



Volunteer Information Packet 2017

Thank you for your interest in volunteering with The Matzevah Foundation. Our work is dependent on the efforts, time, and talents of people like yourself and we are excited to have you join us in our work.

The contents of this document will provide you with more information regarding The Matzevah Foundation and our purpose.

Included in this packet are:

1. Introduction to The Matzevah Foundation (TMF)
2. TMF's Code of Ethics

We hope this information will help you learn more about our organization and will reinforce your desire to join us in this important work in Poland.



Introduction to The Matzevah Foundation

The Holocaust or Shoah, literally meaning “destruction,” is one of the greatest moral and ethical failures in history. Poland has been called the “graveyard of Europe,” and for this reason The Matzevah Foundation (TMF) wishes to care for what was lost during World War II by honoring and remembering the Jewish heritage of Poland found scattered across the countryside in Jewish cemeteries. Caring for these cemeteries is vital mitzvah (a good deed done from religious duty), because virtually no one cares for them today and by so doing we can express truly God’s mercy and love (*Chesed Shel Emet*) in a practical and significant way for His people and their neighbors living today.

The Matzevah Foundation is working with primarily Baptist Churches and Jewish organizations in order to organize volunteer trips to Poland so that they may care for and restore Jewish cemeteries in places where there are no longer Jewish communities or the community is too small or has aged to the point that it can no longer care for these cemeteries. TMF will organize volunteer groups consisting of only Jews, mixed groups of Jews and Baptist Christians, Polish volunteers, and groups of Baptist churches in Jewish cemetery restoration projects. Through Jewish cemetery restoration projects, we will remember and raise awareness of the plight of the Jews of Poland during the Holocaust (*Shoah*) and what occurred to their Polish neighbors at the hands of the Nazis during World War II. Both Jews and Poles suffered greatly due to the war. Three and a half million Polish Jews died as a result of the war, while nearly an equal number of their neighbors died as well. Proportionally speaking, Nazi Germany murdered ninety percent of the Jewish population in Poland, while decimating ten percent of the Polish population.

Steven D. Reece is Founder and CEO of The Matzevah Foundation. The Board of Directors also includes Jo Ann Siegienski, Secretary, Kevin Little, Treasurer. Dr. Robin Park serves as Director of Community, Rachel McRae, Director of Communications, Elaine Brown, Director of Development, and John Mark Folker, Director of Operations. An Advisory Board is also in place that contributes as appropriate.

Projects conducted in Poland include: Warsaw area including the largest Jewish Cemetery (Okopowa), the Praga Jewish Cemetery, the Otwock and Pruszków Jewish Cemeteries just outside of Warsaw and in the Jewish cemetery in Sochaczew, a city about 40 miles from Warsaw. Also included are Pruszków Jewish Cemetery, Zambrów Jewish Cemetery (ongoing). Additionally, TMF has partnered with the Auschwitz Jewish Center (AJC) to restore the Jewish cemetery in Oświęcim, Poland, a project which began in summer 2013, continued to summer 2014 and 2015, and will continue into summer 2016. In cooperation with the Krzepice community, a project was begun in the Krzepice Jewish Cemetery in summer 2015 which is ongoing. Projects include cleaning and clearing small trees, undergrowth, and debris and locating broken pieces of matzevot.

To learn more, visit our website at: Matzevah.org
Also, follow us on Facebook at: facebook.com/Matzevah



The Matzevah Foundation Code of Ethics

1. Loyalty and Commitment

Officers and Agents of TMF will support the mission of the organization by promoting the activities of TMF and by participating in Jewish cemetery restoration projects, at least once every two years. Secondly, Officers and Agents of TMF will avoid conflict of interest in personal and business matters and will not seek to benefit financially in any way at the expense of the organization. Most importantly, Officers and Agents of TMF are public servants entrusted with the leadership of the organization; as such, they will not act selfishly to advance their own interests but will act selflessly for the good of the Jewish community, whom they serve, advancing what is best for all and in so doing placing the needs of the Jewish community, as well as those of others, above their own interests.

2. Stewardship

Officers and Agents of TMF will be good stewards of the resources entrusted to them, respecting the wishes of those who financially support the operation of the organization or those who contribute funds to TMF Jewish cemetery restoration projects, ensuring that funds and resources are used as designated. Secondly, Officers and Agents of TMF will not abuse organizational resources or seek personal gain from contributions, nor will they misappropriate funds and will ensure that they act in such a way to protect the property and resources entrusted to them.

3. Integrity

Officers and Agents of The Matzevah Foundation will be people of their word. Therefore, Officers and Agents of TMF will honor any commitment that they make, ensuring that they follow through on any promises or agreements made; they will faithfully execute their duties and obligations established in any cooperative effort or partnership, whether these actions are legally compelled or not. Examples of these agreements follow later in this document. Please see the following section (Section IX) for a discussion of cooperative and partnership agreements along with an example of an existing partnership agreement.

4. Honesty and Transparency

The Matzevah Foundation will be honest and transparent in all of its actions as it carries out its mission to educate the public about the Holocaust, or the Shoah, as well as to facilitate Jewish cemetery restoration projects in Poland. Officers and Agents of TMF will disclose all costs, fees, and expenses associated with operating the organization or associated with any Jewish cemetery restoration project in Poland. Officers and Agents of TMF will refrain from all deceptive acts and lying and will instead be honest and open in TMF's dealing with authorities or stakeholders (donors or recipients) regarding its mission and operation. Additionally, Officers and Agents of TMF will keep accurate



financial records and disclose financial information as required ensuring privacy and confidentiality when possible.

5. **Dignity in Outside Relationships**

As a public charity established by a group of Christians to serve the global Jewish community, The Matzevah Foundation must be mindful of the Holocaust, or the Shoah, and its impact on Jews and particularly on Jews of Polish descent. Therefore, the Officers and Agents of TMF will not, nor will they seek to, proselytize Jews. Instead, as Christians, we seek to open a dialogue with the Jewish community towards reconciliation. We honor the Jews as the root of everything that we know about God, and for this reason, the motivation for our work is that of loving-kindness and love for neighbor.

6. **Justice**

The Matzevah Foundation and its Officers and Agents will act justly, being fair and non-discriminatory in its dealings with people and organizations.

7. **Responsible Citizenship**

As a tax-exempt non-profit organization, The Matzevah Foundation will not make contributions to any political party or to any candidate for political office, nor will it be involved in government or politics. Officers and Agents of TMF will instead strive to be good citizens of their communities and will respect local laws no matter where they are in this world. TMF wishes to advance the common good of the community through education about the Holocaust and through Jewish cemetery restoration projects.

8. **Cooperation and Openness in Dialogue**

Officers and Agents of The Matzevah Foundation will work to keep an open dialogue with the public about its work and will engage in dialogue any party who has a concern about the purpose or operation of TMF. Additionally, TMF and its Officers and Agents will work cooperatively with government officials in carrying out its Jewish cemetery projects in Poland.