

A Jewish Communal Professional's Code of Ethics

In my professional practice I will seek to:

- Answer all phone calls within 24 hours.
- Answer all letters within three days.
- Make sure there are introductions at the start of all meetings and social occasions.
- Make sure to summarize at the end of meetings, both what occurred and steps which are needed for follow-up.
- Personally greet and help connect strangers who enter groups of which I am a part.
- Give recognition to people for their special achievements as well as for their consistent and dependable performance.
- Be diligent about monitoring my own ego and ways it gets in the way of my empowering others to grow and assume responsibility.
- Seek to risk and be creative rather than to be conservative and cautious.
- Do my homework in preparing for all meetings and programs in terms of a clear agenda, knowledge of the issues, and the participants.
- Be prompt and thorough in following up on all decisions arrived at in meetings where I am the professional.
- Concentrate on learning and using people's names.
- Start and end meetings on time.
- Demonstrate a commitment to pluralism in Jewish life with respect for the several religious denominations and other ways Jews identify with the community.

- Be a “boundary crosser,” someone who sees the “larger picture,” and rises above parochial identifications to broader perspectives: beyond the department to the total agency; beyond the agency to the Jewish community; beyond denominational or ideological loyalties to a concern for *K'lal Yisrael*.
- Concentrate on listening to people in an open and non-judgmental fashion.
- Be attentive to my own psychological and physical well-being so that when I am at work I have available optimal physical and emotional energy.
- Think of my Jewish communal organization not as another large, impersonal organization, but as a “surrogate family,” highlighting warm and caring relationships.
- Seek to create a culture in my Jewish organization, which stresses active participation and collaboration among several elements of the organization: members, professional and other staff, and board members.
- Finally, I am a role model. I am aware that I will have my greatest professional impact on the people with whom I work based on the caring and disciplined manner in which I conduct myself, both professionally and as a Jew.

- Bernard Reisman

צְתוּכֶם כָּל מִדָּאָה לֵךְ תֵּאֵד יוֹהוּ רַבֵּחַ רַל הַנְקוּ בֵּר רַל הַשַּׁע

[Get yourself a teacher, acquire a companion, and give everyone the benefit of the doubt.]