

## OPERATING POLICY Number 6

### Life-Cycle Events

WHEREAS Subsection 4.04 of By-law No.1 of Kehillat Beth Israel Congregation (the Corporation) provides for Operating Policies respecting life-cycle events;

AND WHEREAS the Board of Directors of the Corporation (the Board) wishes to establish such a policy;

NOW THEREFORE BE IT ESTABLISHED as an Operating Policy of the Corporation as follows:

1. Any arrangements for a Bar/Bat Mitzvah/Wedding/Funeral or other Life-Cycle event in the synagogue shall be made through the Synagogue Office;
2. Choice of dates shall be on a first-come, first-served basis;
3. In the case of a Bar/Bat Mitzvah, the Synagogue may require that two or more families share the date;
4. All life-cycle events taking place in the building must be approved by the Senior Rabbi. Clergy should be represented at all life-cycle events taking place in the building. The Senior Rabbi may approve any non-KBI clergy to officiate at a life-cycle event in the building.
5. The Clergy may, but shall not be required to, officiate at life-cycle events off-site;
6. Subject to any requirements established by the Board, an Individual Member or, in the case of a Family Membership, the two adults and their Dependent Children as defined in By-law No. 1, may have at the synagogue:
  - (a) his or her funeral; and
  - (b) other life-cycle events (e.g. baby naming, pidyon haben);
7. Subject to any requirements and the payment of any fees established by the Board, a person who is not an Individual Member or a Family Member may have at the synagogue:
  - (a) his or her funeral; and
  - (b) other life-cycle events (e.g. baby naming);
8. All fees shall be paid or arrangements to pay shall be made at least seven days prior to the event;
9. The Executive Director, with the advice of the Senior Rabbi, shall create a list of approved caterers who are under a synagogue approved hashgacha supervision. Any caterer on the list can be rejected if the Senior Rabbi deems that caterer to not meet kashrut standards or if they were found not to be good stewards of the space. The Synagogue reserves the right to deny access of any caterer on a case by case basis.
10. No food or beverages may be brought into the building without the prior approval of the Rabbi;
11. The Executive Director, with the advice of the Rabbi, shall determine whether a caterer may have access to a kitchen and the synagogue; and
12. In this Operating Policy, any action that is required to be taken by the Executive Director, may, in the absence of the Executive Director, be taken by the person designated by the Board from time to time to administer the functions of an executive director on behalf of the Corporation.

This Operating Policy shall take effect when enacted by Resolution of the Board. This Operating Policy may be amended by Resolution of the Board and shall remain in effect until repealed by Resolution of the Board.

CERTIFIED to be a true copy of Operating Policy Number 6 passed by Resolution of the Board of Directors of Kehillat Beth Israel Congregation at a meeting of the Board held on the 25th day of May 2017.

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Secretary