

**Madrichim Manual**

**Table of Contents**

**Welcome .……………………………………………………….……………………….... 3**

**Contact Info ………………………………………………………………………..……….3**

**New Practices for 5781 …………………………….……………………………………..4**

**Program Structure …………………………...…………………………………………....4**

**Madrichim FAQs …………………………..………………………………………...……. 5**

**2020 - 2021 Schedule ………………………………………………………………………10**

**Welcome**

We started with a simple concept. *Hineini*. I am here. Here I am. I showed up. And that matters.

It’s a hard time to be human right now. Now, more than ever, we need the support and comfort of our communities and our tradition. Now, more than ever, Judaism provides us a unique, resonant way to connect with the people and the world around us.

Now, more than ever, you—as a Madrich/a/col can make a real difference.

*Madrichim* means, quite literally, “guides”. Now, more than ever, we need guidance. We need the support of people to lean on – even if it means we are figuring out the way together.

You may wonder – how can I be a guide to someone else, when I feel so lost myself?

The answer is: *Hineini.* Showing up is enough. Caring is enough.

During this time, there are no perfect answers. There are no easy solutions. All there is is us.

There is the stability and spirituality that we know our presence in people’s lives can offer – our school, our people, our heritage. You can be a part of that. In fact, whether you know it or not, you already are.

This year, we are seeking guidance from one central text for our learning program:

***Im ein ani li, mi li?*
*U'kh'she'ani le'atzmi, mah ani?*
*V'im lo 'akhshav, eimatai?***

**If I am not for myself, who will be for me?**

**If I am only for myself, what am I?**

**And if not now, when?**

In times like these, *Hineini*. We cannot control what comes tomorrow. But we can be present – and together – in the now. And the now is, as such, ever the more important for it.

Come join us. Come show up. Be a part of what we are building here. As corny as it may sound, presence truly is, in this moment, a present.

And so *Hineini* becomes *Hineinu –* here *we* are, together.

Warmly,

Jenna Friedman

Madrichim Coordinator and Director of Youth Engagement

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**New Practices for 5781**

There will be several exciting changes to this year’s Madrichim program given the new normal of COVID-19 and the reboot of our K-6 learning program as *Hineini*. We are excited about the new opportunities this creates for Madrichim, and we are eager to continue the practices we piloted last year with adjustments made based on feedback we received.

***First***, we will be creating new categories of Madrichim and redefining existing roles. The four new categories of Madrichim will be:

1) Small Group Hebrew Madrichim

2) Judaics Madrichim

3) Technology Team Madrichim

4) Social Media Madrichim

***Second***, we are instituting new practices to help with Madrichim and teacher communication and collaboration. For as long as our programming is digital, teachers will be encouraged to have a brief meeting with their Madrichim teaching team once per week in order to prepare Madrichim for the week’s lessons. During the Madrichim Orientation session, we will set up structures for each teaching team to be in touch and share resources over the year. The goal of this measure is to promote enhanced, more regular communication, and mutual accountability among Madrichim and teachers.

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**Program Structure**

***Grades 8-12 Madrichim***

*Cohorts*

Each Madrichim cohort will have one meeting per month for as long as programming remains digital; when programming returns to in-person, meetings will occur approximately one every two months. Meetings will take place on Thursday afternoons when digital, and will take place after Religious School (from 11:00 – 11:30am on Sunday) when in person.

Grades 8+9 Madrichim will be their own cohort, and Grades 10-12 Madrichim will form the other cohort.

*Trainings*

There will be approximately 3-4 trainings throughout the school year, mainly after religious school on Sundays (including 7th Grade Madrichim). Madrichim are expected to communicate **as far in advance as they are able** if they know that they will not be able to make a training.

**5781 Training Dates *(subject to change):***

1. November 15th
2. January 31st
3. March 7th

***7th Grade Madrichim***

*We are excited to continue piloting measures to support our incoming Madrichim and provide them with additional development and training as they step into their new classroom roles.*

*Check-ins/Trainings*

7th Grade Madrichim will be their own cohort, and will have Cohort meetings on Sunday mornings post-Religious School for routine check-ins.

As with regular trainings, it is expected that Madrichim will make up any trainings that they miss by scheduling a separate time to meet with Jenna and/or Alison, to cover the material they have missed.

*Mentorship*

7th Grade Madrichim will also be paired with an older Madri-mentor. This mentorship is meant to provide additional support to our new Madrichim as they begin their classroom leadership journey; the Madri-mentor and the new Madrich/a/kol will exchange contact information at the Orientation session, and will be a resource to bounce questions off of, talk to, etc. The Madri-mentors will be Madrichim with at least 3 years’ experience in the role.

***Reflections***

**All** Madrichim will be sent a quick Reflection form on Sundays after Religious School and will be given the choice to respond either via e-mail or via a weekly Google form.

We will follow up with these reflections individually, as well as in your Cohort meetings and Madrichim trainings.

**…...**

**Madrichim FAQs**

WHAT ARE MY JOB DUTIES?

The role of Madrichim is to support the learning environment in the classroom, be that digital or physical. This means helping the leading teacher with activities (either in supporting or facilitating roles); supporting and encouraging individual students in their learning; managing classroom behavior; and helping to creating a positive, engaging, and meaningful classroom environment. To this end, building personalized, supportive relationships with the students in your classroom is key!

The specific tasks of a Madrich/a/col will vary depending on their grade level, teacher, and/or specialty; overall, Madrichim should always seek to be engaged in whatever activity is occurring at the given day/moment. At no point should Madrichim be removed from what is occurring in the classroom or office, or be idle/on their phones. Being present will help you be the most successful in connecting with (and role modeling for) your students!

WHAT SHOULD I WEAR TO WORK?

We expect that all Madrichim will dress respectfully and appropriately. This means clothing free of language that is offensive, as well as appearing tidy (e.. not “just rolled out of bed” in appearance). Remember that you are role-modeling for your students!

WHERE DO I SIGN IN?

When in person, the Madrichim sign-in sheet will be in the Main Office every Sunday morning and Wednesday afternoon. When digital, your teacher will be taking attendance. You MUST sign in so that we will have an accurate log of your hours, and so that you will get paid the appropriate amount.

HOW WILL I KNOW WHAT’S GOING ON?

Check your e-mail every Friday for the Madrichim Weekly Update, which will have everything you need to know for that week’s Religious School sessions. Additionally, make sure to keep notifications on for your group chats with Jenna and your classroom team/Madrichim cohort; updates and reminders will be sent mainly via text.

WHAT IF I AM SICK OR CAN’T COME OR IT SNOWS? / WHAT DO I DO IF I AM GOING TO BE ABSENT?

As soon as you know that you will be absent, for any reason, text Jenna and your classroom-team group chat. If you and your teaching team communicate via e-mail, then e-mail them (and Jenna) instead of texting.

WHAT ARE THE RULES FOR CELL PHONE USE?

Cell phone use is not allowed in the classroom unless expressly asked for by the teacher. (Such an example might be -- keeping time in an activity, etc.).

In the interest of being fully present in the classroom, we are introducing a new “phone locker” mindfulness option for our Madrichim this school year. You may opt to deposit your phone with Elizabeth Suga, our Education Coordinator, in the office for the two hours that school is in session.

We know that communicating with parents/guardians is a concern some of our students and classroom assistants cite for keeping their phone on them; we encourage you to remind your P/Gs that they may still call the Temple phone, and that you will always be accessible via our office staff, in case of any emergency.

WHAT ARE THE RULES FOR SOCIAL MEDIA?

Given our privacy policy, Madrichim will not post publicly or privately on their personal pages about specific teachers, students, or classroom issues on any form of social media. This includes, but is not limited to: Instagram, Twitter, Facebook, Youtube, or Snapchat.

Social Media Madrichim will follow all rules laid out for them by the Madrichim Coordinator, and will check all posts with the Coordinator before posting.

WHAT IF I’M HAVING DIFFICULTY WITH A TEACHER, FELLOW MADRICH, OR A PARENT?

Please communicate with Jenna as soon as you are experiencing challenges with an individual in our Religious School community. She will help you figure out the next steps, and the most healthy, successful way to resolve the issue.

*Please do not approach the individual without first checking in with Jenna or Alison*. It is helpful for us to be aware of situations that are ongoing in the school so that we may lend our support to them as best we can, and check in with them where necessary.

WHAT IF I’M HAVING DIFFICULTY WITH A STUDENT OR STUDENTS?

As stated before, please communicate with Jenna as soon as you are experiencing challenges. Some of these difficulties may be solved through individual coaching, and, depending on the situation, some may be helpful to crowdsource and workshop in a cohort meeting or Madrichim training session. Jenna will help talk you through the situation and come up with the best course of action!

WHEN/HOW MUCH DO I GET PAID? DO I GET PAID AS A 7TH GRADE MADRICH/A/COL? The 7th Grade year of Madrichim service is a volunteer year. Grades 8-12 Madrichim are paid at a base hourly rate of $5.00, which increases with each year they work. Checks are prepared and mailed once every other month.

WHAT IF I NEED A REFERENCE OR RECOMMENDATION LETTER?

Please reach out! Jenna or Alison would love to provide you with one. We will have a quick check-in with you about the opportunity which you are seeking a reference for, and we will move forward from there!

WHAT DO THOSE ENDINGS (ICH/A/KOL) MEAN?

Good question! *Madrichim* is the plural of *Madrich* – which, in Hebrew, a gendered language, refers to someone who is male-identifying. *Madricha* refers to someone who is female-identifying. *Madrikol*/*Madricol* refers to someone who is gender non-binary, or who does not feel comfortable using one of the gendered terms. So, our program is called *Madrichim* – but you, as an individual, are either a Madrich, Madricha, or Madricol!

WHEN WILL WE BE BACK IN PERSON?

We sincerely hope we can be together as soon as it is safe. The news and guidelines change often, and we are fortunate to be working closely with our COVID Task Force to determine when we can return to the building.

**Madrichim Sunday and Wednesday Schedule 2020-2021**

*Details are subject to change. Please follow our Madrichim e-mails and Madrichim Group Chat for any and all necessary updates.*

**September February**

Sundays: 13 Sundays: 7, 28

Wednesdays: 16, 23, 30 Wednesdays:3, 10, 24

**October March**

Sundays: 4, 18, 25 Sundays: 7, 14, 21

Wednesdays: 7, 14, 21, 28 Wednesdays: 3, 10, 17, 24, 31

**November April**

Sundays: 1, 8, 15, 22 Sundays: 11

Wednesdays: 4, 18 Wednesdays: 7, 14, 28

**December May**

Sundays: 6, 13, 20 Sundays: 2, 16

Wednesdays: 2, 9, 16 Wednesdays**:** 5,12

**January**

Sundays: 10, 24, 31

Wednesdays:6, 13, 20, 27

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January 31st

March 7th