



MEMBER / PARENT GUIDE TO

Kadima

JJC Chapter



3662 Crown Point Road
Jacksonville, FL 32257

Guide to Kadima

WHAT IS KADIMA?

Kadima is the middle school youth group of the Conservative movement. Kadima is chartered by our congregation as a member of the United Synagogue of Conservative Judaism, the organization of Conservative congregations in North America. We are part of the HaNegev Region, which covers Florida, Georgia, South Carolina, North Carolina (southern portion), Alabama, Tennessee, and Mississippi.

Due to the large size of our region, we are broken up into three sub-regions:

- Arvot: South Florida
- Mercaz: Central and North Florida
- Ein-Gedi: Panhandle of Florida, Georgia, South Carolina, North Carolina (southern portion), Alabama, Tennessee, and Mississippi

In many ways, Kadima is a youth group in that we seek to bring middle-schoolers together around organized activities, to promote learning, fellowship, growth, and responsibility. Our programming includes informal Jewish education, social action, Tikun Olam, leadership training, Israel awareness and the opportunity to make lifelong friendships.

Officers and chairpersons run the chapter under the direction and approval of their Director of Youth Engagement/Advisor(s). The congregation has a Youth Commission, which works with the Director of Youth Engagement and Clergy to develop policies and procedures that pertain to the Setzer Youth Education programs, make recommendations to the JJC Board of Directors regarding matters that impact the Setzer Youth Education programs and support the professional staff who work with the synagogue youth.

The Jacksonville Jewish Center offers three youth groups affiliated with United Synagogue Youth:

- USY (Grades 9-12)
- Kadima; nationally known as Gesher (Grades 6-8)
- Chalutzim; nationally known as Haverim (Grades 3-5)

The Jacksonville Jewish Center's chapter of Kadima is named JJC.

HOW MAY PARENTS BE INVOLVED?

There are many ways for parents to be part of their children's lives in KADIMA. A brief description of each follows:

Driving: This is the way most parents get started in KADIMA, and its importance cannot be minimized. At times, parents are asked to provide rides to and from KADIMA functions for their own children, and when possible, for others. Parents are relied upon to transport them on time, so that they may participate fully in programs. Carpools are easily formed, to everyone's benefit.

Any parent volunteer who transports youth group participants as part of a program will need to adhere to the synagogue's rules and guidelines for volunteer drivers including a possible check of driving records and insurance.

Chaperoning: An integral part of successful functions is a commitment from parents to help the Director of Youth Engagement and advisors at events/activities from time to time during the year. Functions might include synagogue events, home services, sports activities, dances, etc. Our guidelines to the staff recommend that there be one chaperone for every nine Kadimaniks attending an event.

Hosting Programs at Home: Kadimaniks' homes are sometimes used for activities: board meetings, programs, home *Shabbat* services (with accompanying *Oneg Shabbat*), and Havdalah services are some of the possibilities. It is expected that Kadimaniks will always clear hosting with their parents, that for any event where food is to be served, *kashrut* will be observed (see below), and programs that take place on Shabbat will take place within walking distance of the Jacksonville Jewish Center and that at least one JJC staff person and one parent will be present at all times.

Substitute as an Advisor: Although the Director of Youth Engagement/advisor(s) will almost always plan to be in attendance at events, in the case of an emergency, a parent may be asked to fill in. This would certainly not be a routine occurrence but would be preferable to cancel an event. Anyone having youth group advisory experience and/or a willingness to help out is encouraged to let the Director of Youth Engagement/advisor(s) know.

Monetary Commitment: Every member of Kadima pays dues at the beginning of the membership year. This payment covers many of the functions of Kadima, but not all. National, regional and sub-regional functions are not included in the due structure, nor are the cost of transportation to out-of-town events or when a bus is necessary. Individual events in town, such as bowling, skating, movies, etc. might require a small fee from members of the department budget cannot support the entire expense.

Youth Commission: The JJC Kadima operated under the guidance of its Youth Commission, which is composed of a variety of synagogue members, who may or may not have children who are members of the youth groups. The president of USY sits on the Youth Commission. The Kadima president can be invited to attend the youth commission meeting as an ex-officio attendant. The Director of Youth Engagement attends meetings as an ex-officio member. The Jacksonville Jewish Center clergy and Executive Director have a standing invitation to attend youth commission meetings and might be asked for input or clarification around a specific matter. All ex-officio attendants and synagogue staff do not vote.

Kadima Calendar: Since most major Kadima events are set on the calendar early in the year, parents are encouraged to help their children plan their activities and school assignments carefully so that Kadimaniks can enjoy an event fully. When travel to another city is required, it may mean missing school on the Friday of a weekend event so that arrival before *Shabbat* is observed.

Participation: Your Kadimanik will get from Kadima what he/she puts into Kadima events that are successful (or not) because of the people involved and their enthusiasm. Let your users know that you support and encourage his/her participation in as many of the activities as possible. Your interest and enthusiasm will be directly reflected by your Kadimanik. The Director of Youth Engagement/advisor(s) will welcome programming suggestions that will excite and interest your Kadimanik.

Transportation Policy: When transportation is provided for any SYE activity, Kadimaniks are required to use the transportation provided by the synagogue. If some extenuating circumstance necessitates that a Kadimanik is transported to or from an activity where transportation is provided, the middle schooler will only be allowed to be transported by his/her parent(s). In such a case, the parent(s) must notify the Director of Youth Engagement at the time of registration, and they must pick the Kadimanik up in person. Kadimaniks are not allowed to ride with other older siblings or parents other than their own when transportation is provided.

Shabbat/Yom Tom Policy: Shabbat/Yom Tom Observance is adhered to within Kadima. Therefore, Kadimaniks (and their parents) are reminded not to work on Kadima Projects, make phone calls for Kadima and/or call the Rabbi, Cantor, Advisors or Youth Commissioners about Kadima on Shabbat or Yom Tov. During Kadima, other JJC programs and conventions It is inappropriate to use electronic devices such as cell phones, iPad, video games, tapes, computers, and videos, including when hosting Kadima programs or out-of-town Kadimaniks. If a Kadimanik is found using an electronic device on Shabbat or a Yom Tov while attending a SYE-sponsored event the device will be confiscated until the end of the program. Shabbat phone calls will be accepted or made only in the event of an emergency.

Kashrut Policy: JJC Kadima will observe the kashrut policies of the Jacksonville Jewish Center. Jacksonville Jewish Center requires all youth to observe the laws of Kashrut established by the current clergy at any Jacksonville Jewish Center or SYE-sponsored function. All food brought into the building must have an appropriate Hecksher or be approved by the clergy.

Kadimaniks are expected to observe the laws of Kashrut at all Kadima events, whether in town, en route to an out-of-town event, or during an out-of-town event. Specifically, when an event is to include a brown bag lunch, dairy or pareve food choices are required; when hosting an event at home, it is expected that the food served will be kosher, even if the home itself is not. Unless the Director of Youth Engagement has arranged otherwise, only dairy or pareve food can be served in homes. All packaged food must be marked with a kosher symbol.

Out of Town Events: Some events include overnight stays at a synagogue or camp, some include home hospitality, some offer a hotel stay, and some include a combination of these. The hosting chapter or the Regional Office sends information as to the type of housing being provided, as well as any required gear, such as sleeping bags, pillows, etc. In addition, there may also be limitations on luggage, due to space constraints when traveling by bus or other transport. These guidelines must be followed for the comfort and convenience of everyone. Remember each Kadimanik must carry all of his or her luggage. Make sure that he/she can maneuver all that is packed! Departure and arrival times are calculated carefully, but some leeway must be allowed for weather, extra-long good-byes at the end of an event, or other unforeseen delays. When home hospitality is provided, you may choose to send along a small gift for the host family. Suggestions for this gift might be candy (kosher), picture frames, potholders, candles, notepaper, gourmet tea, or coffee.

Hosting Out of Town Kadimaniks: It is expected that Kadimaniks will always clear hosting with their parents. At least one parent will be present when every Kadimanik is in the home. Beds are not required! Kadimaniks are adaptable and more interested in being together than creature comforts. The floor space works well and sleeping bags can easily be rolled up and put away. Sometimes the Kadimaniks will even come equipped with their own towels. Do not be offended; just think of it as less laundry for you! Do not worry about lights out or whether or not they are getting enough sleep. They are not, but they will make it up later. Usually, the only meal served might be a cold breakfast. Everyone usually welcomes munchies for late-night snacks. It is expected that parents will follow the same kashrut guidelines when hosting out-of-town Kadimaniks as when hosting a Kadima event where food is served. At least one parent will be present. As hosts, you will be required to pick up and deliver your guests to the designated meeting place on time. Being on time is most important because events cannot begin until everyone reconvenes.

HOW DOES IT WORK?

Membership

Any youth in grades 6-8 of the Jewish faith, who adheres to the Jewish faith or is in the process of converting to the Jewish faith under the supervision of the clergy of the Jacksonville Jewish Center is eligible to become a member of JJC Kadima. Certain membership privileges are extended only to synagogue members, such as synagogue-based subsidies and scholarships and holding a certain board position. All members, in addition to paying dues, will be asked to complete a membership application and medical record form. These forms are necessary so that in the event of an emergency, the Director of Youth Engagement/advisor(s) has ready access to telephone numbers.

HOW IS ALL OF THIS PAID FOR?

Recognizing that for some families having a child active in Kadima can be costly, there are subsidy funds every parent should know about.

Youth Merit Scholarship Program: The Jacksonville Jewish Center's Setzer Youth Education Department seeks to reward exemplary participants with financial assistance to further engage in programs offered through United Synagogue Youth, Ramah, and USCJ-sponsored programs. Teens whose families are members in good standing with the Jacksonville Jewish Center are current with payments of the Galinsky Academy school tuition, Youth Group dues and completion of the Setzer Youth Education online registration form are eligible to participate in the Youth Merit Scholarship Program.

Scholarship dollars are available for middle and high school students attending Sub Regional, Regional, and International United Synagogue Youth (USY) sanctioned events, as well as approved* Jewish summer camps and programs.

These events and programs provide experiences with Jewish peers outside of the synagogue, enhancing the Jewish value and education provided by the Jacksonville Jewish Center.

Youth Merit Scholarships are awarded based on participation in the Center's community by demonstrating an engagement and dedication to the following components:

- Service - Volunteering at the Center (2 Hours a Month)
- Study - 75% Participation in a Galinsky Academy Program (JTLLI/Siyyum)
- Prayer - Attending 2 Shabbat/Holiday Services a Month
- Engagement - 50% Attendance at KADIMA Events
- Be a Mensch! - Uphold Jewish Values at All Times!

Each year the Director of Youth Engagement will provide Kadimaniks and their families with detailed information regarding dates, eligibility requirements and subsidy opportunities during the SYE kickoff event. The year-round Youth Merit Scholarship Program officially launches on the date of the SYE kick-off event and all activities will be counted beginning with the first event of the year in August.

The HaNegev Regional Office also has some funds available including the David Lindenbaum Scholarship Fund. This scholarship fund, named in the memory of a HaNegev Director of Youth Engagement, provides scholarship money for HaNegev regional events. Be assured that all requests for scholarship funds are kept confidential. Scholarship money may also be available from local community organizations. For International Programs, some funding is available from the International Office.

CODE OF CONDUCT

Bullying and Harassment

Setzer Youth Education commits to creating a welcoming environment. Kadimaniks are expected to demonstrate respect for themselves and others and to show courage, integrity, and compassion to preserve the safety and well-being of others.

Setzer Youth Education maintains a policy prohibiting harassment of Kadimaniks, staff, and community members, for any reason, including but not limited to, that is based upon race, color, gender, sex, sexual orientation, gender identity, religion, national origin, age, or disability/handicap, by Kadimaniks, advisors, staff or any individuals associated with Setzer Youth Education.

Harassment may occur through physical actions, through any type of communication method, including face-to-face communications, phone, text, email, manipulation of photos or meme creation, or postings on social media. This applies even if the communications are temporary such as Snapchat and Instagram posts. Harassment also includes the displaying of offensive symbols such as swastikas, confederate flags, etc. Symbols such as these are offensive because they reflect historical periods of cultural genocide or are currently affiliated with organizations espousing violence and intolerance.

There are many different types of harassment. Examples of some types of harassment include any conduct or expression that demeans or degrades an individual or group based on that individual's characteristics, color, race, or background.

Sexual Harassment

Sexual harassment involves unwelcome or offensive sexual advances, touching another individual's body in private areas, requests for sexual favors, requests for pictures of a sexual nature, and other verbal or physical conduct of a sexual nature. Sexual harassment can also include spreading rumors about another individual's sexual activity. Sexual harassment may also come in the form of physical or verbal harassment and may be delivered through teasing, bullying, etc. If you have a question about any behavior, comment, posting, text, or another form of communication you should contact the JJC Director of Youth Engagement or the chair of the SYE Youth commission for assistance.

Abusive, Degrading or Vulgar Language and Conduct

Any verbal or other conduct, such as visual depictions, harassment, or gesturing, which demeans or degrades others because of their race or ethnicity, disability, gender, gender identity or expression, religion, nationality, cultural heritage, appearance, or sexual orientation, is unacceptable behavior and will be considered a serious offense. Language which includes racial terms such as the N-word references to degrading stereotypes, slurs, explicit or implied violence or other graphic conduct, in any form—verbal or written communication or physical action—reflects the language of hate. Kadimaniks who use obscene or vulgar language will be subject to the following consequences:

- The consequences for committing a violation may include discussion with the offending Kadimanik, family notification, removal from a leadership position, education in cultural competencies, counseling, suspension from regional and sub-regional events, and potential dismissal from Kadima.
- The consequence of repeated violations is dismissal from participating in Kadima.
- A claim by the offending person that harassment or bullying was not the “intent” will not be a defense if a negative impact resulted from their behavior.

Tobacco, Alcohol and Other Controlled Substances

- Smoking and/or vaping is not permitted anywhere at Jacksonville Jewish Center, sub-regional or regional events or programs.
- Student possession or consumption of alcoholic beverages of any kind is prohibited by the Jacksonville Jewish Center and by State laws.
- The possession, sale, use, or exchange of illegal drugs is prohibited by the Jacksonville Jewish Center and by the State.
- The abuse of prescribed, legal, over-the-counter medications or herbal remedies is also prohibited.
- Violation of any of the above rules will result in disciplinary action that may include suspension from attending events and the loss of an Executive Board position.
- Any member whose behavior or attitude at any event is found to be destructive or

counter-productive to the effectiveness and peacefulness of an event may be asked to leave by the Advisor(s) or Director of Youth Engagement and further repercussions, including exclusion from conventions and/or being removed from leadership positions (including Executive Board), may be considered.

- Any additional rules as approved by the Youth Commission apply.

The clergy, Director of Youth Engagement, administration, and Youth Commission recognize that a Kadimaniks' poor judgment may lead to abuse of these substances. We intend to educate Kadimaniks regarding the dangers that these substances present. Where evidence exists that a middle-schooler may be involved, his/her parents will be apprised of our concern and urged to seek professional help. In those instances where a middle-schooler's behavior strongly indicates drug or alcohol use, the JJC may require professional intervention and subsequent treatment, if indicated, for the youth to continue to participate in youth group programs and events.

Theft / Vandalism

There will be no vandalism, shoplifting or theft of any kind. If a Kadimanik is caught for vandalism shoplifting and/or involved in theft of any kind parents will be notified and asked to pick up their child immediately and further repercussions, including, but not limited to, exclusion from conventions and/or being removed from leadership positions (including Executive Board), may be considered.

JJC KADIMA BOARD

Responsibilities & Structure

- All Executive Board positions are held for the term of one year.
- All Executive Board members are required to attend all board meetings of the scheduled year.
- All Executive Board members are required to pay membership dues.
- All Executive Board members are required to attend, at least, 75% of chapter events and programs throughout the year. The Kadima President is required to attend 85% of chapter events and programs.
- All Executive Board members are required to attend, at least, 50% of Shabbat and High Holiday Youth programming programmed by Setzer Youth Education throughout the year.
- All Executive Board members are required to attend 75% of age-appropriate Jewish education program(s) offered at The Center, whether it is Day School, Religious School, JTLI or Siyyum.
- All youth group business will cease during Shabbat and Yom Tov. Additionally, all programming should only take place when appropriate and approved by the Director of Youth Engagement.

- All Executive Board members assist the person/people leading each program by encouraging the chapter members to participate in the specific activity or/and to be respectful of the leader(s).

- All Executive Board members are required to maintain constant contact with the Advisor(s) and/or Director of Youth Engagement.
- All Executive Board members will be evaluated throughout the year regarding their attendance and performance in their position. If they cannot meet the expectations and requirements of their position, they will not be allowed to run for an upline (a position with greater responsibility) office the following year.

Elected Positions

President

- Shall be present at and aid the Director of Youth Engagement in running all meetings. Must work with the Director of Youth Engagement to create the agenda for all Board Meetings.
- Shall act as a spokesperson for the chapter, in the Synagogue, community and region.
- Shall work with REL/ED VP, Director of Youth Engagement and/or Rabbis to plan and help run High Holy Day Middle School programming. This work will begin after elections and may proceed through the summer.
- Must work with all board members to contact all prospective and current Kadima members at least one week prior to each youth event or one week prior to registration closing for sub-regional events.
- Must attend at least two Shabbat services per month at The Center.
- Must be enrolled in and attend 75% of Religious School, Day School and/or JTLI sessions.
- The family must be a member in good standing of the Jacksonville Jewish Center.

Social Action & Tikkun Olam VP

- Shall be present at all Executive Board meetings.
- Works with the Director of Youth Engagement and staff at the Jacksonville Jewish Center to promote and execute fundraising events and programs.
- Shall coordinate, with the USY Social Action/Tikkun Olam VP, participation in Center Social Action programs.
- Shall coordinate and/or lead with the aid of the Director of Youth Engagement all Social Action & Tikkun Olam programs for Kadima.
- Must work with all board members to contact all prospective and current Kadima members at least one week prior to each youth event or one week prior to registration closing for sub-regional events.
- Must attend at least two Shabbat services per month at The Center.
- Must be enrolled in and attend 75% of Religious School, Day School and/or JTLI sessions.
- The family must be a member in good standing of the Jacksonville Jewish Center.

Religion & Education VP

- Shall be present at all Executive Board meetings.
- Shall work with Kadima President, Director of Youth Engagement and/or Rabbis

to plan and help run High Holy Day Middle School programming. This work will begin after elections and may proceed through the summer.

- Shall coordinate and/or lead all Religious and Education programs for Kadima.
- Must work with all board members to contact all prospective and current Kadima members at least one week prior to each youth event or one week prior to registration closing for sub-regional events.
- Must attend at least two Shabbat services per month at The Center.
- Must be enrolled in and attend 75% of Religious School, Day School and/or JTLI sessions.
- The family must be a member in good standing of the Jacksonville Jewish Center.

Membership & Chalutzim (Mem/Chal) VP

- Shall be present at all Executive Board meetings.
- Draws in non-active members, keeps current members active, and is responsible for actively recruiting new members.
- Shall attend at least four Chalutzim programs per year (in addition to Kadima programming) and act as a helper to the Chalutzim Advisor(s).

If the Jacksonville Jewish Center is chosen to host a convention, the Director of Youth Engagement will appoint a convention chairperson/s. The requirements and duties are as follows:

- Will prepare, with a committee, the chapter for the convention, including distributing chapter shirts, creating a banner and creating and teaching chapter songs and cheers in addition to anything requested by the hosting chapter.
- Will coordinate and prepare all aspects of being the hosting chapter, if applicable, with the Advisor(s) and/or Director of Youth Engagement.

Elections

- Election of officers takes place annually after Regional Convention.
- Installation of officers takes place at the end of the year Youth Banquet.
- There must be at least ¼ of current Kadima members present to hold an election.
- Voting eligibility is limited to paid members in good standing at the time of election.
- Members planning to run for an Executive Board position must hand in an application form of intent at least 2 weeks before an election.
- A member running for an office may drop down during an election and run for a different office, providing that they declare what office they drop to in advance on the application form.
- Anyone planning to run for a board position must attend a pre-election meeting with a parent or guardian. If they are not able to attend the meeting, the interested individual must schedule a meeting with the Director of Youth Engagement and their parent or guardian.
- A combination of the Youth Advisor(s), Youth Commission Chair and/or Director of Youth Engagement must count votes without any chapter

member(s) present.

- The current year's President(s) vote will only count when a tie occurs.
- No incoming 6th grader may run for the Presidency. In addition, to be able to run for President, candidates must have held an Executive Board position for at least one year.
- If an individual has recently moved to Jacksonville, they must submit a letter of recommendation from their previous synagogue to run for a position or fill a vacancy on the Executive Board.
- Candidates running for any Executive Board position must pay dues for the upcoming year to Setzer Youth Education.
- Candidates running for President must have attended at least 65% of all youth group programming held the year prior.
- A candidate may only hold the same Executive Board position for two consecutive years.

HaNegev Sub Regional and Regional Events

Typically, many sub-regional/ regional events are held throughout the year. Sub Regional and Regional events are opportunities for our youth to develop leadership skills, interact with Jewish youth from other cities, see camp friends and build on the experiences they have at the local level.

Attendance at all religious services and programs is mandatory at Sub Regional and Regional events. Kadima is a learning experience for those who are unfamiliar with the prayers and a teaching experience for those who are familiar. Everyone is encouraged to participate fully.

At all conventions, Kadimaniks must arrive before the start of *Shabbat* and may not leave until the conclusion of *Shabbat*. Please remember that all *Shabbat* functions must be attended. Kadimaniks are expected to observe *Shabbat* traditionally. Therefore, while portable music listening, game devices or cell phones are nice to have on the bus to and from convention, they need to be packed away during *Shabbat*. Cameras are a wonderful way to record memories and are encouraged. However, they, too, must be put away on *Shabbat*.

At each convention, the *minhagim* (customs) of the host synagogue prevail. This standard will determine if services are egalitarian or traditional, when women may have *aliyot*, who may be on the *bima*, the length of the services, which prayer books are used, etc.

If a Kadimanik is apprehended for an infraction of the national youth commission's policy regarding drug and alcohol abuse or any other criminal offense (including, but not limited to, shoplifting or involved in a theft) while participating at a sub-regional, regional, or international event punishment for that offense will include being prohibited from participating in the next major sub/ regional Kadima program and other events occurring

in the interim and prohibited from chairing events or staffing programs for six months. Individuals already in leadership positions would be removed. The Kadimanik's region reserves the right to impose additional sanctions in connection with this or any other improper behavior as it sees fit.

If an incident occurs during a sub-regional, regional or international event, he/she will immediately be sent home at his/her parents' expense.

Regional Office

This office is the source of information on Sub Regional, Regional and International events. Amy Gross is the Branch Manager. She can be reached at agross@uscj.org and 954-651-3357.

International USY

International USY is the parent organization of all USY chapters. The International Office is located at Rapaport House, 820 Second Avenue, New York, NY 10017. Telephone number: 212-533-7800; Fax Number 212-353-9439. International USY provides guidelines, sets standards, suggests programming ideas for Regional and Chapter levels, and encourages home study programs.

GLOSSARY OF KADIMA TERMS

Arvot – The name of the sub-region that includes South Florida

Chapter Board – The working backbone of the chapter; largely responsible for planning events; elected late spring to serve one year term.

Ein Gedi – The name of the sub-region that includes the Florida Panhandle, GA, NC, SC, TN, AL, MS

HaNegev – The name of the region to which you belong

Mercaz – the name of the sub-region that includes Central and North Florida

Regional Director – hired by the Region to oversee all Youth Activities.

Standards- conditions that must be met, may include a minimum number of attendances at Chapter events or religious services, may include the study of Judaica and the ability to read Hebrew.

USY – the youth group that follows Kadima for grades 9 through 12.

Yad B'Yad – Kadima's charity; means "hand in hand", and supports mentally and developmentally challenged Jewish youth to attend the Tikvah program at Ramah Camps.