israel, Hebrew, and social justice. Each teacher collaborates with the school principal on



curriculum development. Teachers are responsible for weekly lesson plans and to create goals for the year. They are expected to work with fellow teachers and attend staff meetings. Teachers are expected to communicate with parents, problem solve when necessary, and write year end progress reports. Additionally, teachers help prepare their students to participate in congregational Shabbat services, and attend the service with their students.

## **Communications**

The principal means of communicating with the entire congregation is through the biweekly emails, the quarterly Kol, and through special letters or fliers.

### **Email**

Requests for information to be included in email messages to the entire membership should be addressed to the President or Congregational Manager. Congregants may request that information be shared in the congregational email: this information should be related to the mission of the Congregation and not of a commercial nature. A membership directory is published annually and emailed to every household. It contains the names, addresses, phone numbers and email addresses of each adult member.

### **Social Media**

Dor Hadash may publish pictures of those who attend non-service Dor Hadash events in the Kol, on the Dor Hadash website, or through social media. Dor Hadash does not seek permission to publish photographs of adults. However, if any of those pictured express objections to the photograph being published, Dor Hadash will remove the photograph from the website or social media and refrain from publishing more pictures of the individual. Parents of children in the religious school are asked each year to either grant or deny in writing permission for their children's pictures to be published.

### **Issuance of Public Statements**

The public statements addressed in this policy consist of written statements made on behalf of the Congregation that address matters of public concern and do not merely express commiseration or kudos in a fairly generic fashion, such as in Facebook posts responding to events of the day. Off the cuff oral statements by Board members also are



not addressed in this policy. However, unless Board members are making generic or clearly non-controversial statements, they should advise their audience that they are speaking for themselves, and not for the Congregation.

**1. Time Sensitive Statements**

- a. Any Board member or other congregant may propose a time sensitive public statement to the Public Statement Committee.
- b. A group of three Board members (Public Statement Committee) will determine whether a proposed statement is consistent with Dor Hadash's values, whether Dor Hadash's voice is relevant and important to the public conversation on the particular issue, whether the proposed statement is indeed time sensitive, whether the statement content is already covered by a pre-approved statement (see section 2a), and whether and how the statement should be released (press release, shared on social media, placed on the website, etc.).
- c. The three Board members shall by default be the President, Communications Chair and Social Action Chair. Should a proposed statement implicate matters of religion or ritual, the Ritual Chair would take the place of the Social Action Chair. Should a statement not involve either social action or religion/ritual, the President and Communication Chair may ask either the Immediate Past-President (if there is one on the Board) or another member to serve as the third member. If one of the relevant parties is not available in a timely fashion, the President may ask another Board member to serve. The congregant or committee head submitting the statement shall be part of the conversation but shall not vote unless they are one of the above three persons.
- d. For public statements that the Public Statement Committee determines should be issued and are time-sensitive, the Committee will devise its own procedures for finalizing the statement as expeditiously as possible. If all three Committee members are in agreement, they may issue the finalized statement, doing so in the fashion they deem appropriate and notifying all Board members about the statement.
- e. If the three Committee members cannot reach agreement on a statement, the default result is that no expedited statement shall be issued.
- f. If a public statement topic proposed by a Board member or other congregant is rejected by the Public Statement Committee, any Board member or other congregant may raise the matter with the



Board at the next regularly scheduled Board meeting. The Board will vote by a simple majority of those present to affirm or overrule the Committee's decision. If all the requirements for an emergency Board meeting are met, the decision may be made at such a meeting.

## **2. Not Time Sensitive Statements**

- a. The Communications Committee, in partnership with the Social Action Chair or Committee, will draft a series of statements in an attempt to anticipate issues on which the Congregation may wish to speak. They will consult with the Ritual, Security, and Inclusion committees prior to providing the statement to the Board for Board discussion and approval.
- b. Any Board member or other congregant may propose a draft public statement to the Communications or Social Action Committee. Should the statement implicate ritual or religion, the Ritual Committee may also be included.
- c. For non time-sensitive public statements, the Communications Committee, Social Action Committee, or the Public Statement Committee will convey a draft statement to the Board at least three days in advance of a regularly scheduled Board meeting. At that meeting, the Board will address any proposed amendments to the statement and vote to approve or disapprove the statement. The outcome will be determined by a simple majority of those present.

# **Directory**

## **Distribution**

A membership directory is published annually and emailed to every household. It contains the names, addresses, phone numbers and email addresses of each adult member.

## **Use of Membership List**

The Dor Hadash mailing list and family information is to be used exclusively for congregational purposes and for the personal use of Dor Hadash members. The list is not to be used for commercial purposes and is not to be shared with non-members or



any outside organizations.

## **Dor Hadash Religious School**

### About the School

The Dor Hadash Religious School provides Reconstructionist Jewish education in an after-school setting for children of grade-school age through B'nai Mitzvah. All families of religious school students are required to join Congregation Dor Hadash by the beginning of their child's or children's second year in school. Children in the Religious School are expected to participate regularly in services as part of their religious education. Currently, the School meets on Wednesday afternoons. The calendar follows the calendar of Pittsburgh Public Schools. More information about the School is available on the [Dor Hadash website](#).

### B'Mitzvah at Dor Hadash

Adult members and children of members can become B'nai Mitzvah at Dor Hadash. The B'nai Mitzvah service is a congregational event. Children must be enrolled in the Dor Hadash Religious School or a Jewish Day School for the two years prior to B'nai Mitzvah.

Families must be Dor Hadash members for at least two years prior to b'nai mitzvah. Arrangements can be made through the B'nai Mitzvah liaison on the Ritual Committee. The liaison will assist in finding a service leader and mentor for the child. A B'nai Mitzvah handbook will be provided to school families upon enrollment in the Dor Hadash Religious School but no later than the end of the 5th grade year or upon request. To be considered for b'nai mitzvah, students must meet the minimum requirements set forth in the B'nai Mitzvah Handbook.







## **Jewish Practice**

### Cemetery Plots

Congregation Dor Hadash owns a limited number of cemetery plots in the Dor Hadash section of Homewood Cemetery, at Dallas and Aylesboro Avenues, in Squirrel Hill, Pittsburgh, PA 15217. Anyone who is interested in further information should contact the Hesed Committee.

### Kashrut

Historically, Dor Hadash has hosted vegetarian, dairy-only meals as a way to simplify our communal observance of the separation between meat and milk stipulated by traditional interpretation of the Kashrut laws.

1. For all potlucks, catered meals, and other Dor Hadash events where food is served, we permit foods that contain dairy, eggs, and species of fish that are considered to be kosher.
2. Foods prepared by members do not need to have a *hechsher* or be prepared in a kosher kitchen. However, we will not serve or bring food that contains meat or any species of fish not considered to be kosher.
3. Commercially prepared foods must have a *hechsher* (rabbinical certification) or be provided by a kosher caterer.
4. Whenever possible, we encourage members to label the ingredients on dishes they bring since many prepared foods contain common allergens or ingredients that may conflict with others' dietary practices.

### Photography

In order to preserve the sanctity of services, photography is not allowed during religious services other than for the purpose of broadcasting services for remote attendance.

### Shabbat Observance

As a congregation, we do not conduct congregational business, including Board or committee meetings, on Shabbat. We do not schedule educational, social or social action events during times that conflict with scheduled Shabbat services.





## **Fairness & Equity**

### Accessibility

The Congregation is committed to making all events accessible to everyone who wants to participate.

In furtherance of this value, all Congregational events will be held in spaces that are physically accessible to people who require the use of mobility aids such as canes, walkers and wheelchairs. At ritual events, the bima will be accessible to people using mobility aids.

All Congregational events will be accessible remotely. Wherever possible, events will be held using a platform that permits individuals participating remotely to actively engage. Closed captioning will be turned on for remote participants.

The Congregation will provide large print versions of prayer books and other materials where available.

### Equal Employment Opportunity

Dor Hadash views equal employment opportunity as a moral commitment as well as a legal obligation.

It is Dor Hadash policy to comply with all applicable city, county, state and federal laws prohibiting discrimination in employment. As a Jewish religious and educational institution, Dor Hadash may require that certain staff positions be filled by individuals who are Jewish. With this sole possible exception, Dor Hadash makes all personnel decisions without regard to race, national origin, color, religion, gender, gender expression, sexual orientation, age, marital status, veteran status, pregnancy status, or disability, or any other characteristic protected by applicable law. Dor Hadash will make reasonable accommodations for the precise limitations imposed by known disabilities of applicants and employees who are otherwise qualified to perform essential functions of the job, provided accommodations do not create an undue hardship.



## Harassment

Dor Hadash is committed to providing a work, volunteer, and member environment that is free from harassment of any kind, including harassment on the basis of race, national origin, color, religion, gender, gender expression, sexual orientation, age, marital status, veteran status, pregnancy status, or disability. Harassment can take many forms, including but not limited to touching or other unwanted physical contact, unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, display of offensive materials, use of slurs or other derogatory terms, telling of offensive or lewd jokes and stories, and sending of email messages with offensive content. Any Dor Hadash Board member, employee, or volunteer who experiences or witnesses any form of harassment connected to Dor Hadash must immediately notify the Dor Hadash President or the Dor Hadash Vice President for Administration. Dor Hadash members are also asked to do this. Dor Hadash will not retaliate, or allow retaliation, against anyone who, in good faith, complains of harassment, assists in a harassment investigation, or files an administrative charge or lawsuit alleging harassment.

## **Miscellaneous**

### Purchases & Tax Status

Congregation Dor Hadash is a non-profit organization. From raisins to rubber bands, from cupcakes to computers, all purchases made by the Congregation Officers and Committee Chairs and for events and programs are tax-free. The Treasurer has a non-taxable receipt that documents our non-profit status and can provide it or a copy of it to anyone who has any difficulty making a purchase. It is important to remember this information when making purchases.

