

# **BET AVIV PROCESS**

## **Responsibilities of the Yom HaShoah Coordinator**

### **1. Yom HaShoah Planning Meetings**

- 1.1 Attend each planning meeting scheduled by the rabbi who is chairing the event.

### **2. Coordination**

- 2.1 Personally contact Yom HaShoah survivors or children of survivors in our congregation to attend the Yom HaShoah community-wide observance ceremony.
- 2.2 Personally request that survivors participate in any specific requests at the observance ceremony (e.g., light the candles, do a reading).
- 2.3 Request that the cantor perform one or more songs as part of the Yom HaShoah observance.
- 2.4 Notify the congregation of the date, time, location and theme of the observance three times: 1) about a month before it is scheduled, 2) then two weeks later and 3) a few days before the event.
- 2.5 Publish an article in the Observer about the Yom HaShoah community-wide observance.
- 2.6 Execute any other actions that you are tasked with as a member of the committee (e.g., buying flowers, arranging for musicians, printing).

### **3. Yom HaShoah Observance**

- 3.1 Plan to attend the Yom HaShoah Observance ceremony.
- 3.2 Help with greeting attendees, ushering, setting up/extinguishing candles or any other tasks that need to be done.

### **4. Minutes**

If you are tasked with taking minutes at the planning meetings then do the following tasks, otherwise, skip this section.

- 4.1 Record the minutes of each meeting by noting the attendees, the date, time and location of the meeting, significant discussion and decisions and action items.
- 4.2 Transcribe the notes into a computer-readable file.

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- 4.3 E-Mail the minutes to committee members within one week of the meeting.

## **5. Thank-you Cards**

If you are tasked with thanking the participants, then do the following tasks, otherwise, skip this section.

- 5.1 Compile a list of participants to thank.
- 5.2 Create a merge file in Microsoft Word with a template for the thank-you letter with merge fields inserted for the names of the participants and their specific contributions along with each person's address and salutation.
- 5.3 Create the merge file data with the names of the participants, their address, their specific contribution and the names you want to use for the salutation.
- 5.4 Merge the data and template to create the final documents all in one file.
- 5.5 Print the thank-you letters on Jewish Federation stationery.
- 5.6 Print the envelopes with the participant's addresses.
- 5.7 Have the Rabbi who chaired the Yom HaShoah observance that year sign the letters.
- 5.8 Mail the letters.

## **6. Skills Needed**

- 6.1 Time to attend meetings.
- 6.2 Attention to detail to follow-through on tasks assigned.
- 6.3 Microsoft Word word processing skills (including merge skills) if you will produce the thank-you notes or the minutes.
- 6.4 Willingness to ask congregants to participate in the observance.

## **7. Previous Yom HaShoah Representatives:**

- Geri Epstein
- Sue-Ellen Weisberg
- Linda Wengel
- Sam Ponzak
- Barry Frieman

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### **8. Documents Produced**

- 8.1 Yom HaShoah Minutes (see Appendix A)
- 8.2 Yom HaShoah Thank-You (Appendix B)
- 8.3 Yom HaShoah Notification (Appendix C)

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### Appendix A. Sample Yom HaShoah Minutes

#### Yom Hashoa 2004 Planning Committee Meeting Minutes Meeting 4

<b>Service:</b>	April 18, 2004 @ 6:15 pm
<b>Location:</b>	Rabbi Grossman's Study, Beth Shalom
<b>Date Time:</b>	April 14, 2004 @ 7:45 pm
<b>Attendees:</b>	Rabbi Susan Grossman (BSC, Current Chair), Randy Gartner(JF, BSC), Jake Rosen (BSC), Sara Baum (TI), Jessica Rowe (CJC), Geri Epstein (BA), Jacky Ely (BSC)

#### 1.1.1 Status:

Member	Status
<b>Jake</b>	<ul style="list-style-type: none"> <li>• Left message for Lily Kaminsky - she never returned his call</li> <li>• Naomi Rappaport has memorial candles for service</li> <li>• Either Naomi or Jake will provide matches to light candles</li> </ul>
<b>Sara</b>	<ul style="list-style-type: none"> <li>• Met with Cantor Morrison to discuss music</li> <li>• Sara is practicing some new songs</li> <li>• Will play piano at beginning of service until Rabbi Grossman begins speaking</li> <li>• Confirmed again that yellow tulips have been ordered for service</li> </ul>
<b>Randy</b>	<ul style="list-style-type: none"> <li>• Notice about Yom Hashoah service appeared in last Friday's Baltimore Sun</li> <li>• Contacted Columbia Flier and Jewish Times – no guarantees of appearance</li> <li>• Has worked with PK publishing on printing programs</li> </ul>
<b>Jacky</b>	<ul style="list-style-type: none"> <li>• Called Oseh Shalom to request identification of survivors</li> <li>• Delivered 6 blue candles and a white candle for lighting the others</li> </ul>
<b>Rabbi Grossman</b>	<ul style="list-style-type: none"> <li>• Coordinating physical layout of room</li> <li>• Working to finalize program</li> </ul>
<b>Geri</b>	<ul style="list-style-type: none"> <li>• Produced and distributed meeting minutes</li> </ul>
<b>Jessica</b>	<ul style="list-style-type: none"> <li>• Transportation for Colonel Heymont has been arranged for 4:00 pm               <ul style="list-style-type: none"> <li>○ Arranged to allow plenty of room for traffic tie-ups</li> <li>○ May need to open building earlier than anticipated to accommodate early arrival</li> </ul> </li> </ul>

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Member	Status
	<ul style="list-style-type: none"> <li>• Jessica volunteered her father to be a backup candle lighter if we are short</li> <li>• Spoke with Sophie about transportation needs – none identified</li> </ul>

### 1.1.2 Discussion:

Item	Discussion Points
<b>Program</b>	<ul style="list-style-type: none"> <li>• Reviewed program that was sent in e-mail               <ul style="list-style-type: none"> <li>○ Correct Jackie Ely to Jacqueline Ely</li> <li>○ Insert Community Reading that Sami Klein will read</li> </ul> </li> <li>• Hebrew needs to be manually inserted – BSC has Hebrew fonts but no one available who knows Hebrew to type</li> <li>• Programs may be in 8.5" x 11" sheets instead of booklet form</li> </ul>
<b>Transportation for Colonel Heymont</b>	<ul style="list-style-type: none"> <li>• Rabbi Grossman gave Jessica the phone number for Trail Blazers (410-298-2933) – She has used them in the past and found them to be reliable</li> <li>• Want Col. Heymont to arrive at Beth Shalom by 6:30 on April 18<sup>th</sup></li> <li>• Jessica to make final arrangements for transportation and submit invoice to the Jewish Federation</li> </ul>
<b>Music:</b>	<ul style="list-style-type: none"> <li>• Cantor Morrison from CJC and Sara met on April 1, 2004 to coordinate on the music Sara will play</li> </ul>
<b>Ark Openers</b>	<ul style="list-style-type: none"> <li>• George Acs and Judy Gartner will serve as Ark Openers</li> </ul>
<b>Menorah Candle Lighter</b>	<ul style="list-style-type: none"> <li>• Jacques Fein (?)</li> <li>• Hyman Silberstrom, his daughter and grandson (CJC)</li> <li>• Mikhail Zozulaya (BSC)</li> <li>• Sara Field (TI)</li> <li>• Molly Moses</li> <li>• Siegfried Rowe</li> </ul> <p>Edith Cord's attendance is not certain so needed some new backups</p>
<b>Floor</b>	<ul style="list-style-type: none"> <li>• Jacky will work the floor to expedite the flow of congregants to the bema</li> <li>• Will need assistance to identify some people</li> <li>• Geri helps in back with people who are in procession</li> </ul>
<b>Service order After procession</b>	<ul style="list-style-type: none"> <li>• Torah is placed in stand</li> <li>• Everyone is seated</li> <li>• Menorah candles are lit</li> <li>• Rowe Family and ark openers come forward</li> <li>• George Acs and Judy Gartner open the ark</li> </ul>

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Item	Discussion Points
	<ul style="list-style-type: none"> <li>Facilitator (Avrum Weiss or Rabbi Grossman) helps put Torah back in ark</li> <li>Shofar blowing announces call to worship</li> </ul>
<b>Introductions</b>	<ul style="list-style-type: none"> <li>Jacques Fein will introduce Jim Robey and other dignitaries</li> <li>Avrum Weiss will introduce Colonel Heymont</li> </ul>
<b>Holocaust Claims</b>	<ul style="list-style-type: none"> <li>Jessica educated us on the who is a Holocaust survivor for receiving benefits – it's mainly a function of having left a country that was occupied by Nazi – there are limits to claims for survivors</li> <li>Some examples are Germany after 1933, Czechoslovakia after Oct 38, Poland after Sep 1939, and Denmark and Norway after 1940</li> <li>Rabbi Grossman mentioned that there is an additional \$50K for Howard County survivors for emergency purposes – contact Avrum Weiss</li> </ul>
<b>Building opening</b>	<ul style="list-style-type: none"> <li>The building will open at 6:00pm</li> <li>Sara will be there at 6:00pm to welcome early arrivals</li> <li>The committee members should plan to arrive at 6:30pm</li> </ul>
<b>Survivors</b>	<ul style="list-style-type: none"> <li>No new survivors were identified through calls to Jacky or Sara</li> </ul>
<b>Lobby</b>	<ul style="list-style-type: none"> <li>Need a table in the lobby for the memorial candles and a place to put used matches</li> </ul>

### 1.1.3 Service:

Service Section	Description
<b>Mission</b>	<ul style="list-style-type: none"> <li>A meaningful, emotionally moving, participatory program that lasts 1-1:15 hours</li> </ul>
<b>Memorial Candle Lighting</b>	<ul style="list-style-type: none"> <li>Geri and others(?) will ask congregants if they want to light memorial candle in the hallway as they enter the sanctuary</li> </ul>
<b>Prelude</b>	<ul style="list-style-type: none"> <li>Music – Sara Baum will play piano music to set the mood</li> </ul>
<b>Welcome</b>	<ul style="list-style-type: none"> <li>Rabbi Grossman to welcome congregants</li> </ul>
<b>Responsive Reading</b>	<ul style="list-style-type: none"> <li>Rabbi Baron to lead responsive reading <i>Lord Give Us Strength</i></li> </ul>
<b>Shofar Blowing</b>	<ul style="list-style-type: none"> <li>Rabbi Grossman to give brief explanation and refer congregants to program for more detailed explanation and ask congregants to rise</li> <li>Howard Lessey will blow shofar</li> </ul>
<b>Holocaust Torah</b>	<ul style="list-style-type: none"> <li>Rabbi Grossman to relate short history of Holocaust Torah</li> <li>Musical accompaniment by flautist Lisa Dixon during procession</li> <li>Rowe family will process with Torah                             <ul style="list-style-type: none"> <li>Sigfried Rowe (father),</li> </ul> </li> </ul>

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Service Section	Description
	<ul style="list-style-type: none"> <li>○ Jessica Rowe – (daughter)</li> <li>○ Rachel Berkowitz (granddaughter)</li> <li>• 3 generational family will walk behind the Holocaust Torah</li> <li>• Leon Malnik to serve as Torah carrier</li> <li>• Torah to be placed in its stand with help of facilitator</li> <li>• Rowe family to take seats at front</li> <li>• After Menorah lighting, the Rowe family goes to the Bema, the Torah is removed from its stand with the help of the facilitator and the Torah is passed from generation to generation</li> <li>• Judy Gartner and George Acs will serve as Ark opener and closer</li> </ul>
<b>Menorah Lighting</b>	<ul style="list-style-type: none"> <li>• 6 survivors will light Holocaust Menorah candles</li> <li>• Menorah lighters will walk behind Holocaust Torah and 3 generational family and then proceed to the Bema - each family will light one blue candle with a long white taper</li> </ul>
<b>EI Malei</b>	<ul style="list-style-type: none"> <li>• Cantor Walters to lead song</li> </ul>
<b>Kaddish</b>	<ul style="list-style-type: none"> <li>• Rabbi Heligman of Sholom Aleichem and Molly Moses will lead the Holocaust Mourner's Kaddish</li> </ul>
<b>Chorus</b>	<ul style="list-style-type: none"> <li>• Cantor Morrison will lead the CJC Adult Choir in two short yearning songs: Ani Maamin and Ki Eleycha</li> </ul>
<b>Greetings</b>	<ul style="list-style-type: none"> <li>• Jewish Federation Jacques Fein will recognize the dignitaries and introduce Jim Robey, the Howard County Executive</li> </ul>
<b>Proclamations</b>	<ul style="list-style-type: none"> <li>• Jim Robey will greet the congregants and read the proclamation</li> </ul>
<b>Introduction of Speaker</b>	<ul style="list-style-type: none"> <li>• Avrum Weiss will introduce Colonel Irving Heymont(ret) Military Commander, Landsberg DP Camp</li> </ul>
<b>Speaker</b>	<ul style="list-style-type: none"> <li>• Colonel Heymont will speak on his experiences as the military commander at the Landsberg DP Camp</li> </ul>
<b>Chorus</b>	<ul style="list-style-type: none"> <li>• Cantor Morrison will lead the choir in singing Mi Sheberach</li> </ul>
<b>Closing Reading</b>	<ul style="list-style-type: none"> <li>• Sami Klein of Bet Aviv to lead the congregation in reading <i>O Lord our God Help us Pray</i></li> </ul>
<b>Hatikvah</b>	<ul style="list-style-type: none"> <li>• Cantor Auerbach will lead singing of Hatikvah</li> </ul>
<b>Closing Benediction</b>	<ul style="list-style-type: none"> <li>• Rabbi Panoff to recite closing benediction</li> </ul>

### 1.1.4 Action Items:

Responsible	Action Items
<b>Jake</b>	<ul style="list-style-type: none"> <li>• Coordinate with Naomi on matches and logistics to deliver candles prior to service</li> </ul>

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Responsible	Action Items
<b>Sara</b>	<ul style="list-style-type: none"><li>• Plan to arrive on April 18<sup>th</sup> at 6:00pm</li><li>• Continue practicing new music</li></ul>
<b>Jessica</b>	<ul style="list-style-type: none"><li>• Follow up with Sophie of the Jewish Federation to get word out about elderly transportation needs</li><li>• Brief family members on their roles during service</li></ul>
<b>Geri</b>	<ul style="list-style-type: none"><li>• Check with Bonnie Hockman at Jewish Federation to see if she has a sample of last year's thank-you notes and determine process</li><li>• Write Thank-you notes to participants</li><li>• Help Jacky with procession</li><li>• Greet congregants and offer opportunity to light memorial candles</li></ul>
<b>Jacky</b>	<ul style="list-style-type: none"><li>• Orchestrate on the floor to ensure smooth running of service</li><li>• Coordinate ushers</li></ul>
<b>Rabbi Grossman</b>	<ul style="list-style-type: none"><li>• Complete the program and coordinate with Randy</li><li>• Prepare for the service</li><li>• Hire Security for service and contact police</li><li>• Work with Beth Shalom staff to prepare room for service</li><li>• Check and approve final program layouts</li></ul>

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### Appendix B. Sample Yom HaShoah Thank-You Letter

April 18, 2004

Cantor Margery Auerbach  
13928 Wagon Way  
Silver Spring, MD 20906

Dear Cantor Auerbach,

We are writing this letter to acknowledge your participation at our community Yom HaShoah program on Sunday, April 18, 2004. Thank-you for leading our singing of Hatikvah at this year's service. Your music helped set the tone of the important event. We appreciate your support for the program and the time that you gave to participate in it.

Your participation certainly contributed to a meaningful and memorable program.

We sincerely thank you,

Avrum Weiss Executive Director	Rabbi Susan Grossman 2004 Yom HaShoah Program Chair
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#### **Appendix C. Sample Congregational Notification**

Bet Aviv friends-

On Sunday, April 15, at 7:30 PM, the Jewish Federation of Howard County and Howard County Synagogues will sponsor our annual Holocaust Remembrance Day program at the Meeting House. The theme will be "Liberation and Freedom" with speaker Chic Paper, a WWII veteran and liberator of Dachau.

There will also be an interactive program for young people (grades 7-12) with Holocaust survivors from 6:15-7:15. A kosher pizza dinner will be served at 5:45 (reservation required).

I've attached the flyer with contact information about the program for teenagers. Barry Frieman and Sam Ponczak are Bet Aviv's reps to the planning committee, so we thank them for their help in bringing us this program.

An early Shabbat Shalom and sweet Pesach to all.

L'shalom, Cantor Marge