A: Bar/Bat Mitzvah: eligibility, role of family, honors, financing
B: Board of Directors: meeting attendance, rules of order, bima duty
C: Contributions/Donations: types, amounts, and life cycle events
D: Employment: employer type, wages, salaries, and pensions
E: Fundraising: religious considerations, regulations, receipts
F: Funeral, Cemetery & Shiva: religious aspects, location, fees, shiva
G: House and Grounds: repairs, parking, traffic flow
H: Intermarriage and Conversion: process and requirements
I: Membership: dues, membership types, building fund, fees, tickets
J: Miscellaneous: BBYO, youth activities and pet policy
K: Publications: content and advertisement policies
L: Rabbi: guidelines for expenses and expense reporting
M: Religious School: enrollment, awards, comportment, scholarships
N: Restricted Funds: sources, purposes, and approval process
O: Ritual: holiday and Shabbat services, kashrut
P: Use of Temple Facilities: building rental fees and policies
A: Bar/Bat Mitzvah

1: Eligibility

Religious School: Current enrollment in religious school and completion of a minimum of four (4) years of religious school education at Temple Beth El or an approved equivalent is required, although participation in the full religious program is encouraged.

Membership: Parents of children who have resided in New Castle County, DE or adjacent counties are expected to have maintained membership in Temple Beth El for four (4) years prior to the Bar/Bat Mitzvah.

Testing: The Rabbi shall test children not attending religious school at Temple Beth El to determine if they have reached the appropriate level for Bar/Bat Mitzvah.

Dues: Temple Beth El dues must be current prior to starting Bar/Bat Mitzvah training. Furthermore, dues and fee payments must be current on the date of the Bar/Bat Mitzvah. Payment deficiencies will bar the student from re-enrollment in religious school and the Bar/Bat Mitzvah may be delayed.

Non-enrolled Students: Students not enrolled in the religious school must pay a fee equivalent to one day per week religious school tuition.

Handbook: Bar/Bat Mitzvah candidates and their parent(s)/guardian(s) Must adhere to the latest version of the Temple Beth El Bar/Bat Mitzvah Handbook & Community Guidelines.

2: Role of the Family

Workshops: Bar/Bat Mitzvah candidates and their parent(s)/guardian are expected to participate in Bar/Bat Mitzvah workshops.

Volunteerism: The parent(s)/guardian(s) of each Bar/Bat Mitzvah shall volunteer 10 hours to the Catering Committee during both the Dalet and Hai class years.
Oneg/Kiddush: Bar /Bat Mitzvah parent(s)/guardian(s) shall sponsor the Oneg Shabbat on Friday Night and the Kiddush on Saturday morning. The Temple Beth El Kashrut policy must be followed.

Dress code: The attire of the Bar/Bat Mitzvah family should be appropriate. There are no specific dress requirements.

Mitzvah Baskets and/or Flowers: The Bar/Bat Mitzvah family may beautify the Sanctuary with a basket of flowers and a centerpiece in the social hall. Flowers shall be delivered before the office closes on Friday afternoon. Use of balloons in the Sanctuary is not allowed.

Kepot: The Bar/Bat Mitzvah family shall provide kepot (yarmulkas) for the Bar/Bat Mitzvah service.

Donation: The Bar/Bat Mitzvah family traditionally makes a donation to Temple Beth El in honor of the occasion, as specified in the latest version of the Temple Beth El Bar/Bat Mitzvah Handbook & Community Guidelines.

3: Honors during Bar/Bat Mitzvah Service

Torah Service: Torah service honors are restricted to people who are Jewish. The Bar/Bat Mitzvah family shall provide, to the Rabbi at least one week prior to the Bar/Bat Mitzvah, the names of all participants, including individuals to lift and to dress the Torah. The Hebrew name must be provided for those receiving Aliyot.

There will be up to seven (7) Aliyot; couples can share a single Aliyot. The first two Aliyot are to be offered to a Cohan and Levi, respectively, although these Aliyot may be given to Israelites.

Ushers: Bar/Bat Mitzvah family shall appoint an usher/ushers to require that all men wear kepot (yarmulkas), distribute any books/pamphlets and aid in orderly seating.

Readings: The Bar/Bat Mitzvah family, with consent of the Rabbi, may assign selected English readings to family members and friends.
4: Special financial considerations related to Bar/Bat Mitzvahs (Approved by Board of Directors on 6/6/07)

While the current policy of Temple Beth El requires the Bar/Bat Mitzvah family to sponsor the Oneg Shabbat on Friday night and Kiddush on Saturday morning, the Board is aware that situations may occur where the family is financially unable to bear the cost of these events. Upon recommendation of the Rabbi in consultation with the Administrator and Director of Education and approval of the President, a complimentary Oneg/Kiddush will be provided that costs no more than $600.00 (This is not to be a subsidy, but funding for the entire Oneg/Kiddush). Funding will be provided by the Rabbi’s Discretionary Fund.

The Rabbi and/or Administrator will contact the Sisterhood President regarding arrangements. Sisterhood will coordinate all the details and arrangement with the family.

B: Board of Directors Meetings/Congregation Meetings

1: Meeting Attendance

Members who miss three (3) consecutive or four (4) non-consecutive meetings that are not excused by President) shall be asked to resign.

2: Awards

Man/Woman of the Year is an honor determined by the Presidents of the Temple Board, Men’s Club and Sisterhood. Anyone who received the award within the last five (5) years is not eligible. Winning candidates must be submitted to the Finance Committee prior to being presented to the Board of Directors.

The Meritorious Service Award is given to person(s) recognized for specific contributions to the Temple. The selection committee is comprised of the President, 3rd Vice President, Rabbi and Administrator (ex-officio).

3: Rules of order

Quorum: The quorum needed for a congregational meeting vote is 10% of Temple Beth El membership. (As of October 2013)

Finance Committee Review of Changes: The Board of Directors established, as policy, that any motion to modify dues, fees or other financial items that is not proposed by the Finance
Committee shall automatically be tabled and the Finance Committee asked to review the proposal.

**Authorized Signers:** The President and Treasurer are authorized signers of the Endowment Fund Investment Accounts

**Expense Approval:** The Temple Board of Directors must approve any expenditure by an auxiliary organization in excess of $200 and for purchase of items with a useful life greater than one (1) year

**Decision Process:** The Board of Directors may decide to defer any decision to the Congregation. Any decision or policy established by a vote of the Congregation can only be modified by a vote of the Congregation.

**4: Bima Duty**

Board members shall share the responsibility of being on the Bima during Friday night and Saturday morning services as well as on High Holy Days and Festivals. The Rabbi shall prepare appropriate information of responsibilities and review them with the members of the Board annually.

**C: Contributions/Donations**

**1: Contributions**

Minimum contributions to the General or Restricted Funds are:

- Bricks $10.00
- Leaf (on Tree of Life) $72.00
- Mazel Grams $5.00
- Memorial Plaques $200.00
- Pentateuch $100.00
- Prayer Books $48.00
- Temple Grams $5.00

Minimum donations to all other funds shall be $18.00.
2: Donations

The Board of Directors must approve the donation of any specific item to Temple Beth El. The Board of Directors has the sole power to determine the amount of contribution that results in a dedication plaque; the Board of Directors, on August 7, 1985, established that the minimum contribution level be $3,000.00.

The following items may be designated:

- Bimah $12,500.00
- Bimah Dressing Room $3,000.00

Classroom and Furnishings

- Original Building – Room $7,500.00
- Original Building – Furnishings $3,600.00
- Both $10,000.00
- Kalin Wing – Room $5,000.00
- Cloak Room $6,000.00
- Memorial Board $15,000.00

3: Recommended donations to Rabbi’s Discretionary Fund for Life Cycle events

<table>
<thead>
<tr>
<th>Event</th>
<th>MEMBERS</th>
<th>NON-MEMBERS</th>
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</thead>
<tbody>
<tr>
<td>Baby Naming</td>
<td>$150</td>
<td>$300</td>
</tr>
<tr>
<td>Bar/Bat Mitzvah</td>
<td>$350</td>
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</tr>
<tr>
<td>Funeral (Member)</td>
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<td>$450 ($800 to TBE)</td>
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<tr>
<td>Funeral (Child/Parent of Member)</td>
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<td>$300</td>
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<tr>
<td>Mezzuzah Hanging</td>
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<td>$300</td>
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<tr>
<td>Wedding (Member)</td>
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</tr>
<tr>
<td>Wedding (Adult Child of Member)</td>
<td>$350</td>
<td>N/A</td>
</tr>
</tbody>
</table>
D: Employment

1: Employment

Temple Beth El is an ‘Employment-at-Will’ employer. No internal document, benefit plan description, or statement by any member of Temple Beth El’s staff or Board of Directors may be construed as a contract or guarantee, implied or expressed, of employment between a sample member and Temple Beth El. Temple Beth El and its employees have the mutual right to terminate employment at any time for any reason.

Assignment of any of these classifications does not imply or guarantee that employment is for a defined period of time:

- Full-time – Compensated based on monthly salary
- Part-time – Compensated solely for hours worked.
- Temporary – Employee hired for a short-term assignment for a limited, specific period of time regardless of the number of hours worked per week. They are compensated solely for hours worked.

EOE: It is the policy of Temple Beth El to comply with all county, state and federal laws prohibiting discrimination in employment and to make all personnel decisions without regard to race, national origin, color, religion, sex, age, marital status or disability, and to make reasonable accommodation 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. Implicit in this policy is the commitment of Temple Beth El to maintain a place of employment and work environment that is safe, productive and free from racial or sexual harassment. This policy includes, but is not limited to, personnel actions such as recruiting, hiring, training, promotions, compensations, benefits, layoffs, discipline or discharge.

2: Wages, Salaries and Pensions

Compensation for the Rabbi is defined in his/her contract, as approved by the Board of Directors and Congregation.

Compensation for the Administrator and Educational Director is defined in his/her contract, as approved by the Board of Directors.
Other Employees: Compensation for all employees that report to the Administrator or Educational Director is established by the Administrator or Educational Director, pending approval by the Board of Directors.

Annual salary increases are recommended by the Finance Committee and approved by the Board of Directors. Temple Beth El strives to provide appropriate compensation based on the skills of the employee, local cost of living and individual performance. The Finance Committee shall authorize a salary survey of peer organizations within the first quarter of the calendar year, considering the position description and prevailing salaries/wages. The Administrator and/or Educational Director will review the available information, consider the financial health of Temple Beth El and with input from the President and appropriate Vice President, make recommendations to the Finance Committee no later than April 1st. The Finance Committee will make recommendations to the Board of Directors for approval at the June meeting. Salary adjustments will be effective on September 1st the beginning of the fiscal year.

Temple Beth El established, as of July 1, 1995, a 403(b) tax deferred annuity plan for eligible employees. Eligibility requirements are:

- Must be employees of Temple Beth El
- Must have completed one full year of employment without a break
- Employee must work at least 1,000 hours annually

Temple Beth El will contribute, at least quarterly, an amount equal to 5% of the eligible employee’s monthly gross salary to a 403(b) plan of their choice. Eligible employees will be permitted to make additional contributions to their 403(b) plan as permitted by law.

3: Policy Regarding Use of TBE Issued Credit Cards

Temple Beth El, Inc. (“TBE”) will issue company credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

- Any credit card TBE issues to an employee must be used for business purposes only, in conjunction with the employee’s job duties and authorized spending limits. Employees with such credit cards shall not use them for any non-business, non-essential purpose (i.e., for any (i) personal purchase, (ii) other transaction that is not authorized or needed to carry out their duties or (iii) transactions for the benefit of anyone or anything other than TBE).

- Receipts for all credit card charges with a company issued credit card must be delivered to the Administrator of TBE within thirty (30) days of such charges. The employee may retain a copy of such receipts for the employee’s own records.
• If any employee uses a TBE credit card in violation of this policy, whether for personal purchases or for any other type of unauthorized transaction (e.g., incurs financial liability on TBE’s part that is not within the scope of the employee’s duties or the employee’s authorization to make business related purchases), the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse TBE until the unauthorized amount is fully repaid.

• Use of TBE issued credit cards is a privilege, which TBE may withdraw at any time and will withdraw in the event of any serious or repeated abuse. Any purchases an employee makes with a TBE credit card in violation of this policy may result in disciplinary action beyond withdrawal of credit card usage rights.

• In the event of severe and repeated violation of this policy by, and abuse of the credit card privileges referred to under this policy granted to, an employee, the TBE Board shall have complete discretion regarding appropriate disciplinary action.

Adopted by the TBE Board on April 1, 2015.

E: Fundraising

1: Religious Considerations

No fundraising shall be done on Shabbat

2: Other

All fundraising shall be conducted in accordance with the regulations of the State of Delaware.

Written receipts shall be provided for every donation

Payment by major credit cards is offered for purchases at temple events but not for payment of membership dues. (November 2012)

F: Funeral, Cemetery and Shiva

1: Religious Considerations

Funerals of members in good standing can be held in Temple Beth El. However, the body may not be placed in the Sanctuary.

2: Montefiore Mutual Benefit Society - Cemetery

The Montefiore Mutual Benefit Society of Wilmington, Delaware has designated a section of their cemetery as the Temple Beth El section. Membership in the Montefiore Mutual Benefit
Society is required in order to be eligible for benefits. Eligible for internment on the section are member couples, dependent children parents of members and close relatives.

Guidelines for the Temple Beth El section are to be consistent with the internment regulations of the Jewish Community Cemetery Association.

- No non-Jewish burials
- Sites cannot be used as a fundraiser
- Traditional burial (Chevra Kadisha) is recommended
- Jewish Customs, such as wooden caskets, are recommended
- Use of a Jewish Funeral Director is recommended

3: Non-Member Funeral Policy

The fee for the Rabbi(s) performing a funeral for a non-affiliated individual is $800.00 to the General Fund and $450.00 paid directly to the Rabbi; the latter amount was determined by the Rabbinical Association of Delaware. The Rabbinic check is to be made out directly to the Rabbi and is his honorarium. The Schoenberg Funeral Home normally collects these fees. An appropriate donation is $450 personally to the Rabbi, or to the Rabbi Discretionary Fund is customary but not mandatory. As always there is no charge for use of the sanctuary by members.

4: Shiva

Temple Beth El, through the Sisterhood, shall provide one meal for the immediate family during the first three days that Shiva is observed. This includes families that sit Shiva out of town, and then sit locally. Meals of condolence and/or Shiva, when at Temple Beth El, will require payment of our room rental fees and any other fees that apply.

G: House and Grounds

1. Repairs

The President, Rabbi, Education Director, Second Vice President, Treasurer or Administrator can approve House & Grounds Committee expenditures of up to $500.00 for emergency repairs.
2. **Parking**
No parking/no standing areas shall be designated.

Students should not be dropped off or picked up in front of the building. Cars should be parked in marked spaces and children escorted to and from the building.

Traffic flow patterns shall be designated.

The Temple Administrator will (a) change the Kitchen exterior door code quarterly (or more frequently as determined to be necessary by the Temple Administrator) at the following times: the middle of the month in June, September, December & March and (b) distribute the new code to the Temple Board members promptly after each such change. Any non-Temple Board member that requires the new code must contact the Temple Administrator to request the new code, which shall be provided by the Temple Administrator at his/her discretion. Except for distribution by the Temple Administrator, the code should only be given out by others in extenuating circumstances and any such distribution of the code must then be reported to the Temple Administrator as soon as reasonably possible.

4. **Un-association of Staff or Members with keys and/or door code(s) (updated 3/2019)**
In the event of Temple Beth El staff (paid or non-paid) or Members who are in the possession of (i) keys to the exterior doors of the main Temple building and/or the Temko building and/or (ii) the kitchen exterior door code become unassociated with Temple Beth El the following is to be accomplished by the Temple Administrator: (a) if (i) above, (I) retrieval of all keys in the possession of the individual(s) becoming unassociated with Temple Beth El on or before the last day of their association and (II) unless determined by the President of the Temple to be unnecessary or unwarranted, having all exterior door locks re-keyed within two (2) weeks of the last day of their association, and (b) if (ii) above, changing the code, and distributing the new code, to the kitchen exterior door as prescribed by the Temple’s Kitchen Exterior Door Code Policy within one (1) week of the last day of their association.

A security review (walk thru) for both the main Temple building and the Temko building will be completed by the 4th VP (House & Grounds), or his/her designee, on a quarterly basis to verify that all (a) exterior doors open properly and close securely and (b) exterior lights and cameras (interior and exterior) and any other security-related devices and equipment are functioning properly. The 4th Vice President shall report to the Board at the next Board meeting following such security review the results of the review either as part of his/her consent agenda report or in person at the meeting.

A security and safety committee of the Board shall be formed, and its members appointed by, the President(s) of the Temple every three (3) years to review existing policies, procedures, measures, systems and equipment of the Temple to provide a secure and safe environment for
Temple Members and guests. The committee shall report to the Board within 90 days of its formation regarding the status of existing security matters and to recommend any changes or revisions to maintain security and safety at Temple Beth El.

**H: Intermarriage and Conversion**

Recognizing that conversion prior to marriage is the preferred approach, Temple Beth El allows its Rabbi, at his/her discretion to perform interfaith marriages under the following limitations.

Temple Beth El members, or children of Temple Beth El members are the only eligible candidates; three (3) consecutive years of membership in good standing are required unless the interruption in affiliation is due to relocation outside the area.

The couple, prior to marriage, is required to commit that all children from the marriage will be raised as Jews. This includes instruction in Jewish customs and traditions, with the expectation of Bar/Bat Mitzvah

A period of orientation and/or study, consisting of a basic Judaism or 12 hours of study with the Rabbi, is required prior to the marriage ceremony.

No co-officiating will be allowed during the Jewish marriage ceremony. Participation of other clergy, at other times during the wedding celebration, may be allowed at the discretion of the Rabbi.

The wedding ceremony may not be held on Temple Beth El property.
I: Membership

1: Dues and other Fees

ASSOCIATE MEMBERSHIPS - Revised March 2019

Choots Labayit for anyone living 125 miles or more from Newark at an annual fee of $300.

Babayit established for those living within 125 miles of TBE and verified to be a full member in good standing of another synagogue at an annual fee of $500.

Both Associate Membership categories are subject to the following conditions:

A. No Building Fund contribution
B. No voting rights
C. Not eligible to hold either elected or appointed office
D. Not entitled to privileges that pertain to religious school, B’nai Mitzvah or weddings.
E. Associate Members who are Jewish are entitled to funeral privileges at TBE subject to the guidelines found in TBE Policies and Procedures, Section F (Funeral, Cemetery and Shiva).

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Gross Family/Individual Income Dues
Gross Family/Individual Income Dues

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<thead>
<tr>
<th>Gross Family/Individual Income</th>
<th>Dues</th>
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<tr>
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<td>$2,350</td>
<td></td>
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</tbody>
</table>

First year- may pay ½ of the dues amount with other appropriate charges such as school & building fund at full rate.

Young Adult - Under age 30 (before September 1 of the membership year) free membership. All additional charges/fees apply.

Young Adult Family – The oldest spouse under age 30 (before September 1 of the membership year) free family membership. All additional charges/fees apply.

President's Circle - A special category intended to recognize those who generously pledge 150% or more of the scheduled dues amount. Your name will be included on the President's Circle plaque located in our lobby. If you are able, please consider this additional donation to help us provide more to our community than our operating budget allows.

T’rumah - An additional voluntary donation to help Temple Beth El meet its expenses.
THE SYNAGOGUES “FAIR SHARE” POLICY EXPECTS MEMBERS TO PLACE THEMSELVES IN THE CORRECT CATEGORY. THE PRESIDENT AND TREASURER RESERVE THE RIGHT TO RETURN PLEDGE FORMS THAT DO NOT INDICATE AN ACCEPTABLE LEVEL OF COMMITMENT.

Income is defined as the gross income of member(s) including all sources of revenue. This is essentially the adjusted gross income as defined by the IRS. Retirees who use other sources to subsidize this amount should include these withdrawals as part of their gross.

BUILDING FUND - $2,000.00
(One Time Assessment for New Members)
Over the course of the first five (5) years of TBE membership, each member is asked to contribute $2,000 to our Building Fund. This ensures a steady stream of income specifically designated for building projects and improvements. The following is the minimum payment schedule for your Building Fund pledge. If desired, you can pre-pay more of your $2,000 commitment.

All members $400 / year

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(5/2018)

One day per week
Pre-K/K, 1, & 2......$400/student
Confirmation...........$450/student

Two days per week
3rd - 5th.................$600/first student
6th & 7th...............$800/first student

$50 discount for additional sibling

**Tuition includes Book/Activity/Snack fees. Trip Fees are additional.

REMEMBER: Your contribution to Temple Beth El, exclusive of Religious School fees, is tax-deductible

2: Other

Membership requires a minimum dues pledge. Special financial arrangements may be made with the President or Treasurer.

Dues payments: Payment of 25% of the total pledge is required when joining Temple Beth El, with the balance payable in no more than 10 equal payments over a period of 10 months.

Members who join after the High Holidays shall pay a proportion of the scheduled dues and fees, based on the time of year that they join.

New members who belonged to another synagogue must have paid all prior obligations before joining Temple Beth El.

Weddings of non-members require that the couple become members of Temple Beth El for one year.
J: Miscellaneous

1. Policy on Youth Groups as of 4/11/13

BBYO: Temple Beth El’s Teen Youth Group is the Newark BBYO chapter. BBYO chapter activities should be integrated into and coordinated with TBE programs. The Youth Group falls under the purview of the Youth Activities Committee.

The 3rd Vice president has overall responsibility for the committee, although another person can act as Chairperson. Other committee members shall be appointed by the President. The BBYO Advisor, BBYO President, Rabbi, and Director of Education shall be ex-officio members.

All BBYO local events will be open to all TBE 9th – 12th graders.

- BBYO regional membership events, such as conventions, are recognized as separate activities. Notification of these dates will be given to the TBE Director of Education and the TBE Administrator will establish the calendar at the beginning of the religious school year or as soon as possible. Confirmation students shall notify their teacher that they will not be attending class in order to attend a BBYO event.

- The TBE Youth Activities Committee will take into consideration the schedule of Regional BBYO events.

Facility use for Youth Activities

- The TBE Administrator and BBYO Advisor will coordinate use of the TBE facilities.

- All Newark BBYO Activities held at TBE will be chaperoned by the BBYO Advisor. When the Newark BBYO Advisor is unable to do so, the advisor will notify the TBE Administrator of the substitute adult chaperone at least 24 hours prior the event.

- Additional adult supervision (chaperone) is required for all activities that involve more than 20 people. The BBYO Advisor shall provide the names of the additional adult supervisors, at least three days prior to the event, to the TBE Administrator.

- Both Temple Beth El and BBYO shall maintain appropriate insurance policies to cover both individuals and the organizations. It is the TBE Board of Directors’ understanding that youth of families that are TBE affiliated and are not BBYO members that attend BBYO activities at TBE will be covered under the TBE insurance policy. All other youths attending such activities will be covered under the BBYO insurance policy.

- All calendar events will be coordinated through the TBE Calendar committee preferably 6 – 12 months ahead of the event. Requests for all Newark BBYO Chapter
weekend/overnight activities shall be brought to the Calendar Committee at the beginning of the Calendar year or as soon as possible.

- All TBE facilities will be left in a clean and orderly condition. The Newark BBYO Advisor or designated adult supervisor shall secure the facilities at the end of the program.

- All TBE policies shall be followed.

- All Newark BBYO Chapter activities, with the exception of regional events, shall be scheduled so that they do not conflict with TBE religious school activities. All programming will be consistent with TBE policies and procedures.

- Facility/building rental fees may apply for activities that occur in accordance with the rental fees for TBE Facilities. The TBE Board will make the determination if a facility/building rental fee would be assessed.

- All Newark BBYO Chapter Board Presidents are expected to
  - Have a Jewish presence in the synagogue
  - Be aware of the confirmation schedule and purpose as an extension of Jewish learning
  - Have the necessary communication skills to maintain a relationship with the Youth Activities Committee.
  - Be available for TBE functions and meetings at the synagogue
  - Encourage BBYO members to participate in TBE functions
  - Be knowledgeable about TBE policies
  - Maintain a positive relationship with TBE members and administration

- Newark BBYO Chapter is strongly encouraged to attend and participate in TBE holiday events, carnivals, and general community gatherings.

- The Jason Bell Award will be awarded annually to a Young Leader of the Newark BBYO Chapter that is affiliated with TBE.

- The Newark BBYO Advisor/President shall communicate with the 3rd VP of the TBE Board monthly.

- The 3rd Vice President of Temple Beth El or designee(s) will assist in contacting all un-affiliated BBYO families to reach out to them for membership.

Driving: For BBYO conferences hosted by Temple Beth El, no teenage person shall drive other teens during the event. Parents of BBYO convention participants will acknowledge the policy, in writing, prior to the event. Any teen that violates the policy will not be allowed to attend the next three (3) conventions.
Allocation for Youth Activities is to be used for scholarship and other activities at the discretion of the BBYO advisor with consent of the 3rd vice president.

2. Pet Policy
Animals, with the exception of service animals, are not allowed inside the buildings of Temple Beth El. Animals are allowed on the property outside the building, but must be restrained at all times and the owner is responsible for ensuring proper sanitary conditions are maintained.

K: Publications
Content in Temple Beth El publications and communications, such as the SHOFAR, should be limited to materials of interest to the Jewish community and/or activities supported by or in support of Jewish organizations.

Advertisements: Commercial ads in the SHOFAR are permitted. Advertisements are approved by the Administrator. Price for ads are, per issue, $25.00 for a 2” x 3” (business card) and $60.00 for a 3” x 5” ad. Payment prior to publication is required.

No personal ads are allowed.

POLICY ON TEMPLE BETH EL PUBLICATIONS AND DISSEMINATION OF INFORMATION
(Version as of 4/11/13 FINAL)
Authorization of Input: The President, 1st Vice President, 2nd Vice President, 3rd Vice President, Sisterhood President, Men’s Club President, Rabbi, Administrator and Education Director are each authorized to submit Temple Beth El related information for inclusion in any Temple Beth El publication, including, but not limited to, the Shofar, weekly (Thursday) e-mails, or announcements to be read by the Board member on the Bimah; the membership packet can be considered to be an issue of the Shofar. Other individuals may submit Temple Beth El related information to be considered for publication by the Administrator.

Shofar articles should be limited to a single page, weekly (Thursday) e-mail items to a paragraph of no more than 5 sentences (additional information can be included as an attachment), and Bimah announcements to two sentences. Shofar articles shall be submitted at least 7 days in advance and weekly (Thursday) e-mail items on the Tuesdays prior to publication. Weekly e-mail announcements and Bimah announcements shall be limited to preferably two (2) times, but no more than four (4) times, with the text refreshed after two (2) weeks.

Shabbat Bimah announcements should include all Temple Beth El events, including fundraisers, as well as appropriate general community announcements. Reminders can also be included. The
Administrator, as editor, shall edit all submitted items, but significant changes beyond those in these guidelines shall be discussed with the submitter.

Special e-mails to the religious school parents may be authorized for issuance by the Director of Education or the President.

Posters may be placed in the atrium entrance to highlight important upcoming events. Posters shall be displayed no more than 4 weeks prior to the event. The event chairperson or the office may make the poster. The Administrator, as editor, will review the poster based on the information provided by the submitter, but changes beyond correction of typographical errors, must be discussed with the submitter. Administrator, as editor, will review for editorial and graphic content and discuss and resolve any concerns with the requestor.

All signs on Temple Beth El property (external to the buildings) must be approved by the Administrator. The requestor shall arrange for the installation of any signs and their removal within 4 days after the event.

The president shall resolve all disagreements related to any aspect of this policy.

L: Rabbi

Guidelines for use of Rabbi’s Discretionary Fund and Travel Fund (Approved by Board on 4/1/09)

The Rabbi’s Discretionary Fund (RDF) and the Rabbi’s Travel Fund (RTF) are considered to be temple funds that belong to the synagogue and are funded in accordance to the existing contract between the Rabbi and Temple Beth El.

Rabbi’s Discretionary Fund:  The RDF can be used for deductible charitable purposes only. Expenditures from the funds are made at the sole discretion of the Rabbi, but must be in compliance with the following guidelines for use. The Rabbi of the synagogue is authorized to use the monies contributed to his or her discretionary fund for needs and project consistent with the religious, educational or charitable purposes of the synagogue. No monies from the RDF shall be used or distributed for personal purposes or benefit of the Rabbi or his/her family, nor are the funds available to subsidize travel expenses. Use of the RDF should comply with all relevant tax laws and comply with the tax exempt status of the donations and organization. Auditors shall confidentially review the use of the RDF annually to determine that is being used properly and report to the Temple Board. The Rabbi is required to report to the Temple Board in writing twice annually the date, category and amount of individual disbursements without compromising the confidential nature of these disbursements.

Rabbi’s Travel Fund:  The Rabbi of the synagogue is authorized to use the monies designated to his or her travel Fund to offset travel expenses incurred solely by the Rabbi in fulfillment of his
or her responsibilities. No monies from these funds shall be used for personal purposes or to offset any expenses incurred by members of the Rabbi’s family or anyone other than the Rabbi. Expenses would include:

- **Mileage** expenses, exclusive of routine commuting expenses as allowed by, and consistent with Federal tax codes.

- Registration and travel to appropriate conventions, seminars or other events for professional development and/or education. This requires Temple Board approval prior to commitment of funds.

- **Other travel expenses** benefiting the rabbi and the Congregation that may be incurred by the Rabbi, providing the proposed expenses are presented to and approved by the Temple Board in advance of any expenditures.

- **Meal expenses** incurred by the Rabbi during travel are reimbursable as long as the expenses are reasonable and customary, and consistent with applicable tax law. Receipts and a description of all expenses are required for and prior to reimbursement of travel expenses.

The Rabbi is required to report to the Temple Board writing *twice annually* the date, description and amount of individual disbursement from the RTF.

Expenditures below $500.00 can be made without board approval by the temple rabbi, education director and administrator. Expenditures above $500.00 are to be approved by the temple board of directors.

2: Events

For TBE-sponsored event for which it is expected that the Rabbi and his/her family will attend, such as TBE Class Shabbat Dinners Special Shabbat Dinners or Temple Celebrations, the cost of the Rabbi and his/her family will be complimentary. Fundraisers or events sponsored by Sisterhood or Men’s Club shall be exempt from this policy unless the sponsoring auxiliary or the Temple Board determines that the Rabbi and his/her family should attend.

For Community wide events such as Federation Shabbat or celebrations at other synagogues or interfaith events, Temple Beth El will incur the cost of the Rabbi and his/her family to attend unless those organizations bear the expense.

M: Religious School

1: General

The Krinsky Award of $25.00 shall be given to outstanding Hai student(s)
Children who are 13, Bar/Bat Mitzvah’d or graduated from Hai class are eligible to enroll in the Confirmation class.

Confirmation students shall act appropriately. A parent/teacher conference shall be held to discuss the behavior of disruptive students. Excessive absences (>6) will result in the requirement of writing a paper.

**N: Restricted Funds**

*(As of March 2014)*

The Finance Committee moves, as detailed below, to categorize existing TBE funds, known as restricted funds, into four (4) categories and, second, close, combine and/or rename certain funds.

Furthermore, the table in the Policies and Procedures Manual dated September 5, 2012, is replaced by a revised version of the document, now dated March 5, 2014. See table that follows.

These specific purpose funds shall be categorized as follows:

- **Designated Purpose Funds (DP)** -- Money contributed for a designated purpose that has been recognized by Temple Beth El. The use of these funds shall be used to meet the designated purpose.

- **Endowed Funds (E)** -- Funds donated to, and invested by, Temple Beth El wherein only the income may be spent, by the Board, for the designated purpose.

- **Holding Funds (H)** -- Money collected for a specific purpose that is to be disbursed within 364 days of receipt.

- **Reserve Funds (R)** -- Money that has been saved or retained for future use.

The existing funds shall be categorized and/or modified as follows:

- **Building (2761)** – Classify as a Designated Purpose (DP) Fund
- **Education (2762)** – Classify as a Designated Purpose (DP) Fund
- **Keren Ami (2763)** – Classify as a Holding (H) Fund
- **Krinsky (2764)** – Close the fund. Move remaining money into the School Other line (4355) of the Operating Budget and fund future Krinsky awards through line 6030 of the Operating Budget.
- **Landscaping (2765)** – Classify as a Designated Purpose (DP) Fund.
- **Library (2766)** – Classify as a Designated Purpose (DP) Fund
- **House and Ground Maintenance Reserve (2767)** – Close the fund. Move remaining money into the Contingency fund (2781)
Men’s Club Consecration (2768) – Close the fund. Move remaining money and responsibility for this activity back to the Men’s Club.

Prayer Book/Sanctuary (2769) – Classify as a Designated Purpose (DP) Fund.

**NOTE: New name due to merger of funds. The Sanctuary Fund account (2772) will be CLOSED.**

Social (2770) - Close the fund. Move remaining money into General Fund (4315) of the Operating Budget and fund future Social Activities through line 6230 of the Operating Budget.

Social Action (2771) – Classify as a Designated Purpose (DP) Fund.

Sanctuary Fund (2772) – Close the fund. Move remaining money into the Prayer Book/Sanctuary (2769).

BBYO Activities (2777) - Classify as a Designated Purpose (DP) Fund.

TBE Players (2778) -- Close the fund. Move remaining money into the Artists and Speakers Fund (2795).

Jewish Youth Experience (2779) – Classify as a Designated Purpose Fund

**NOTE: New name.**

Presidents Circle (2780) - Close the fund. This action was decided previously.

Contingency Fund (2781) - Classify as a Reserve (R) Fund.

60th Anniversary (2784) – Classify, for now, as a Holding (H) Fund. Close the fund after the 60th Anniversary event, but no later than 12/31/14, and move any remaining money the General Fund (4315) and fund further event through the line 6230 of the Operating Budget.

EBay (2778) -- Close the fund. Move any remaining money to General Fund (4315).

Student Rabbi (2790) – Close the fund. Move any remaining funds to Education Fund (2762) and use High Holiday Expense Line (6270) for future needs.

Temple Beth El Endowment (2792) – Classify as an Endowment (E) Fund. Income is to be used to support Board approved Temple Beth El projects.

Social Action Endowment (2793) – Classify as an Endowment (E) Fund. Income to be used to support Board approved Social Action projects within Temple Beth El or the greater Newark Delaware communities.

Artist and Speakers Fund (2795) -- Classify as a Designated Purpose (DP) Fund.

**NOTE: New Name**

Stained Glass Window project (2796) - Classify as a Holding (H) Fund.

**NOTE: CLOSE once the last stain glass window is donated.**

New Building Fit-Out (2798) – Close the fund. Move any remaining money into Building Fund (2761).
Playground Fund (2799) – Close the fund. Move any remaining money into Building Fund (2761).

Bank of America Credit Card Fund – Classify as a Holding (H) Fund.

Any other existing ‘Restricted Funds’ shall be closed. Move any remaining money into the Contingency fund (2781).

To summarize, the funds will be grouped by category as follows:

- **Designated Purpose Funds (DP)**
  
  - Building (2761)
  - Education (2762)
  - Landscaping (2765)
  - Library (2766)
  - Prayer Book/Sanctuary (2769)
  - Social Action (2771)
  - BBYO Activities (2777)
  - Jewish Youth Experience (2779)
  - Artists and Speakers

- **Endowed Funds (E)** – Funds donated to, and invested by, Temple Beth El wherein only the income may be spent, by the Board, for the designated purpose.
  
  - Temple Beth El Endowment (2792)
  - Social Action Endowment (2793)

- **Holding Funds (H)** -- Money collected for a specific purpose that is to be disbursed within 364 days of receipt.
  
  - Keren Ami (2763)
  - 60TH Anniversary (2784)

  **NOTE: CLOSE before 12/31/14**

  - Stained Glass (2796)

  **NOTE: CLOSE after last stain glass window is donated.**

- ** Reserve Funds (R)** -- Money that has been saved or retained for future use.
  
  - Contingency (2781)
• Closed Funds

**NOTE:** ** means that fund is being merged into another fund.

Krinsky (2764)
House and Grounds Maintenance Reserve (2767) **
Men’s Club Consecration (2768)
Social (2770)
Sanctuary (2772) **
TBE Players (2778) **
President’s Circle (2780)
EBay (2778)
Student Rabbi (2790) **
New Building Fit-Out (2798)
Playground (2799)
**Revised on March 12, 2014**

### SPECIFIC PURPOSE FUNDS OF TEMPLE BETH EL

<table>
<thead>
<tr>
<th>LINE</th>
<th>FUND (Category)(Number)</th>
<th>SOURCE</th>
<th>PURPOSE</th>
<th>APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anniversary Fund (H) (2784)</td>
<td>Donations and income from event</td>
<td>Event expenses <em>(To be closed by 12/31/14, with excess moved to the General Fund)</em></td>
<td>Administrator (&lt;$500) or Board of Directors (&gt;=$500)</td>
</tr>
<tr>
<td>2</td>
<td>Artists and Speakers (2795)</td>
<td>Donations</td>
<td>Support artists/speakers</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>3</td>
<td>Bank of America Credit Card (H) (4361)</td>
<td>Income via credit card</td>
<td>Hold income and distribute to appropriate account</td>
<td>Treasurer</td>
</tr>
<tr>
<td>4</td>
<td>BBYO Activity (DP) (2777)</td>
<td>Donations and monies in Youth Activity Operating Budget (6300) not spent at end of fiscal year</td>
<td>Support of Temple Beth El sanctioned youth activities/convention</td>
<td>Treasurer</td>
</tr>
<tr>
<td>5</td>
<td>Building (DP) (2761)</td>
<td>Donations and building fund pledge obligations of members</td>
<td>Construction of facilities</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>6</td>
<td>Contingency Fund (R) (2781)</td>
<td>Surplus (deficit) from income/expenses of previous years</td>
<td>As deemed appropriate by the Board of Directors</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>7</td>
<td>Education Fund (DP) (2762)</td>
<td>Donations and fund raising</td>
<td>School equipment and educational programs, including teacher training/conventions</td>
<td>Director of Education and Rabbi (&lt;$500) or Board of Directors (&gt;=$500)</td>
</tr>
<tr>
<td>8</td>
<td>TBE Endowment (E) (2792)</td>
<td>Donations</td>
<td>Income to be used to support specific Temple Beth El projects</td>
<td>Board of Directors</td>
</tr>
<tr>
<td>9</td>
<td>Jewish Youth Experience (DP) (2779)</td>
<td>Donations and allocated funds from Operating Budget</td>
<td>Support Jewish experiences for children of TBE members</td>
<td>Administrator (&lt;$500) or Board of Directors (&gt;=$500)</td>
</tr>
<tr>
<td>10</td>
<td>Keren Ami (H) (2763)</td>
<td>Donations from Students</td>
<td>To be distributed annually to charities</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Landscaping (DP) (2765)</td>
<td>Donations</td>
<td>New and replacement plantings</td>
<td>Administrator (&lt;$500) or Board of Directors (&gt;=$500)</td>
</tr>
<tr>
<td>12</td>
<td>Library (DP) (2766)</td>
<td>Donations</td>
<td>Maintenance and improvements to the library</td>
<td>Administrator (&lt;$500) or Board of Directors (&gt;=$500)</td>
</tr>
</tbody>
</table>
O: Ritual

1: Services

Participation in rituals involving Torah, the Ark, candle lighting, Kiddush and all High Holiday honors shall be available only to Jewish participants.

The prayer books used for services at Temple Beth El are Etz Hayim (Torah and Commentary), Siddur Hadash (Shabbat and Festivals), and Mahzor Hadash (High Holidays). Replacement with a different prayer book requires Congregational approval.

Music: Appropriate instrumental music is allowed during services on Rosh Hashanah.

No instrumental music is allowed during Erev Yom Kippur and Yom Kippur services. Up to five (5) places in the Erev Yom Kippur and Yom Kippur services may be assigned to congregants as solo presentations.

Multiple Shofar blowing during the Shofar service and a single Shofar sounding during the Musaf service are permitted.

The Shofar will not be blown when High Holiday falls on Shabbat.

The leader of a service conducted by an outside group, such as Hadassah, shall be a member of Temple Beth El.

Men called to the Bimah are required to wear a tallit and kipah (yarmulke).

Women called to the Bimah are encouraged to wear a tallit and kipah (yarmulke).

Balloons are not to be used as decorations on the Bimah.

Havdalah services shall be held before every Saturday night event sponsored by Temple Beth El or its auxiliary organizations on Temple Beth El property. The service does not have to take place in the Sanctuary, and it is not mandatory for all participant to attend. Events sponsored by other organizations or individuals are exempt from this requirement.

2: Shabbat

Prohibitions for Shabbat: Fundraising shall not be done on Shabbat.

Photography is not allowed in the Sanctuary on Shabbat (Congregational vote).

Photography, candle lighting and music are permitted at a luncheon in the social hall on Shabbat.

Telephones should not be used for non-essential business on Shabbat.

Tallit shall not be worn in bathrooms.
3: Other

Birkat Hamazon shall be recited after every Temple sponsored meal eaten in the building.

Kashrut: The kitchen follows Conservative kashrut standards. The Ritual Committee recommends that the practice of holding potluck community meals be extended to parts of the Temko building. The kitchen in the Temko Building will remain kosher and we will help create guidelines for these potluck meals so as to still be able to use this space for kosher catering events as of May 18, 2014 (approved by congregation).

Off-site meals at synagogue events shall not include shellfish or mix milk and meat.

4: Kashrut

(This is an updated Kashrut policy that supersedes the previous Kashrut policy with the potluck policy exception adopted in 2014)

Only kosher foods prepared in kosher kitchens are allowed in the main floor of the Sanctuary building. This includes the kitchen, social hall, foyer and sanctuary. (The Rabbi determines Foods allowed in the office area.)

The classroom wing of the Sanctuary Building and the Temko Building are defined as Dairy/Parve areas. This means that the only allowable foods are Dairy and Parve, but they do not have to be kosher.

Policy on Acceptable Purchase of Bagels (5/2018)

Bagels brought in for use at Temple Beth El's main building may be purchased from a store that adheres to these minimum standards:

1. Bagels set aside for TBE purchase will not be co-mingled with other bagels at the store or following purchase en route to the Temple.

2. The store shall designate an area to cut the bagels for TBE and use a dedicated knife to cut them.

3. The store shall clean the area and the knife only with disposable towels, water, and dish soap.

5: Potluck Policy (as of July 2015)

In order to engender a sense of community at Temple Beth El, we are planning, during the Festival of Sukkot, and periodically on Shabbat, pot luck meals. Meals brought in must be Kosher Style Dairy or Parve (non-meat, non-dairy, non-poultry) and be marked as such. Pot luck meals will be limited to the former criteria. No pot luck meals will take place during life cycle events at Temple Beth El. Rabbi or a member of the Ritual Committee will have final decision on whether
a food item meets the criteria. The TBE Kitchen and Social Hall are not to be used for these Pot-Luck Dinners. In case of inclement weather, the dinners will take place in Religious School Wing. Food will be set up in Multi-Purpose Room on Special Tables and eating will taking place in classrooms. Our subcommittee is poised to conduct a congregational survey and continue a more comprehensive review of our kashrut guidelines.

**P: Temple Facilities**

1: Fees

<table>
<thead>
<tr>
<th>ROOM/AREA</th>
<th>FEE FOR MEMBER</th>
<th>FEE FOR NON-MEMBER</th>
<th>TERM/CONDITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen - Self Baker</td>
<td>$100</td>
<td>N/A</td>
<td>During Temple office hours for a period of 30 days</td>
</tr>
<tr>
<td>Social Hall - Limited kitchen use</td>
<td>$175</td>
<td>$350</td>
<td>4 hours max., Kitchen for set up only</td>
</tr>
<tr>
<td>Social Hall - Full kitchen use</td>
<td>$250</td>
<td>$500</td>
<td>4 hours max.</td>
</tr>
<tr>
<td>Social Hall - Full kitchen use; Friday night dinner</td>
<td>$75</td>
<td>N/A</td>
<td>Room cleared by 7:15 PM</td>
</tr>
<tr>
<td>Social Hall - Full kitchen use; second event on same day</td>
<td>$175</td>
<td>N/A</td>
<td>4 hours max.</td>
</tr>
<tr>
<td>Additional hour beyond 4 hour max.</td>
<td>$50</td>
<td>$75</td>
<td>Max. rental is 5 hours</td>
</tr>
<tr>
<td>Children's Village - Limited kitchen use</td>
<td>$175</td>
<td>$350</td>
<td>4 hours max., Kitchen for set up only</td>
</tr>
<tr>
<td>Children's Village - Full kitchen use</td>
<td>$250</td>
<td>$500</td>
<td>4 hours max.</td>
</tr>
<tr>
<td>Temko Multipurpose Room - Limited kitchen use</td>
<td>$175</td>
<td>$350</td>
<td>4 hours max., Kitchen for set up only</td>
</tr>
<tr>
<td>Temko Multipurpose Room - Use of kitchen</td>
<td>$250</td>
<td>$500</td>
<td>4 hours max.</td>
</tr>
<tr>
<td>Location/Usage</td>
<td>Fee During Office Hours</td>
<td>Fee After Office Hours &amp; Sundays</td>
<td>Fee Determined By</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------------</td>
<td>---------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Temko Center (Both floors) - Limited kitchen use</td>
<td>$250</td>
<td>$500</td>
<td>4 hours max., Kitchen for setup only</td>
</tr>
<tr>
<td>Temko Center (Both floors) – Full kitchen use</td>
<td>$350</td>
<td>$750</td>
<td>4 hours max.</td>
</tr>
<tr>
<td>Additional hour beyond 4 hour max.</td>
<td>$50</td>
<td>$75</td>
<td>Max. rental is 5 hours</td>
</tr>
<tr>
<td>Classroom - During office hours</td>
<td>$35</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Classroom - After office hours &amp; Sundays</td>
<td>$50</td>
<td>$75</td>
<td></td>
</tr>
<tr>
<td>Classroom - Contracted extended use</td>
<td>TBD</td>
<td>TBD</td>
<td>Fee determined by Administrator</td>
</tr>
<tr>
<td>Classroom - Non-profit organization /During office hours</td>
<td>No fee</td>
<td>No fee</td>
<td></td>
</tr>
<tr>
<td>Classroom - Non-profit organization/After office hours</td>
<td>TBD</td>
<td>TBD</td>
<td>Fee to cover custodian and/or supervision as determined by Administrator</td>
</tr>
<tr>
<td>Sanctuary</td>
<td>Donation to Rabbi’s Discretionary Fund recommended</td>
<td>$500 and a donation to Rabbi’s Discretionary Fund recommended</td>
<td>See administrator about donations</td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE NOTES:**

$100 deposit required to hold reservation

Full payment due one (1) week prior to event

**2: Rental Policies**

The facilities of Temple Beth El are to be used primarily in the worship and religious education of Temple Beth El members and their families. Other secular uses that do not interfere or conflict with the activities of Temple Beth El and correspond to the standards of good taste and acceptable behavior as defined by the Board of Directors are permitted.

As any usage imparts an expense onto the members, guideline have been established to determine when a user fee/rental charge is appropriate.