

# GUIDELINES FOR INCREASING TRANSPARENCY & INCLUSIVITY IN CONGREGATIONAL DECISIONS

## A Framework for Transparency

I. When a significant decision or process (i.e. Rabbi review, budget, committee formation, policy changes, significant financial outlay) is being proposed:

a. Communicate the decision to be made to the congregation in a timely manner (tentative suggestions for consideration: budget- 6 months ahead; new committee - 3 months ahead; input/feedback from community-1 month.)

b. Make clear what the role of the community will be in the decision making process:

1. Is the decision at the discretion of the Steering or other Committee?
2. Is the role of community input to serve as advice only?
3. Is this decision a community decision?

II. If community input is desired, how do we ensure a diverse set of congregants are solicited?

Potential methods of gathering input:

1. Congregational survey
2. Outreach to a targeted population
3. Creating focus groups
4. Solicitation of input via Hakol/Community email
5. Community event/activity announcement
6. Other

Factors to Consider:

1. Who do we miss by using any of the above methods?
2. What is the cost (financial, staff, and/or volunteer time) of using any of the above?
3. What is the cost to the integrity of the community for using, or not using the above?
4. How can these costs be ameliorated?

## A Framework for Intentional Inclusivity

When forming New Standing Committees, Task Forces or Working Group and Adding Members to Standing Committees cast the widest possible net, although consideration of criteria of necessary skill set is essential.

I. Create a job description that includes the role in the committee, desired skill set, time commitment, and work load.

II. Always announce open positions prior to asking anyone to serve. **Although these announcements do not always result in member responses**, honoring inclusivity requires the announcement be made before approaching an individual member to serve.

- a. Give notice in Hakol/Community email,
- b. Announcements at community events and activities, including Shabbat services, and to Shabbat School families
- c. Announcement on bulletin board
- d. Announcement in social media
- e. Other

III. If there is a need to approach individuals to serve then:

- a. Ask community leaders to identify potential members who might add to the diversity and voices on the committee (Diversity includes race, age, gender, sexual orientation, family make-up, socio-economic status, etc.)
- b. Prioritize members who have not recently served on committees.

IV. Are we being mindful and considering barriers to congregants' participation in committees such as:

- a. Ability issues—physical, invisible, mobility
- b. Location of meeting
- c. Time of meeting
- d. Commitment required
- e. financial or hidden costs of participation—meeting at coffee shops, providing food, etc.
- f. the necessity of attending meeting in person

# Inclusivity Considerations When Planning an Activity/Event

I. What are barriers for congregant participation, and how can they be ameliorated?

- a. Is there is a financial burden?
- b. Is childcare is needed?
- c. Ability issues—physical, invisible, mobility?

II. If people can't physically attend, and it is appropriate, are you able to:

- a. Live stream event?
- b. Record event?
- c. Use zoom?

III. Are we advertising event to get the word out to as many members as possible?

- a. Give notice in Hakol/Community email
- b. Announcements at community events and activities, including Shabbat services and to Shabbat School families
- c. Announcement on bulletin board
- d. Announcement in social media
- e. Other