

## **HCRJ Standing Committees 2022 -- 2023**

**Religious School:** The Religious School Committee will consist of at least three (3) members, not including the chair. The committee supports the growth and development of religious education for children and their families. The committee will work in coordination with the Religious School Director to encourage family participation, support school activities (such as PTA type events), create policy changes and reinforce HCRJ's religious philosophy. Additional duties include review of the annual budget with the Religious School Director and the Executive Director as well as updating the Board of Trustees periodically on enrollment numbers, changes and/or trends.

**Ritual :** The Ritual Committee will consist of four (4) members, two (2) of whom must have been members of the Congregation for at least two (2) years and not including the chair. The committee will consult with the Rabbi and the Executive Director before the High Holy Days and review congregational feedback within four weeks after the High Holy Days. The committee will also address possible ritual concerns or questions of any congregant and be available as needed as support for the Rabbi and the Executive Director.

**Budget:** The Budget Committee will consist of at least three (3) members, one of whom will be the Treasurer, who may not serve as chair. The committee will review and approve a proposed budget prepared by the Executive Director and the Treasurer. The budget will then be submitted to the Board of Trustees for approval before being submitted to the congregation at the Annual Meeting. Additional responsibilities will include a periodic review of account receivables and of developing a policy (or evaluating the current policy) in conjunction with the Executive Director, for the collection of outstanding account receivables. The Budget Committee chair will also be a member of the Investment Committee.

**Membership:** The Membership Committee will consist of at least three (3) members in addition to the chair. The goal of the committee is to implement outreach strategies to attract new members as well as to develop ideas to

integrate and retain current members. Additional duties include reviewing the synagogue's dues models when appropriate, revising the membership application as needed and submitting membership applications received by the Executive Director to the Board of Trustees for consideration.

**Arrangements:** The Arrangements Committee chair will choose a co-chair if he/she desires as well as three (3) additional members, all of whom will be responsible for supporting the chair and the Executive Director in matters related to the following: social functions following worship services, special onegs such as after the Rosh Hashanah evening service, Break the Fast following Yom Kippur services, and the congregational Passover Seder.

**Rabbinical Liaison and Human Resources:** The Rabbinical Liaison Committee will consist of only one individual in addition to the chair for purposes of privacy regarding discussions between the Rabbi and the committee or any member of the Congregation and the committee regarding matters of mutual concern. The Committee will meet twice each year with the Rabbi to establish a professional and comfortable relationship should issues of concern with either party arise. The HCRJ Human Resources handbook will be referred to for basic procedures required if difficult issues arise with office staff, Religious School teachers and other paid employees such as the choir director, musicians, etc. The committee will oversee these procedures.

**Philanthropy:** The Philanthropy Committee will provide oversight of and guidance on identifying, securing and allocating philanthropic gifts of cash and cash equivalents (e.g., appreciated securities) and in-kind items (e.g., works of art) that support annual, capital and special project campaigns, as well as after-life commitments to current and future HCRJ Endowments. The Committee will help develop guidelines and best practices not only for the acquisition and acceptance of these gifts, but also for the appropriate recognition and stewardship of the benefactors.

**Security:** The Security Committee will consist of at least three (3) members, including one (1) staff member. The committee will be responsible for overseeing the security and safety of the staff, congregants, visitors and the facility. The

committee will also recommend policies and develop programs for improving, establishing, or enforcing safety. The committee will report to the Board of Trustees on current safety matters and monitor new developments with respect to safety involving the congregation.

**SPECIAL COMMITTEES** – will include but not be limited to the following:

**Nominating:** The Nominating Committee will consist of at least five (5) members. The past president serving on the Executive Committee will serve as chair. The four (4) other members will be appointed by the president with the approval of the Board of Trustees. At least one (1) member must be holding no elective position and must have been a member of the Congregation for at least two (2) years. Members of the committee may be candidates for election. This committee will be responsible for selecting nominees for officers as prescribed in Article III/Officers of these Bylaws and Trustees prescribed in Article V of the Bylaws.

**Bylaws:** The Bylaws Committee will consist of at least three (3) individuals who have been members of the Congregation for at least two (2) years and one (1) of whom shall be a past president. The committee will be responsible for reviewing the Bylaws every three (3) years and recommending to the membership revisions, deletions or additions that the committee deems necessary, in accordance with Article XI.

**Other:** Committees such as Acknowledgements, Building Expansion, Bulletin, Cemetery, Image Development, Investment, Library and Social shall be appointed by the President as deemed necessary to effect the successful operation of the Congregation.

