

Keilim Policy Toolkit is an educational platform to provide resources to organizations. Keilim is not a legal document, and your organization needs to take into account all relevant federal, state, and local laws. Because laws vary by state and city, it is essential that you also work with an attorney to ensure that your protocols are legally compliant.

FOUNDATIONAL ELEMENTS

Build Your Committee

Excerpt from Congregation Beth Shalom of Naperville policy:

In keeping with Congregation Beth Shalom's commitment to building a respectful and welcoming community environment, a standing Sacred Spaces Committee ("Committee") will be established to oversee the implementation and monitoring of institutional policy. The guidelines included in this policy, along with the ongoing educational opportunities that the Committee will provide, are at the core of our efforts to create a safe and sacred space in our greater Congregation Beth Shalom community by actively preventing abuse and harassment.

Role

The Committee's role is to coordinate and oversee:

- Implementation of the policy
- Educational forums for clergy, staff and congregants
- Ongoing maintenance of and compliance with the policy
- Advisement to the Board of Directors on questions of prevention and response
- Timely and responsible handling of reported concerns, policy violations, and other allegations of misconduct

Committee Members

The initial Sacred Spaces committee was created and charged with establishing policy and educating the community. The members of that committee included [members' names]¹.

The standing Sacred Spaces Committee members shall be congregation members in good standing who are individuals possessing maturity of judgment, deep integrity, discretion, compassion, sensitivity, respect for the congregation, and the ability to work well with others in sensitive situations.

¹ Committee members (included with permission): Rabbi Marc Rudolph, Cantor Hasha Musha Perman, School Director Dore Tarr, Board Member Chris Igo, Synagogue Members Al Barshefsky, Jill Lexier, Ann Rabin, Julia Rabin, and Erica Scott

Keilim Policy Toolkit is an educational platform to provide resources to organizations. Keilim is not a legal document, and your organization needs to take into account all relevant federal, state, and local laws. Because laws vary by state and city, it is essential that you also work with an attorney to ensure that your protocols are legally compliant.

The Rabbi, Cantor, and Congregation Beth Shalom's Board President will collectively designate a Chairperson for the Committee. The Chairperson, in consultation with the President, Rabbi, and Cantor will recruit Committee members as necessary. The Committee shall consist of at least three, and no more than five members. Initially, each Committee member shall commit to a two-year term. At the discretion of the Chairperson, a member may remain on the Committee for an additional consecutive term of two years. With the exception of the first Chairperson, the Chair will be appointed from those who have served on the Committee for at least one year. These terms shall be staggered so that when feasible, the entire Committee membership is never replaced in any twelve-month period.

Additionally, the President, Rabbi, and Cantor shall be ex-officio members of the Committee without voting privileges. They shall be invited to participate in all meetings, deliberations, and regular communications of the Committee.

Committee members shall keep all meetings and communications confidential, except as otherwise stated within this policy.

Committee members must agree to follow the protocols as outlined in this policy. Any member, including the Committee Chairperson, who fails to comply with the policies and protocols set forth herein, shall be removed by a vote of the disinterested Committee members and the President (notwithstanding the President's ex-officio status).

Meetings

The Committee shall meet a minimum of three times each year to oversee maintenance of this policy. Meetings may be held in person, or virtually via Zoom or other electronic means. One of these meetings shall be dedicated to the annual policy review. Additional meetings will be held as necessary to address policy-related concerns that arise.

A majority of voting Committee members must be in attendance to conduct a meeting. Committee Decisions relating to policy compliance require a majority vote of the Committee. In the event that a majority vote cannot be reached, the President shall be granted a vote. Committee members shall recuse themselves from deliberations and actions relating to family members and other situations in which there is a conflict of interest. At the discretion of the Chairperson, the Committee may meet in closed session, from which ex-officio members are excluded.

Initial discussions by the Committee about a policy violation should be encouraged, whenever possible, to be name/identity blind - excluding the alleged violator's name, the name of the complainant or violated individual, and the name of the individual reporting the incident.

Have a great policy you want to share? Email Keilim@JewishSacredSpaces.org.