

# Services Management Team

## 1 Authority

- (1) The Services Management Team (SMT) is a Standing Committee of the Temple Shalom Gold Coast, Board of Management. (Constitution 25:2)
- (2) While the Board of Management retains general control and management of the affairs of the Congregation (Constitution 25:1) it delegates authority to the SMT to carry out the responsibilities outlined in this document.
- (3) The Board of Management may amend these responsibilities at any time, by a majority vote, at a Board of Management meeting.

## 2 Overview

- (1) The SMT provides organisational and logistical support for the Rabbi in the delivery of all religious services, rituals and rights and, where appropriate, under the guidance of the Rabbi, assists in running religious services.
- (2) The role of the SMT is to work collaboratively with the Rabbi. It may not direct the Rabbi to any particular course of action nor may it override any decision the Rabbi may choose to make.

## 3 Membership

- (1) The Rabbi leads the SMT. The President ( or Vice President in the President's absence) and the Cheder Director will be, ex officio, members of the SMT.
- (2) Any Voting Member who is willing and able to assist the Rabbi, may be invited, to join the team by the Board of Management.
- (3) Any voting member who is willing to act as a shammash may be invited to join the team, by the Board of Management

## 4 Meetings

- (1) The Rabbi will lead the SMT and will chair all of its meetings.
- (2) Meetings will not be required to follow a formal structure nor is there any requirement for voting.
- (3) A member of the SMT will take minutes for all meetings

## 5 Reporting

- (1) The Rabbi/SMT reports to the Board of Management.
- (2) The Rabbi will include the minutes of the previous SMT meetings as part of the Rabbi's report presented at the Monthly Board of Management meeting.

## 6 Responsibilities

- (1) Work collaboratively with the Rabbi and provide support in planning and organising services
- (2) Where appropriate, under the guidance of the Rabbi, assist in running services.
- (3) In the absence of the Rabbi, members of the SMT will lead services.
- (3) Prepare timetables and rosters for religious services relating to Shabbat, the Chagim and lifecycle events.
- (4) In consultation with, and with the agreement of, the Temple Guild and the Board of Management, plan for catering support and social activities linked to Shabbat and the Chagim.
- (6) In consultation with the President, decide who will receive honours for the High Holy days and other Chagim.
- (7) Make recommendations to the Board of Management as to who will be the recipients of Simchat Torah honours each year.
- (8) Provide timely information to the editors of the Temple Newsletter, and the coordinators of facebook and the website, so that religious services may be publicised.

- (9) In consultation with the President, provide timely information to members, via email, concerning lifecycle events.
- (10) Ensure that all religious services are in line with UPJ guidance.

**These terms of reference will be reviewed by the Board of Management on a yearly basis.**