

# DRESS & CONDUCT CODE FOR DOCENTS

---

## DRESS CODE

Please follow the general rules of BUSINESS CASUAL when considering what to wear.

Neither male nor female docents should ever wear shorts, Capri pants, T-shirts, or jeans with tears or holes. Gentlemen should not wear sandals.

---

## ABSENCES

We are all volunteers with other interests, obligations, health, and family needs. Therefore, there will be occasional absences from our regular docent shifts. When these events occur, it is important that we find a substitute to assure all visitors will be properly accommodated.

If you cannot work your regular shift, please notify Jules Homans, Nancy Green, or Glenda McNew as soon as possible about your upcoming absence.

**PLEASE USE EMAIL TO COMMUNICATE ABOUT ABSENCES.**

We have to keep our docent schedule calendar up-to-date. Phone calls and other verbal communications may be forgotten or lost causing vacant shifts or extra docents.

---

## DO NOT LEAVE GUESTS ALONE

We must protect the safety of our guests. We must protect Mickve Israel from liability. And, we must prevent any breach to our Temple's security. Therefore, we must NEVER leave a guest alone either in the sanctuary or in the museum. If a guest wants to linger in the museum or in the sanctuary, you must stay with them. If you have to start another tour, please ask one of the administrative personnel to stay with our guests. Otherwise, we will have to politely ask the guest(s) to leave the museum and/or to wait for another group to enter the museum.

---

## LARGE PERSONAL ARTICLES

We will no longer allow guests to bring backpacks, large purses, diaper bags, etc. into the sanctuary or into the museum. Please ask guests to leave these items in the Social Hall. However, Mickve Israel will not be responsible for this property. If the guest has a wallet or other small item of value in their backpack, large purse, or diaper bag, etc., you

## DRESS & CONDUCT CODE FOR DOCENTS

---

may offer them a gift shop plastic bag so they may carry these valuables with them while they are on the tour.

---

### WEAPONS

Georgia is an “Open Carry” State; however, guns, rifles, and knives are not allowed in “a place of worship”. Plus, we have “No Weapons” decals posted on the doors of the Temple. No weapons are allowed except those carried by law enforcement personnel. If any armed guest should object, please ask them to leave. If necessary, press one of the hidden silent alarm buttons and/or notify Jennifer Rich and Rabbi Haas. If you do not know where the hidden silent alarm buttons are located, ask Glenda McNew to show you.

### PHOTOS

Photography is allowed in the sanctuary and museum. However, please remind guests that NO FLASH is allowed in the museum.

---

### EATING AND DRINKING

No eating or drinking is ever allowed in the sanctuary or in the museum. Furthermore, no liquid containers are allowed in the sanctuary or the museum. If a guest has a partially consumed beverage, he/she should leave the container in the Social Hall during the tour. Or, if a guest needs to rest or have a drink, please direct them to a table in the Social Hall.

---

### LENGTH OF TOURS

All tours should last no more than 45 minutes: 30 minutes in the sanctuary and 15 minutes in the museum. Even so, there are ways around these time frames. For example, if your group in the sanctuary has an extensive list of questions, and another group is waiting to enter the sanctuary, take your group on to the museum so you may complete your tour. Then (if another group is not waiting to start) take the inquisitive group into the Social Hall for the Q&A session.

## DRESS & CONDUCT CODE FOR DOCENTS

---

If a docent is taking extra time in the sanctuary, start your tour in the museum then switch locations with the other group. Or, if the group in the sanctuary is almost finished, take your group to the back of the sanctuary and sit quietly.