



ANSHE EMETH MEMORIAL TEMPLE GOVERNANCE MANUAL

Approved April 2021

Governance Committee

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Vision and Mission

Vision Statement:

Anshe Emeth is a spiritual, vibrant, and welcoming community that inspires us to lead a fuller Jewish life.

Mission Statement:

To build an inclusive community where Torah guides us to engage in lifelong learning, repair our community and the world, embrace our heritage and the rhythms of Reform Jewish life, cherish our relationship with God, and affirm our love for the land and people of Israel.

Governance Manual

How the Governance Manual works...

The Governance Manual clarifies details of the Synagogue's functions which are not found in the Constitution. The Manual also describes the roles of Board members, officers, standing committees, and provisional committees which facilitate and oversee the operations of the Synagogue. The Governance Manual will be periodically updated to reflect changes in the Synagogue's operations, subject to the approval of the Board of Trustees.

Brit Avodah for Board of Trustees

Brit Avodah - Covenant of Service Anshe Emeth Memorial Temple Board of Trustees

Anshe Emeth is a spiritual, vibrant, and welcoming community that inspires us to lead a fuller, Jewish life. Serving as a trustee or officer is a great honor and a sacred responsibility.

Our role is that of managing the sacred by bringing vision, wisdom and dedication to our duties and decisions. We, the Board members of Anshe Emeth Memorial Temple, accept the responsibility to act in the best interest of our congregation.

Congregational Expectations -- As Board Members, we commit to:

- Set the synagogue's mission and purpose, goals and strategic direction and implement these through congregational programs and services.
- Be actively involved in the organizational and communal life of the synagogue by regularly attending worship services, Board, and committee meetings along with congregational events.
- Be familiar with the congregation's constitution, history, and traditions.
- Ensure organizational structure, operational procedures, and exercise fiduciary oversight.
- Be responsive to the congregation's members, providing support and listening to their needs.
- Strengthen the congregation's relationship to the local community, the larger Jewish community, and to Israel.

Personal Expectations -- As Board Members we strive to:

- Use our skills to participate fully and thoughtfully in synagogue governance.
- Work collaboratively with the clergy, staff, and members of the congregation.
- Act as advocates and positive spokespersons for the synagogue, its personnel, programs, and policies.
- Have the opportunity to set an example through personal commitment and actions, serving as role models.
- Embrace Tzedakah - charity by financially supporting the synagogue to the best of our ability.
- Be part of the creative process of sustaining Jews and Reform Judaism from generation to generation - l'dor v'dor.

Accountability -- As Board Members we are accountable for:

- Decision-making based upon fairness, mutual respect, sensitivity, and openness.
- Acting honestly, ethically and with integrity.
- Avoiding personal financial gain and conflicts of interest.
- Engaging in regular evaluation of policies, programs, procedures, and personnel.
- Preserving the dignity of the congregation, each of its members and those who serve it.

Communication and Confidentiality -- as Board Members we are responsible for:

- Ensuring that matters requiring confidentiality are unequivocally respected.
- Upholding the highest standards of the laws of la-shon harah -- idle gossip or negative talk.
- Communicating openly and truthfully with fellow lay leaders, clergy, professional staff, and congregants.
- Ensuring that criticism of policy, positions, programs, or individuals is expressed constructively and addressed to the appropriate party.
- Ensuring that disagreement relates only to principles and priorities, not personalities.

Respect for Others -- Board Members are responsible for:

- Ensuring that everyone involved in synagogue life is treated with respect - Kavod.
- Teaching that all are created b'tselem Elohim - in the image of God, promoting a culture of inclusivity and embracing diversity
- Remembering and reminding others that the goal is unity, not uniformity.

It was not with our ancestors that Adonai made this covenant, but with us, the living, every one of us who is here today. (Deuteronomy 5:3)

The privileges and benefits which accrue to Board Members are a blessing, creating the opportunity for personal growth through service to the Jewish community. By living a committed Jewish life, each of us can improve ourselves while contributing to Tikkun Olam - repair of the world.

Board Member Responsibilities

- ❖ Attend regular Board Meetings – including participation, presenting a D'Var Torah, reading any documentation that is provided ahead of time and attending any special meetings of the Board
- ❖ Bima Duty as assigned – it is the Board member's responsibility to find a substitute if they are unavailable on their scheduled date
- ❖ Fundraising is a fundamental part of being a Board member. Participate in synagogue fundraisers at the appropriate level based on the Board member's abilities
- ❖ Demonstrate leadership by attending Synagogue functions including concerts, lectures, guest speakers and other activities
- ❖ Attend Friday night services and Oneg after / Dinner before, as often as possible beyond Bima Duty – it helps us greet new members, comfort the bereaved and add to the joy of Shabbat when our Board is present
- ❖ Participate in the Annual Appeal – both giving in a meaningful fashion and helping to achieve our goals by reaching out to our members
- ❖ Actively chair or participate in one or more committees
- ❖ Serve enthusiastically as a leader and representative of the congregation and Board of Trustees at synagogue events, in the community and with prospective members
- ❖ Promote leadership development by mentoring Board members and identifying prospective Board members
- ❖ Understand and be able to convey/articulate our Mission and Vision
- ❖ Act as an advocate and positive spokesperson for the Synagogue and Board decisions. Bring material concerns raised by congregants to the President for consideration by the Board.
- ❖ Remain in good financial standing
- ❖ Serve as the giver of Bat/Bar Mitzvah gifts at least once in each term on the Board. Attend a Bar/Bat Mitzvah at least once during each term on the Board
- ❖ Participate in the funding of the Sunshine Fund. This fund is used on behalf of the Board to support families in times of crisis or deep need with a Shabbat meal during Shiva or a meal when recovering from an illness. The funding typically starts at \$50.00 at the beginning of the fiscal year and if the fund runs out, we ask for an additional \$50.00 during the year

Meeting Information

Board of Trustees Meeting	First Tuesday of the Month
Officers Meeting	Third Tuesday of the Month
Congregational Meeting	First Tuesday in May and ad hoc meetings
Past Presidents Meeting	June
Budget and Finance	Second week of the Month
Va'ad Atid	Second Tuesday
Va'ad Torah	Second Tuesday
Membership	Fourth Tuesday
Building and Grounds	Monthly Meeting

Officer Responsibilities

President

- Preside at all Board Meetings, Congregational Meetings and Officer Meetings
- Enforce the Constitution and decisions made
- Sign Warrants, Orders, Deeds, Bills of Sale, Bonds, Mortgages, Contracts, Drafts, and other official documents
- Appoint all committees and their chairs
- Cast deciding vote at all meetings of congregation and Board of trustees
- Attend services and serve on the Bimah to welcome congregation and announce candle lighting
- Meet weekly with the Senior Rabbi and the Executive Director (weekly is a goal but schedule is up to the individuals)
- Assign officer responsibility for conducting Clergy and Professional Staff reviews
- Communicate periodically with the Congregation – Letters, Emails, Town Halls Etc.
- Share an Installation Speech and Yom Kippur Speech (2 Years)
- Participate in Contract Negotiations for clergy and staff as needed. Be aware of the contract end dates to ensure that negotiations start and finish in a reasonable time frame
- Facilitate and plan the Annual Board Retreat
- Attend new trustee orientation and provide perspective to new Board members
- Report to the Past Presidents at the annual Dinner
- Serve as a Community Ambassador and spokesperson for media.
- Regularly communicate and collaborate with committee chairs and attend meetings when requested
- Attend as many outside events as possible including Biennial and other URJ events
- Participate in the Megillah Reading with the clergy and staff for Purim
- Participate in Graduation and Education Shabbat (photograph for graduation); attend dinners; participate in services
- Donate at a higher level, set example when possible
- Participate in the Joshua Project program and in MAP sessions

1st Vice President

- Perform duties of President when President not available
- Chair Va'ad Torah
- Chair major events as assigned by the President
- Attend new trustee orientation and provide perspective to new Board members
- Report to the Past Presidents at the annual Dinner
- Serve as a Community Ambassador and spokesperson for media.
- Collaborate by regular communication with committee chairs - or attend a meeting when requested
- Attend as many outside events as possible, including Biennial and other URJ events
- Donate at a higher level, set example when possible
- Participate in the Joshua Project program and in MAP sessions
- Attend and become familiar with B&F and other committees
- Signatory of checks
- Other duties as assigned by the President

2nd Vice President

- Serve as President when 1st VP and President not available
- Chair the Membership Committee
- Chair major events as assigned by the President
- Signatory of checks
- Serves on the Ways & Means Committee
- Serve as a Community Ambassador and spokesperson for media.
- Collaborate with regular communication with committee chairs - or attend a meeting when requested by the chairs
- Attend as many events as possible including Biennial and other URJ events
- Donate at a higher level, set example when possible
- Participate in the Joshua Project program and in MAP sessions
- Attend and become familiar with B&F and other committees
- Other duties as assigned by the President

Treasurer

- Track expenditures, consistent with Expenditure Policy
- Sign checks, consistent with Check Writing Policy
- Ensure the keeping of all books - open to inspection of Board and Finance/Budget Committee (now in Quick Books)
- Chair (or Co-Chair) of Finance & Budget Committee
- Audit all financial documents when needed or requested
- Compile Financial Statements by volunteers or hire accounting firm to do compilations
- Present an annual budget to the officers and the Board
- Present monthly financial condition to Board & Officers
- Present to MAP and Joshua Project
- Present financial picture of the congregation at the Congregational Meeting
- Co-Chair Resource Development Committee (fund raising) – The second chair would be responsible for the Operational Side

Recording Secretary

- Keep a minute book of all proceedings
- Access the official seal of Congregation when needed
- Make amendments to the minutes
- Raise motion to accept the minutes at Board meetings
- Upload meeting minutes within three to five days after meetings
- Send statement to the Board and/or Officers letting them know it is available
- Create and track attendance via spreadsheet for all Board Meetings and Events (Retreat)

Secretary at Large

- Deal with all correspondence of the congregation, officers, and Board of Trustees
- Substitute for other secretaries when needed
- Create rosters, schedules, and send reminder notifications for:
 - Bima Duty reminders (Friday and B’Nai Mitzvah)
 - D’var Torah and Closing Prayer schedules
 - Bima Duty and B’Nai Mitzvah Schedules
- Coordinate collecting money for the Sunshine Fund and its distribution
- Ask Past Presidents to sit on the Bima (add to schedule)
- Announce TY notes - but they will be scanned into the G Drive for review

Financial Secretary

- Chair of the Ways & Means Committee
- Assess Congregants needs
- Report and place agreements into the system
- Revise Dues letters - what level are you - communications to congregation regarding financial commitments
- Meet once a month with Executive Director
- Correspond with congregants regarding dues
- Sign letters for collecting dues
- Make recommendations to officers to resign members who do not respond to dues issues

Committee Information

Current Committee Chairs and Members ([Link to Spreadsheet](#))

House Committee

For many generations, AEMT has been “home” to so many of us. Commitment, time, and effort are required to keep our Synagogue building beautiful, safe, and inviting.

Buildings, Grounds, Facilities

This committee ensures that our facilities are kept in good working order and that we are responsive to maintenance and repairs.

Green Team

Ensures that the synagogue maintains a green footprint.

Ushering

Coordinates ushering for High Holidays and Friday nights. Assures a presence at the front sanctuary doors and at the entrance door in the back with the security guard. Assigns and oversees a schedule of B’Nai Mitzvah ushering with parents of B’nei Mitzvah students.

Security

Coordinates and trains ushers on emergency plans, safety meetings, and trainings. Determines how to use grant money awarded for security purposes. This committee meets quarterly.

Cemetery

The Synagogue owns cemetery plots at Elmwood, Beth Israel, and Mount Lebanon cemeteries. Committee members walk through the cemeteries before the High Holidays and after the winter and report any maintenance issues to the cemetery management. As plots are sold to congregants, the committee assesses the need for additional plots.

Va’ad Torah

Education is one of the primary principles of our faith. At Anshe Emeth, we have a full educational program that provides a plethora of opportunities for personal and communal growth. Va'ad Torah committee members think critically about how to provide meaningful education for our Religious School and the larger Synagogue community, and helps foster an environment that supports lively, dynamic, and challenging education. This committee is always chaired by the 1st Vice President.

Early Childhood Education Committee (Gan Yeladeem)

The committee works collaboratively with the ECD to meet the needs of all children and parents involved in the early childhood program and helps maintain its highest quality and smooth running of the Gan Yeladeem.

Membership:

The enduring success of Anshe Emeth is our ability to reach out to individuals and families to create a welcoming atmosphere where all can feel part of our family. Prospective members are introduced to our community by attending open houses, street fairs and informal parlor meetings at the homes of our members. We provide opportunities for new members to integrate into our community and encourage their involvement and engagement with our congregation. Membership retention comes from our deep connection to one another, the congregation, and to Jewish life. This committee is always chaired by the 2nd Vice President.

Membership Committee

Plan programs to introduce prospective members to our community including open houses, street fairs and parlor meetings. Plan and communicate programs for our community focused on membership engagement.

Gift Membership

New members may join Anshe Emeth for one year as a gift from the Congregation. The new family must be sponsored by a current Synagogue member.

Membership Advancement Program (MAP)

New members may join Anshe Emeth for free for a year with attendance at MAP classes each week and participation in any other programs outlined in the program agreement.

Website

Our website is maintained by congregants and our office staff. Changes may be requested via the office. All efforts are made to maintain a current website.

Publicity & Advertising

All publicity and advertising flows through our Executive Director.

Social Media

Posts and other social media are handled by volunteers and our office staff including the Executive Director.

Va'ad Atid

Our youth programs incorporate social, cultural, educational, and religious experiences for young Reform Jews. Va'ad Atid committee members provide essential parental support to ensure the success of the various youth group events. Volunteers help plan and raise funds for events such as Midnight Run, the Purim Carnival and the Pasta Dinner, among many others.

Gemilut Chasadim

Our faith commands us to repair the world through acts of lovingkindness. To fulfill this commandment, we oversee a variety of activities designed to aid Synagogue members, the surrounding communities, and people in need of help around the world.

Tzedakah Committee,

Allocates the synagogue's tzedakah fund twice a year and determines contributions for tragedies or disasters where AEMT chooses to be involved.

Blood Drive

Manage the annual blood drive, serving the community. Schedule appointments, accept walk ins, arrange for volunteers where needed.

Shiva Committee

Under the guidance of the Cantor, this committee leads Shiva services and provides guidance for "how to manage a shiva". If a family is in need and has no local support this committee will step in and handle the shiva details. This committee is also available to complete a minyan.

Food Drives

Anshe Emeth manages food drives before Yom Kippur and Passover. Other food drives may be held when needed. Volunteers coordinate the collection and distribution of goods.

Men's Shelter

Anshe Emeth Memorial Temple participates in the consortium of houses of worship in New Brunswick which houses the "overflow" population from the local men's shelter. AEMT houses guests twice a year, once during Christmas week and once in the spring. Volunteers provide dinner, supervise the overflow guests, and support their needs while they stay with us.

Tikkun Olam

Works with RAC-NJ (Religious Action Center - NJ) focusing on social justice issues such as racial and economic justice and voter suppression. Helps coordinate the Anshe Emeth biennial Consultation on Conscience

Caregivers | Caring Community

Plans seminars and events to bring the Synagogue community together and provide space for connecting with and caring for one another.

Encore

Encore of Anshe Emeth is a warm and friendly group of Synagogue members, open to individuals 49 and up, who connect with each other and the Synagogue by experiencing Jewish, social, and cultural activities together. This group is an extended family of friends who share joy, adventure, and discovery. Encore activities may include shows, concerts, museum and theatre trips and historical tours combined with lunch or dinner at a nearby restaurant as part of a thoroughly enjoyable experience. Annual dues are \$10 per person. First year free for 49-year-old members.

Womxn's Spirituality Group - Va'ad Nashim

The WSG is a multi-generational circle open to persons of *post-B'nai Mitzvah age who identify as female. We engage in the exploration and evolution of being Jewish with a contemporary understanding of the world around us. Our events strive to combine activity, experience, laughter, and schmoozing while offering the opportunity to develop new traditions, make new friends, and think about ourselves in a different way. Detailed information about each event will be shared closer to the event date.

*Please note persons pre-High School graduation, must be accompanied by an adult from their household/family.

Team B'Teyavon

Team B'Teyavon is a loosely organized culinary team that fosters joy and community by providing delicious meals, team participation, and fiscal support for Anshe Emeth. Projects include congregational Shabbat dinners, catering for special events at the Synagogue, the annual Congregational Brunch, summer Shabba-BQ's, challah and babka-baking events, and the community Passover Seder.

Resource Development

Working closely with Budget and Finance committee, Resource Development is committed to balancing the annual budget for the synagogue in proactive and creative ways. To supplement the income of the synagogue, the committee develops and implements numerous fundraising activities that not only provide financial benefit, but also supports congregants and the surrounding community in which we worship.

Each of the below committees support a fund raiser sponsored by Anshe Emeth Memorial Temple. Each has a committee chair and presents information to the Board of Trustees when appropriate. Each of these is considered a major fundraiser. Not every event occurs each year and, when needed, a chair is appointed by the President for the events that are selected.

Annual Appeal

This event occurs annually and is co-chaired by a Board member and an additional synagogue member.

Membership Directory

This event occurs semi-annually, with some flexibility.

Crown of Torah

This event occurs when there is someone to honor and the time is appropriate to honor them. A committee is formed to manage the event which has been a brunch or a dinner.

Golf Outing

This is an annual event coordinated by a small committee assisted by the office staff.

Cash Raffle

This is an annual event coordinated by a chair and typically held in the early spring with winning tickets drawn at the May Congregational meeting.

Rummage Sale

This event is held twice a year, in the summer and the winter. It requires a large committee and many volunteers.

Scrip

This is an ongoing annual fundraiser that costs nothing and raises funds for the synagogue.

Shalach Manot

This is an annual fundraiser at Purim. It requires a chair and volunteers to help pack and deliver the boxes.

Judaica Shop

This is an ongoing fundraiser that specifically raises money for the Max Marder Fund. Sales from the shop are managed by a volunteer and the office.

Practices, Rituals and Rabbinical Liaison Committee

The committee includes our Rabbi, our Officers, and all Past-Presidents of our congregation. They meet yearly, more often if needed. Officers and Rabbi have the opportunity to bring the past presidents up to date with any significant events of the past year while benefiting from their experience and collective wisdom.

Additional Committees

College Outreach – This committee works in conjunction with the clergy to reach out to college students on a regular basis throughout the year. It is typically run by the parent of a college student.

Holiday Seating – This committee is assembled once a year to assign all of the congregants to seats for our High Holiday services. It is chaired and managed solely by volunteers.

Governance Committee

Make recommendations on adherence and implementation of the Constitution and the Governance Manual. Develop policies and establish responsibilities and expectations for Board members and officers. Oversee the periodic evaluation of the Constitution and Governance Manual proposing recommendations and updates when needed. Develop, update and present to the Board the policies that regard organizational structure, conduct, leadership responsibilities, commitment, and implementation of new policies. The work of the Nominating Committee is guided by the Governance Committee.

Board Orientation

Committee members collaborate with Synagogue leadership during Board orientation and keep PowerPoint slides updated with current documentation as needed.

Empty Board member slot

If a Board member term becomes vacant while the term is still current, a new trustee is appointed by the President, as per our Constitution Article VI, Section 4. The Immediate Past President supports this process by vetting the new Board member with reference to nominating interview questions and review with the President to determine the right fit for our Board.

Constitution

A Committee is appointed by the President when the need arises to amend the Constitution. The committee presents the updated Constitution to the Board of Trustees for approval, after which it must be approved by a vote of the entire Congregation.

Financial Commitment

Explanation of the Fair Share model

The Fair Share dues system is flexible, allowing members to pay according to their ability. Our policy ensures that membership is affordable to all who wish to be members. It is the essence of our tradition of *tzedakah*, justice and righteousness. No one is denied membership at Anshe Emeth for financial reasons. All Synagogue dues information is held in the strictest confidence.

Our Fair Share dues plan is based on self-assessment; we will never ask for proof of income. Every member has a different capacity to give. Members are asked to choose their dues level from the categories in the below chart.

Current Dues Levels

DUES CATEGORY	INCOME LEVEL
B	Up to - \$39,999
C	\$40 - 59,999
D	\$60 - 79,999
E	\$80 - 99,999
F	\$100,000 to 124,999
G	\$125,000 to 149,999
H	\$150,000 to 199,999
I	\$200,000 to 249,999
M	\$250,000 to 299,999
N	OVER \$300,000
J	SUSTAINING
K	YOUNG ADULTS
O	ASSOCIATE

Sustaining members pay \$500 over the N category not based on income but a chosen category.

Young Adults – defined as under 35 (if a couple both need to be under 35) (no children in the religious school)

Associate – members who live out of state or who belong to another synagogue for their primary synagogue

MAP – Half (1/2) of your income level for your first year, if you attend MAP classes

Gift - free first year

Building Fund Commitment

Pledge to pay \$4000 to the Anshe Emeth Building Fund. This pledge is paid out over a ten-year period, at a rate of \$400 per year, or \$33.33 per month.