

## Principles and Practices: A Checklist for our Participatory Governance

*Havurah's mission is to "provide a vibrant, diverse, engaged Jewish community. Steeped in Jewish values, Havurah Shalom promotes spirituality, learning, and acts of social responsibility."*

### When to use this checklist:

- You and your committee have a new (or ongoing) idea, program or project for the Havurah community.
- The goal of asking yourselves these questions will lead you to create an even "richer" idea, maximize its impact and effectively manage both the staff, volunteer, building/space and fiscal resources required to make it come alive.
- The intent of this checklist is not that you answer every question but that it provides a framework for your planning with the potential to include other committees to have an even richer idea.
- When you are unsure of the answers to these questions or where to go to find the answers reach out to any member of the **Gesher team**:

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- **Assume a congregation-wide lens**
  - What's the broader impact this could have on Havurah?
  - What is the outcome we're hoping for from this project/idea?
  - How does this idea/project fit within the larger Havurah priorities?
  - How does this support and/or link with Cluster Goals?
  - How does timing and content interact with other committees?
  - **Review the [Calendar](#)**
- **Linkages—What Other Clusters/Committees should we connect with?**
  - Are there opportunities for broader impact by partnering with other clusters/committees?
  - How can we inform and enrich each other's thinking and planning across clusters?
  - What other cluster/ committee should be involved in thinking about this idea and/or planning? **This is where the Gesher team could be helpful**
- **Broader Implications?**
  - What is the timeline for planning and implementation?
  - What other events are happening during that day and week leading up to the event?
    - Review [Havurah Calendar](#) to see what is happening at that time and in the weeks leading up to the event
  - How much money will this project/idea require?

- If answer yes to the following then involve steering
  - ✓ Is there a potential conflict of interest or legal aspect that needs to be explored?
  - ✓ Do we need to take a political position?
  - ✓ Do we need to allocate additional funds?
- **Planning**
  - What is the role of the Cluster Lead?
  - What is the role of the Committee Chair?
  - Who is the staff person serving as a resource?
  - Who is taking the lead?
  - Who is doing what tasks?
  - What are the key milestones in our planning?
  - How often will we meet?
  - Who organizes the meetings?
  - How and who will make sure we stay on track?
  - How will we communicate with each other and how often?
  - What will a successful event/program look like?
- **Decision Making**
  - Outside of the committee who else needs to be involved in deciding if this should move forward? Staff?  
Cluster lead?
  - Who needs to be informed?
  - Does it need to be reviewed by Steering? (see Broader Implications for those guidelines)
  - Who will make the final decision re go or no go?
    - *If after using this checklist, the group cannot reach consensus, the Gesher team can be contacted for coaching. If that does not result in a decision then Steering should be included and will help in making the final decision.*
- **Logistics (see links below for details)**
  - [Calendaring & Logistics](#) – how to reserve space, who to talk to, make sure you have thought of all the details
  - [Promoting & Communicating](#) –timelines and ways to promote depending on your audience
  - [Facility Arrangements](#)- how to make sure you have the space set up the way you want