

PRE-HOLIDAY CHECKLIST

Rosh Hashanah and Yom Kippur are not far away, as we have entered the month of *Elul*, the last month before the Jewish New Year. How do you, as leaders in your *Synagogue*, prepare for the High Holidays? You send out ticket order forms and maybe a *Kol Nidre* or *Yahrzeit* appeal letter. You make sure your building is clean and shiny; you fix, clean, and shine the silver, etc.

While you are probably experts on High Holiday logistics, it is important to think about the relational needs of connecting with your community members. Below are some questions and ideas to think about to make sure that all of your congregants feel welcomed, comfortable, and accommodated this High Holiday season.

PRE HIGH-HOLIDAY TASK	WHO WILL BE RESPONSIBLE?
Ensure <i>Synagogue</i> signage is easy to find and read for everyone entering the building or grounds.	
Plan to make members that might not have been to the synagogue since last year feel welcomed and appreciated.	
Plan a special training session for ushers and greeters.	
If you are using a new <i>machzor</i> since last year, is there anything printed to explain the changes and what to look for in the new volume?	
Plan to follow up with new members or guests, or first-time participants after the holidays. How do you identify them during high holiday services?	
Are you calling members that haven't yet signed up for the holidays to see how they are and to make sure that everything is okay?	
Send out New Year's cards or emails.	
<i>Synagogue leadership</i> should coordinate and make pre-New Year's calls to all members. Is the list and script in place?	
Plan to send notes to those individuals and/or families who left the <i>synagogue</i> over the last year and wish Happy New Year!	
Give the clergy and leadership seating charts (where applicable) so that they can be sure to know who is sitting where.	
Plan for <i>synagogues</i> to make a list of physicians who will be attending the services and where they will be sitting (where applicable) in case of emergency	
Arrange for a pre-holiday security walk-through with the local police.	

Will your members and guests leave the holiday services with some materials letting them know about programs and opportunities that they can participate in after the holidays? Can they be added to the mailing email list?	
Do you have clearly displayed evacuation plans throughout the sanctuary and building? Are people aware if there is a defibrillator in the building and where it is?	
Have you prepared for all technology needs and support?	
What else would you add?	

High Holiday logistics are essential, but your goal should always be to ensure that your *synagogue* members feel even more connected and supported by your sacred community when the season is over and guests leave interested in creating and building a connection. Implementing just some of these ideas can go a long way towards making the new year a wonderful and successful one at your *synagogue*!

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