

Setting the Stage: Eight Steps to Your First Task Force Meeting

1. **Select Leadership Team**

- Chairperson
- Coordinator(s)
- Facilitator
- Rabbi and Educator
- Additional (optional) person(s) who brings additional passion/skills

2. **Establish and Communicate RE-IMAGINE Calendar for the Year**

- Establish calendar for Leadership Team Meetings, Yachdav, and Chugei Limudim, and communicate to Leadership Team members
- Establish calendar for Task Force Meetings including Yachdav, and communicate with Task Force members and congregation

3. **Identify and Invite Task Force Members**

- Use list in Guidebook to select Task Force Members
- Prepare written materials to both ask for and confirm Task Force members participation (i.e. copies of materials from spiral booklet about RE-IMAGINE, a letter of confirmation, appreciation and expectation for participation, the calendar for the year)

4. **Establish communication patterns for Leadership Team and Task Force**

- Establish email lists, phone chains, "chat rooms"
- Identify members of the Leadership Team who will be responsible to regularly communicate to key members in congregation who should be kept informed (e.g. President, Executive Director, Religious Life Chair, Education Chair).
- Take time to follow up with any Leadership Team members who missed Orientation, and review materials
- Create a buddy system so that anyone who has to miss a meeting will have someone to contact to catch up

5. **Establish communication patterns with congregation/teaching staff**

- Establish a pattern of regular communication about what is being discovered and accomplished. (e.g. special space in newsletter, additions to congregation's web site, bulletin board in the halls)
- Make arrangements so High Holidays is an opportunity to communicate

6. **Establish a pattern of communication with your consultant**

- Communicate with consultant through phone and email. Regular times for communication should



- include prior to and after Leadership Team meetings and Task Force meetings.
- Reach out to consultant as questions arise
 - Follow up questions that have emerged from Orientation

7. Coordinator(s) Utilize Workspace

- Sign on and receive training from your consultant
- Post Calendar and Documents for your own records
- Post Documents you are willing to share with other congregations

8. Prepare for First Task Force Meeting

- Hold a Leadership Team meeting to plan the first Task Force meeting. Look ahead at issues, communication, and preparation.
- Send invitation to Task Force members, including the need to bring and share an artifact
- Assign members of the Leadership Team to facilitate parts of the meeting
- Coordinator downloads Adaptation Continuum from Coordinator's Workspace
- Make arrangements for equipment, including a VCR to play the ECE video, flip chart/markers, name tags)
- Make copies of materials required in Guidebook for Task Force members



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