



**Policy:**        **Breakfast Club**

**Date Approved:**     March 20, 2018  
(Replaces Previous Policy Dated:    New)

**Approved By:**        Board of the Shaar Shalom Congregation

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## **Policy Statement**

Breakfast Club is a Sunday morning presentation held from time to time at the synagogue in conjunction with a buffet breakfast. It is an adult learning and social offering of the synagogue. Typically the presentation is not of a religious nature and it showcases our members' areas of interest. Breakfast Clubs should be adequately planned and organized so they run smoothly on the day and are well attended. This policy has been developed to ensure this goal is achieved. The policy describes responsibilities and details for planning a Breakfast Club, setting up and cleaning up after the function, and any charges or costs.

## **Definitions**

**Caretaker** – the individual hired to perform custodial services for the synagogue

**Function organizer** – the individual who is the main contact for the function

**Mashgiach** – the person designated to ensure the standards of kashrut are being followed at the synagogue

## **Policy Objectives**

The objective of the policy is to describe a process that ensures:

1. Breakfast Clubs do not knowingly conflict with other functions in the Halifax Jewish community;
2. The synagogue office, Kitchen Chair, caretaker, the Mashgiach, and other individuals responsible for maintaining standards and policy at the synagogue are aware of the function and are available to provide the advice, support and supervision required;

3. Kashrut is observed within the synagogue; and
4. Breakfast Clubs proceed only when there is sufficient attendance.

## **Policy Application**

### **Booking the Date**

Breakfast Clubs must be booked with the synagogue office at least three (3) weeks prior to the event. The person organizing the Breakfast Club (function organizer) is also responsible for checking with the Beth Israel Synagogue and the Atlantic Jewish Council to ensure there are no conflicts with other functions in the Halifax Jewish community on that date.

### **Responsibilities**

#### Function Organizer Responsibilities:

- The function organizer is responsible for recruiting sufficient volunteers to assist with the breakfast preparation, set-up, supervision of the synagogue entrance (greeter), program moderation (including introducing and thanking the speaker), and clean-up.
- The function organizer is responsible for liaising with the caretaker to ensure he is aware of the Breakfast Club date and to identify whether the data projector and screen will be required.
- The function organizer is responsible for liaising with the Chair of Kitchen to obtain the Breakfast Club menu and identify who will be responsible for shopping for groceries and any requirement for the Mashgiach to check groceries and supervise the kitchen.
- The function organizer is responsible for preparing advertising material for the Breakfast Club and providing this to the synagogue office. Advertising material must include RSVP information and the RSVP deadline.
- The function organizer is responsible for contacting the synagogue office on the Tuesday prior to the Breakfast Club to obtain the number of RSVPs received and determine whether the Breakfast Club will proceed or be cancelled.
- The function organizer is responsible for ensuring a donation basket is prominently available at the function and that all donations received are given to the office administrator to offset the cost of the food.

#### Kitchen Chair Responsibilities:

- The Kitchen Chair is responsible for providing the function organizer with a menu for the Breakfast Club and for working with the function organizer to identify who will be responsible for shopping for groceries and any requirement for the Mashgiach to check groceries and supervise the kitchen.
- The Kitchen Chair is responsible for explaining how the Breakfast Club is to be set-up and cleaned-up.

#### Caretaker Responsibilities:

- The caretaker is responsible for the general setup of tables, chairs, and data projector and

screen (if required). The caretaker is also responsible for disassembly and storage of those items.

- The caretaker is responsible to clean, mop and vacuum floors.
- The caretaker is responsible for the removal of garbage.

#### Deliveries:

Grocery delivery for a Breakfast Club should be made during office hours to the Pepperell Street door. The office must be made aware of expected deliveries to ensure they are scheduled when the caretaker and Mashgiach are available.

#### **Charges and Costs**

There is no charge for attending the Breakfast Club, but attendees will be asked to make a donation of \$5 to offset the cost of the food.

Food for the Breakfast Club is paid for by the synagogue.

#### **RSVP**

Attendees will be asked to RSVP to the synagogue office if they plan to attend a Breakfast Club. The RSVP deadline is the Monday prior to the Breakfast Club date.

#### **Cancelling a Breakfast Club**

A minimum of 12 (twelve) RSVPs must be received by the RSVP deadline to proceed with a scheduled Breakfast Club. If 12 RSVPs have not been received by the RSVP deadline, the function organizer will cancel the Breakfast Club and provide the office administrator with the content of an email to be sent out to those who did RSVP. A Breakfast Club cancellation notice will also be included in the synagogue's weekly update when is sent out on Thursdays.

#### **Policy Exceptions**

None identified.

#### **Policy Monitoring**

None identified.

#### **Forms Included with this Policy as Attachments**

None