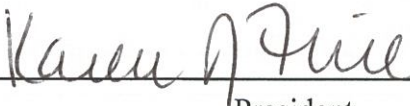
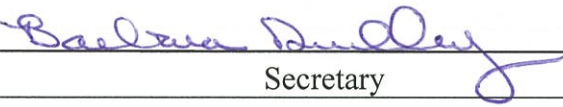
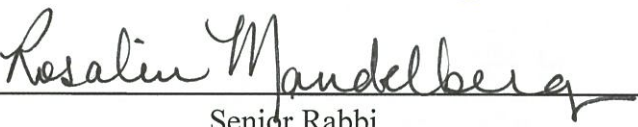


OHEF SHOLOM TEMPLE		Policy and Procedure
Name of Policy:	Life Cycle Events	
Policy Number:	CLERGY – 002	
Department:	Clergy	
Purpose:	To clarify the requirements for persons who are not Congregants of Ohef Sholom Congregation to apply and qualify for services of the Temple and our Rabbi and Cantor. This policy superseded the 2005 policy on clergy coverage for life cycle events.	
Effective Date:	March 15, 2018	
Last Revision Date:		

Required Signatures:	 _____ President
	 _____ Secretary
	 _____ Senior Rabbi

Definitions:	<ol style="list-style-type: none"> Clergy means the Senior Rabbi, the Cantor, the Rabbi Emeritus and solely for the purposes of this policy, the Music Director. Life Cycle Services or Life Cycle Events means weddings, bar and bat mitzvahs, baby namings, brit milah, funerals, as well as any other Life Cycle Events at which Clergy would normally officiate. Immediate Family Member means a parent, child, or spouse of a Congregant. Honorarium means a payment given to a professional person for services for which fees are not legally or traditionally required. Congregant means a general member of the Congregation in good standing, and does not include an associate member of the Congregation. Associate members of the Congregation shall be treated, for purposes of this Policy and Procedure, as Non-Congregants.
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Policy:	<ol style="list-style-type: none"> Clergy shall not participate in Life Cycle Services for Non-Congregants. Anyone eligible to become a Congregant may do so to become eligible to have Clergy participate in their Life Cycle Services according to the requirements of this policy. Congregants are entitled to have Life Cycle Services performed by the Clergy for their Immediate Family Members at no additional fee,
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	<p>subject to the Temple's policies and the Clergy's rights to require acceptable scheduling and exercise their conscience.</p> <ol style="list-style-type: none"> 3. No "dues relief" shall be granted to applicants for membership when the applicant seeks to have Clergy perform Life Cycle Services during their first year of membership, except with the joint approval of the Executive Director and either the Temple President or the Dues Subcommittee Chair. Applicants unable to pay full single dues will be directed to fee-for-service clergy in the area. 4. Persons 30 years of age or under who are not Congregants but who desire to join for a Life Cycle Event are required to pay single membership dues for one year. After the year, if they are still under 30, membership becomes free. Congregants who pay no dues and request Life Cycle Services to take place during the first year of free membership are required to pay membership dues for that year. 5. All Congregants requesting the Temple's Clergy to perform a Life Cycle Event shall be advised by the Temple office (a) that it is a customary practice and considered a moral obligation for Congregants to pay an Honorarium to, or per the order of, Clergy who perform their Life Cycle Service, and (b) the customary amounts of such Honoraria. Any Clergy receiving an Honorarium may direct the Congregant to pay the Honorarium directly to him or her, to the Temple for the Clergy member's Discretionary Fund, or to the Temple for deposit into any other existing fund. Congregants are reminded that the Music Director, being treated as Clergy for purposes of this policy, is entitled to receive an Honorarium for providing services at a Life Cycle Event. 6. Should one honorarium be offered for all Clergy participants in a Life Cycle Event, such participating Clergy shall decide between themselves how to divide the payment. 7. If a Congregant requests that Life Cycle Services be provided at a location more than 50 miles from the Temple, then the Clergy's participation shall be subject to the President's prior approval if, additionally, either (a) a stay at location of service of more three (3) days will be required or (b) the Congregation will be deprived of having any ordained Clergy (which, at the option of the President, need not include any emeritus Clergy) available while the Clergy is out of town, performing said Life Cycle Event.
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<p>Procedure:</p>	<ol style="list-style-type: none"> 1. Joining the Temple to obtain Life Cycle Services from its Clergy shall not confer any right to have such services performed on the date sought by the new Congregant; the scheduling of the new Congregant's desired Life Cycle Event shall be subject to the Clergy's availability and Temple policies and procedures. 2. Notification to the prospective Congregant regarding membership,
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	<p>fees, and officiation shall be made by the President, Executive Director or Director of Education & Engagement.</p> <ol style="list-style-type: none"> 3. Once Clergy agrees in principle to perform or participate in a Life Cycle Event for a person proposing to join the Temple, the prospective Congregant must complete a membership application. Payment for single membership dues (when applicable), as well as for the Honorarium must be received prior to the provision of the Life Cycle Services. 4. If services are required for the funeral of a Non-Congregant of Ohef Sholom Temple, but who was a Member of another Jewish congregation, the following conditions must be met: <ol style="list-style-type: none"> a. The clergy of the decedent's congregation must be unavailable to perform the funeral service. b. A written request shall be made by the President or other Officer of the decedent's congregation to the President of Ohef Sholom Temple. c. While these funeral services are based on reciprocal courtesies among congregations, the OST Clergy shall retain the option to perform, or to not perform, the funeral service. d. If approved, the decedent's family shall agree to abide by the Temple's policies on Honoraria, set forth above.
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<p>Related Policies:</p>	
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2017-18 Dues Schedules

Single Membership	\$1,315
Family Membership	\$1,954