

CRP Procedure

Recording Attendance at Synagogue for the purpose of completing a Certificate of Religious Practice ("CRP")

1. Any person who wishes to have their attendance recorded for the purposes of a CRP ("the Attendee") must register by completing and returning the **attached form** as soon as possible, but no later than 10.00am two days before the first Shabbat on which he/she wishes his/her attendance to be recorded. This form must be returned to the Synagogue Administrator either by email to admin@pinnerstsynagogue.com or by post to the Synagogue Office, Pinner Synagogue, 1 Cecil Park, Pinner, HA5 5HJ.
2. The Synagogue administrator will create a Register of Attendance to be used for each Shabbat service.
3. Howard Lewis/Shereen Presky have been appointed as Registration Officers (RO) and are responsible for the Register and will ensure that attendances are properly recorded. If they are unavailable, they will designate this duty to a responsible third person.
4. On Shabbat the attendee and his/her child (for primary school entry the child does not have to attend) must report in person to the RO or other designated person on each occasion they attend Synagogue, and may be asked to confirm their address and date of birth. The Register will be in the Synagogue foyer and will be open between 10.30am and 11.00am commencing 8th May 2010.
5. For weekday or Sunday morning attendance, please report to the Registration Officer at the time of the Service.
6. Those requiring us to record attendance will be required to stay until the end of the service and they will, therefore, be required to retain their cards for posting at the end of the service. Pinner Synagogue will accept no responsibility for cards which are inadvertently taken off the premises and attendees should note that under those circumstances there will not be a card the following week. Attendance will only be recorded for those cards which are picked up at the appropriate time and posted at the end of the service.
7. All records will be confidential, and will only be used to enable the authorised official to sign the CRP, although Pinner Synagogue may contact you in connection with the promotion of its events.

NOTE: A copy of this Procedure will be displayed in the Synagogue and on our website – www.pinnerstsynagogue.com, and is also available on request. It has been made public so that visitors to the Synagogue can be clear at an early stage about what they will need to do in order to comply.