

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**:

Shelley Sobel, Past President shelleysmail2@yahoo.com
Chris Coughlin, Tikkum Olam Cluster Lead chriscoughlin60@gmail.com
Julia Lager-Mesulam, Vice President lagermes@gmail.com

- **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