



Rabbi Job Description

A Rabbi serves the religious, spiritual, educational, and emotional needs of his or her congregation and sometimes the larger community with inspirational leadership. The Rabbi is instrumental in shaping and modeling the congregation's religious and spiritual values for congregants and for the community.

Essential Functions *(in alphabetical order)*

B'nai mitvah services. Provide general oversight of the b'nai mitzvah program. Provide support, counseling, classroom lessons, and study for b'nai mitzvah students and adults.

Cantorial/musical support. Supervise and work with the cantorial soloist. Lead, through the cantorial soloist, musicians, and choir, the congregation's ongoing and engaged exploration of religious and spiritual musical expression, and foster a high standard of music in our services and activities.

Care of the sick/ those in need (Bikkur Holim). Travel to where there is a need from the members and support them if they are sick or in need. Rabbis often perform a variety of services both within the congregation and in the larger community as the need arises.

Community Building. Create sense of community within the congregation and in the broader community. The expectation is that the Rabbi will become the face of the congregation in the community. Interact with congregation at services and at educational and social events; interact with and attend meetings and participate in events of various community and Jewish organizations; troubleshoot and mediate congregational issues; write and publish articles for the congregation and the community; encourage inter-Judaic and inter-faith respect and understanding for Judaism; encourage support and understanding for the needs of vulnerable Jews in other lands.

Conversion services. Provide support, counseling, classroom lessons, and tutoring for people engaged in the process of conversion.

Counseling and emotional support. Provide religious and emotional support needed for adults and teens. Rabbis are often viewed an extension of the family, and are looked to for a variety of different purposes. Offer support and counseling in pre-marital, marital, divorce, mourning, and other counseling and life crisis situations. Be available, as is practical, during reasonable office hours, so as for consultation by congregants and staff.

Education and scholarship. Educate members and community on history, culture, custom, Torah, Israel, religion, spirituality, and other aspects of Jewish life. Teach students in religious school and participate in religious school activities; actively engage with students and families. Lead weekly Torah study group. Provide leadership in bringing an array of relevant and engaging programs into the congregation for adults, teens and children, and community. Participate in the selection of occasional scholars-in-residence and guest speakers. Help the synagogue become an integral part of the Jewish education of youngsters as they progress from pre-school toward bar/bat mitzvah and beyond.



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Events. Take a lead role in partnering with the Executive Committee and various committee chairs to develop and execute a comprehensive annual calendar of events designed to appeal to current and prospective members and the larger community.

Fundraising. Participate in fundraising activities to aid the Synagogue, in consultation and collaboration with the Executive Committee and Board of Trustees.

Kashrut. Set policy and supervise Kashrut standards for the synagogue and its kitchen facilities, in collaboration with the religious practices committee.

Life event ceremonies. Officiate at weddings, funerals, bar and bat mitzvahs, and other life events such as a bris or baby naming ceremony, miscarriage/fertility rituals. Provide support such as comforting mourners, preparing and delivering eulogies, counseling family members. Attend shiva and/or ensure attendance of lay leaders.

Professional development. Attend workshops, classes, and training for professional development (usually held in remote locations).

Religious practices and observance. Serve on Religious Practices committee to guide the decision making process and monitor agreed upon practices. Serve as the "central address" for addressing questions of a practical, spiritual and/or social nature that may arise from congregants or the larger community.

Religious services. Have primary responsibility for the organization and general content of services. Perform up to five Shabbat and/or holiday services per month, on average. Handle all of the service and prepare and deliver any speech, teaching, or sermon that may be necessary as a part of the ceremony. Continually research and find new materials for services of all kinds – from music to poetry to stories to Jewish commentaries). Support the development and instruction of lay leaders to lead additional services.

Spirituality. Lead weekly Shiur (Rabbinic lesson) and meditation sessions.

Synagogue development. Meet with prospective members and ensure they are warmly welcomed into the community; encourage members to play an active role. Give guided tours of the synagogue for visitors and new members.



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Synagogue management and administration. Participate actively in the financial aspects of the congregation, and with many associated decisions. Serve as an integral part of the management team, with administrative responsibilities. Attend and actively participate in committee, staff, executive committee, and Board of Trustee meetings. Direct and inspire staff. Manage discretionary funds. Take phone calls and from and prepare correspondence for community and congregants on a wide variety of topics.

Other. Perform other tasks as may be requested by the Executive Committee and/or Board of Trustees.

Requirements

Ordination and/or post-graduate training desirable.

Three years of directly related congregational experience is desirable.

Be non-judgmental and accepting, demonstrating a deep commitment to providing a welcoming, spiritual environment for our Jewish community.

Be learned in areas of Jewish religion, Torah, history, literature, culture, and spirituality, including reading, writing, and speaking Hebrew, and able to transmit significant knowledge of Torah to adults and children of all ages and levels of knowledge.

Be an outstanding communicator, able to create and deliver sermons and teachings in a concise, passionate, meaningful, and relevant way.

Have an engaging and dynamic personality.

Exhibit leadership skills.

Be friendly, personable, approachable, and able to relate well to others.

Demonstrate a strong commitment to the state of Israel.



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Physical Requirements and Working Conditions

Able to use computer, especially proficiency with word processing, internet, and email applications

Speak publicly for services, sermons, community outreach events, often in outdoor settings

Communicate effectively verbally and in writing

Endure long hours of work, possibly under the stressful conditions of illness or death

Function effectively in large groups/crowd situations

Able to lift and carry Torah (20-30 lbs)

Conduct funeral or memorial services at the Temple's remote memorial park which has uneven terrain.

Available as needed; overtime, long days and weekend work are to be expected.

Manage stress effectively that may arise from balancing the needs of the congregation with administrative duties, financial limitations, and personal obligations, combined with managing the diverse and often demanding population that typically defines a congregation

Travel, frequently of undefined distance/time to various to medical facilities or other religious facilities or congregant homes to handle needs that arise often in traumatic or difficult circumstances.