

**The Placement of  
Newly-Ordained Rabbis**

**A Handbook of Procedures**

**The Rabbinical Placement Commission,  
Hebrew Union College - Jewish Institute of Religion  
and  
The Class of 2009/5769**

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## TABLE OF CONTENTS

INTRODUCTION.....	3
IMPORTANT CONTACT INFORMATION.....	3
THE PARTNERSHIP BETWEEN RABBI AND CONGREGATION.....	4
A VISION OF THE PLACEMENT PROCESS .....	4
PLACEMENT OVERVIEW: FIRST STAGE.....	5
PLACEMENT OVERVIEW: SECOND STAGE.....	8
THE PLACEMENT PROCESS IN DETAIL .....	7
I. Preparatory Phase - Now until March 15, 2009.....	7
II. On-Campus Interview Phase: March 15, 2009 – March 17, 2009.....	9
III. On-Site Interview Invitations: March 19, 2009 .....	10
IV. On-Site Interview Period: March 20, 2009 – April 5, 2009.....	10
V. Matching Phase: April 6-7, 2009 .....	12
VI. Costs covered by congregations successful in hiring a Rabbi.....	13
VII. Enforcement.....	13
APPENDICES.....	15
Appendix A: Internship or Student Pulpit That Becomes a "Listed URJ Congregation" .....	15
Appendix B: Financial Arrangements .....	16
Appendix C: Match Forms.....	18
SUMMARY CHECKLIST .....	21

## INTRODUCTION

This booklet explains the procedures established by the Rabbinical Placement Commission (RPC) and the Hebrew Union College-Jewish Institute of Religion (HUC-JIR) for the placement of senior rabbinical students. It should be read in conjunction with the following additional publication that is circulated by the RPC:

*Guidelines for Rabbinical-Congregational Relationships*

Available on-line at: <http://URJ.org/leadership/gl/gl4.html>

Congregational search committees and seniors will find this book useful. It contains a description of the placement process, from beginning to end. *Both the procedural details and the guiding principles are included here; for the placement process to work to everyone's benefit, both are to be followed carefully.*

Students who wish to apply for positions in non-RPC listed congregations must adhere to the guidelines established by the appropriate placement organizations. **No job offers for non-RPC listed congregations may be accepted before April 7, 2009. A student may not accept a non-congregational (e.g. Hillel, WUPJ, organizational positions, day schools, etc.) position until his/her thesis has been accepted.**

## IMPORTANT CONTACT INFORMATION

### CCAR/HUC-JIR/URJ Placement Office:

Rabbi Howard Sommer, Director of Placement  
Ms. Maria Thompson  
355 Lexington Avenue  
New York, NY 10017  
(212) 972-3636 x 233  
Fax: (212) 692-0819  
[hsommer@ccarnet.org](mailto:hsommer@ccarnet.org) or  
[mthompson@ccarnet.org](mailto:mthompson@ccarnet.org)

### HUC-JIR, Cincinnati Campus:

Rabbi Ken Kanter  
Ms. Deborah Xander  
3101 Clifton Avenue  
Cincinnati, Ohio 45220  
(513) 487-3256 – Rabbi Kanter  
(513) 487-3237 – Ms. Xander  
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### HUC-JIR Los Angeles Campus:

Rabbi Richard Levy  
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### HUC-JIR, New York Campus:

Rabbi Renni Altman  
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New York, New York 10012  
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## THE PARTNERSHIP BETWEEN RABBI AND CONGREGATION

For more than two millennia, the synagogue has served our people as *beit t'fillah*, House of Prayer; *beit midrash*, House of Study; and *beit k'nesset*, House of Assembly. As it fulfills these classic roles, the modern congregation becomes worthy of the designation *kehillah kedoshah*, a holy community.

Sacred Jewish values underlie the partnership between rabbi and congregation. The officers, board, congregational committees, and the rabbi should work closely together. The lay leadership looks to the rabbi for expert advice; the rabbi respects the judgment, sensitivities, and commitment of the lay leadership. Officers and trustees should set an example for the membership by participating actively in worship, study, and other congregational activities. Rabbis should avail themselves of every opportunity to teach Torah to their congregants.

The relationship between congregation and rabbi is a covenant through which each party undertakes the obligation of working together in the service of God and the Jewish people. The covenant will be strengthened by regular and candid communication between the congregational leadership and the rabbi. Every effort should be made to make the covenant harmonious.

## A VISION OF THE PLACEMENT PROCESS

*Rabbi Yehudah HaNasi said – "Which is the proper path that one should select? The one that seems honorable for oneself and brings honor bestowed by others." [Pirke Avot 2:1]*

The primary goals of these guidelines are: to create the best possible matches between candidates and congregations; to afford all candidates equal access to the available positions; to afford all congregations equal access to the candidates; to foster respect within the placement process and to maintain the dignity of its participants. These guidelines represent the shared values and interests of the RPC, HUC-JIR, and the senior class of 5769. This handbook is designed to regulate matters of communication, the gathering and sharing of information, and participation in the rabbinical placement process.

Participating in the rabbinical placement process requires time and energy. The intention of these guidelines is to allow candidates to continue being students of Torah during their final year of rabbinical school and to allow congregations to continue being communities of worship and learning throughout the process.

## PLACEMENT OVERVIEW: FIRST STAGE

**The Preparatory Phase** begins when a congregation decides to engage a rabbi, and concludes on the first day of interviews (March 15, 2009).

During this phase, search committees will need to:

- determine what type of position they seek to fill
- file an application with the RPC by Wednesday, January 7, 2009
- review the resumes and contact the references of interested students
- refrain from contacting potential applicants

Students will need to:

- complete their resumes and personal statements, and create a portfolio that might include synagogue bulletin articles, fliers, sermons, creative services and educational programming and speak with their listed references (resumes are due to Rabbinical School Directors February 9, 2009)
- carefully consider their opportunities and priorities
- speak with the Director of Placement and the Rabbinical School Directors about potential positions
- choose congregations for on-campus interviews
- refrain from self-advocacy

**The On-Campus Interview Phase** begins in Cincinnati on Sunday morning, March 15, 2009 and concludes in the evening on Tuesday, March 17, 2009. All congregations and all students are expected to be available for interviews during this entire phase.

During this phase, search committees will need to:

- decide which seniors will be invited to visit the congregation for a second interview
- refrain from extending offers of employment

During this phase, seniors will need to:

- interview with congregational search committees
- refrain from accepting offers of employment

**The On-Site Interview Phase** begins on March 19, 2009 and concludes on April 5, 2009.

Initial offers are to be extended on Thursday, March 19, 2009 only from 10:00 a.m. until 12:00 noon Eastern Time. Students will **not** be expected to respond to offers extended during these phone calls. Students **will** respond to offers **between 12:00 noon and 2:00 p.m. Eastern Time. After 2:00 p.m. Eastern Time**, congregations may again extend offers. Students may respond to these offers immediately.

On-site interviews, may take place between March 20, 2009 and April 5, 2009. During this period, congregations bring their most promising candidates to the congregation for a more extensive visit.

During this phase, search committees will need to:

- extend offers for on-site interviews to their most promising candidates
- work with the students as they structure their interview itineraries (see guidelines for on-site interviews)
- plan comprehensive visits for the candidates
- gather information needed to make an informed decision about the candidates who visit
- discuss with candidates the details of the position - responsibilities, salaries & benefits, housing & school opportunities, etc.
- refrain from extending offers of employment
- refrain from discussion of student's possible ranking on blind match list

Students will need to:

- decide which invitations for on-site interviews to accept
- work with the congregations to plan an interview itinerary
- prepare for discussions and activities during the congregational visits (please see guidelines "Content of the On-Site Interview")
- gather information needed to make informed decisions about the congregations they visit
- discuss with congregations the details of the position - responsibilities, salaries & benefits, housing and school opportunities, etc.
- refrain from accepting offers of employment
- refrain from discussion of congregation's possible ranking on blind match list

**The Matching Phase**, April 6-7, 2009, begins after all students and all congregations have concluded their on-site interviews.

During this phase, search committees will need to:

- decide which candidates are suitable matches for the congregation
- rank those students in order of preference
- no later than 12 noon (Eastern Time) on April 6, 2009, fax or e-mail their prioritized list to:
  - 513-221-0321 (Cincinnati)
  - 815-550-1377 (New York) **and**
  - 213-749-3445 (Los Angeles)
  - **NOTE THAT NO LISTS OR CHANGES WILL BE ACCEPTED AFTER THAT TIME**
- receive notification of the results of the matching process from HUC-JIR on April 7, 2009
- welcome their new rabbi, no later than 5:00 PM (Eastern Time) on April 7, 2009.
- Congregations that successfully hire a rabbi through the senior placement process are expected to share the travel costs of students from the New York and Los Angeles campuses participating in the initial interviews in Cincinnati, March 15-17, 2009. These costs are in lieu of those that would be incurred were congregational search committees to fly to all three campuses to conduct interviews (this had been the practice before interviewing was consolidated onto one campus). In general, these costs over the past few years have been in the \$800 range. Congregations will receive a bill for these expenses at the conclusion of the process. Congregations that are not successful in hiring a rabbi through the senior placement process are not expected to cover these costs. These travel costs are separate and above those incurred in bringing a student to a congregation for a second interview. Students should be reimbursed promptly for those travel costs.

Students will need to:

- decide which congregations are suitable matches for them and rank those congregations in order of preference
- No later than 12 noon (Eastern Time) on April 6, 2009, fax or e-mail their prioritized list to:
  - 513-221-0321 (Cincinnati)
  - 815-550-1377 (New York) and
  - 213-749-3445 (Los Angeles)
  - NOTE THAT NO LISTS OR CHANGES WILL BE ACCEPTED AFTER THAT TIME
- receive notification of the results of the matching process from HUC-JIR on April 7, 2009
- receive welcome from a representative of their new congregation, no later than 5:00 PM (Eastern Time) on April 7, 2009

## PLACEMENT OVERVIEW: SECOND STAGE

Congregations and students who are not matched in the First Stage may choose to enter a second stage of exploring possible matches as follows:

1. Congregations should call the Director of Rabbinical Placement, Rabbi Howard Sommer, (212-972-3636 x 234) to discuss their options.
2. Students should call the Director of Rabbinical Placement to discuss their options. They should also be in contact with the Director of the Rabbinical School on their campus.
3. Listings of congregations and other organizations needing rabbis continue to be posted on the CCAR website during the spring. Students should continue to watch these listings and notify Rabbi Sommer and their Rabbinical School Director of their interests.
4. **Some of the most successful placements are made during the Second Stage.**

## THE PLACEMENT PROCESS IN DETAIL

### **I. Preparatory Phase - Now until March 15, 2009**

- A. Newly-ordained Rabbis are eligible for congregational positions that fit into four broad categories:
  1. Solo Rabbis: Seniors are eligible to seek solo positions classified as Category A congregations. They are not eligible for solo positions with larger congregations. As a solo rabbi, a senior would be responsible for working with the other professionals in the congregation, fulfilling the many roles which might arise as the only rabbi in a congregation, including but not limited to life cycle events, holidays, worship, teaching, counseling, and much more.
  2. Assistant Rabbis: Seniors are eligible to seek positions listed as Assistant Rabbi. Primarily the Senior Rabbi, in consultation with the appropriate congregational body, shall define an Assistant Rabbi's duties. In performing these duties, the

Assistant shall be supervised by the Senior Rabbi and be responsible to the Senior Rabbi and the Board of Trustees.

3. Rabbi-Educator: Some congregations look to the new rabbi to take charge of the congregation's educational program. There are some seniors who are uniquely equipped to do so, either because they have earned a Master's degree in Jewish Education at HUC-JIR, have pursued education courses or a degree in a secular university, or have had extensive practical experience in Jewish education. Some may have qualified for the title of Reform Jewish Educator. These jobs will typically contain some rabbinic tasks, such as conducting services or sharing in holiday experiences, in addition to the many tasks of the Educator in the congregation.
4. Part-Time Positions: Congregations may engage a senior to serve on a part-time basis, either as Rabbi or Assistant Rabbi. The duties and responsibilities should be precisely defined in writing, specifying how many hours each week and how many days per month are to be devoted to the part-time post. The part-time rabbi is entitled to be elected for a fixed term and to receive pro-rated pension and all other benefits when that service is considered to be half-time or more. All these positions are handled through the Placement Process.

B. Advocacy

1. During The Preparatory Phase, seniors may not advocate their employment interests with an employee or member of a searching congregation. Self-advocacy includes, but is not limited to: forwarding of resumes or other materials outside the standard placement process; use of electronic media for self-promotion; intentional social contact for the purpose of advocating employment interests (including at rabbinical conferences or URJ functions); encouraging others to advocate on the senior's behalf, and any other oral or written expression of interest in a position with a congregation, whether direct, indirect, expressed, or implied.
2. Seniors must use their best judgment when determining their conduct. Now is the time to set a precedent for a future of compassion and goodwill among colleagues. Similarly, employees and members of a searching congregation may not attempt to contact or approach seniors, spouses or significant others either directly or indirectly regarding the interests or needs of their specific congregation.

C. Preparatory Procedures in detail:

1. Completing the Application Forms: After contacting the RPC, the synagogue will receive application forms appropriate to the position they are listing. The application itself should be completed by the president or chairperson of the search committee, perhaps in consultation with other congregants. All documents should be typed. It is in the congregation's best interest to submit these forms as soon as possible. Congregational literature, as well as information about the general community (e.g., Chamber of Commerce material) should be sent directly to the New York, Cincinnati and Los Angeles campuses for distribution to the members of the class.
2. After receipt of the completed application, it will be posted and available on the CCAR Placement Web Page (where students access it) and listed in CCAR newsletter. A position remains posted and listed until the position is filled.

3. Introducing the Available Positions: Prior to the on-campus interview period, the Director of Placement meets with the senior class, both as a group and individually, to better acquaint them with the vacancies available for their consideration, and to offer counsel as they make their preliminary choices.
4. Information Gathering: Just as congregations use resumes and references to learn about candidates prior to the on-campus interview, seniors will want to learn about the congregations.
  - a) Appropriate sources of information: students may visit congregations' websites and request copies of bulletins and membership information. Students may choose to speak with their rabbinical mentors or colleagues in the field. They may also contact the director of the URJ region in which the congregation is located as well as former staff members of the congregation.
  - b) Inappropriate sources of information: To limit the potential for self-advocacy, a senior may not seek information about a congregation by contacting those who are likely to be directly involved in the congregation's rabbinical search. These people include: the continuing rabbi(s), other continuing members of the congregation's professional staff, members of the search committee, and current board members. Students who are currently serving a congregation participating in the placement process should make every attempt to refrain from inappropriate self-advocacy or information gathering.
5. For those congregations with interns wishing to interview them, please refer to Appendix A.
6. Receiving resumes and references: Seniors inform the Rabbinical School Director on their campus about the positions for which they wish to interview. HUC-JIR will forward the resumes of all interested candidates to the appropriate congregations on February 11, 2009. Seniors may apply to **no more than 12 congregations**. Congregations are free to contact those references listed by the senior from the beginning of The Preparatory Phase through the end of placement. Search committees should **not** contact HUC faculty members who are **not** listed by the student as a reference.
7. Arranging the interviews: The chair of the search committee or the Senior Rabbi should contact the Cincinnati campus of HUC-JIR (where all on-campus interviews will be held this year) to confirm how many representatives will be participating in the interview (this is necessary for room assignments). Call Deborah Xander at 513-487-3237 or email her at [dxander@huc.edu](mailto:dxander@huc.edu).

## II. On-Campus Interview Phase: HUC-JIR Cincinnati, March 15, 2009 – March 17, 2009

- A. Introduction: This is the period during which interviews are conducted. Self-advocacy and information-gathering are restricted until the time of the student's on-campus interview. Once this interview has taken place, contacts between students and congregations are not restricted except in one way: **students and congregations may not discuss their intentions regarding on-site interviews or their prioritized lists.**
- B. Dates and Times of Interviews: The interviews this year will be held ONLY on the Cincinnati campus, and will extend from 9:00 a.m. on Sunday, March 15, 2009 until the

evening of Tuesday, March 17, 2009. Congregations and students are expected to be available for interviews throughout this period. Every interested student will be granted an interview. Interviews will last 50 minutes, allowing some time between interviews for deliberation or relaxation. Students from the New York and Los Angeles campuses will be in Cincinnati for this on-campus phase.

- C. Content of the On-Campus Interview: Interviews should be seen by both parties as an opportunity not only to impress each other, but to get to know each other. Each party will be tempted to stress strengths and ignore weaknesses. It is essential for each to risk being honest with the other. Candidates should not be asked questions relating to physical appearance, sexual preference, marital or family status.
- D. HUC-JIR in Cincinnati will provide suitable private interview locations for each congregation in placement. Also, breakfast, lunch, dinner, snacks, and refreshments will be provided for all visiting rabbis, committee members, and, of course, applicants. Vegetarian options will be available. Congregations will also receive information about hotels, restaurants in the area, etc., to enrich your Cincinnati experience.

### **III. On-Site Interview Invitations: March 19, 2009**

- A. Selecting candidates for on-site interviews: The search committee, guided by those members who conducted the campus interviews, decides which candidates it will invite to the community for a second interview. Please note that once an invitation has been extended, it may not be withdrawn. Similarly, if a student accepts the invitation, he or she must follow through with the on-site interview.
- B. Beginning of the on-site interview period: Invitations to the second interview may not be extended before 10:00 AM (Eastern Time) on Thursday, March 19, 2009. Committees may not inform, intimate or signal to a candidate during the campus interview that he or she may anticipate an on-site interview.
- C. Initial offers are to be extended on Thursday, March 19, 2009 only from 10:00 a.m. until 12:00 noon Eastern Time. Students will **not** be expected to respond to offers extended during these phone calls. Students **will** respond to offers **between 12:00 noon and 2:00 p.m. Eastern Time. After 2:00 p.m. Eastern Time**, congregations may again extend offers. Students may respond to these offers immediately.

### **IV. On-Site Interview Period: March 20, 2009 – April 5, 2009**

**No offers of employment may be made during this period. Candidates should not be expected to travel on Shabbat, and congregations should be sensitive to and accommodating of students' dietary needs.**

- A. Planning a travel itinerary: Students will arrange flights and travel times, considering the schedule of the congregations involved. It is important that Congregations reimburse students for travel expenses in a timely manner.
- B. Inviting the Spouse or Significant Other: It is customary to invite a candidate's spouse or significant other to accompany the candidate on a congregational visit, since he or she will be involved in making choices. If the congregation extends this invitation, then the congregation is assumed to be responsible for the expenses of the spouse or significant other as well as the candidate. The spouse or significant other, however, is not to be

interviewed, unless he or she is formally applying for a position within the congregation. While the candidate is in the community, the significant other might appreciate being put in touch with resource people for information on jobs, housing and cultural life. Congregations should be aware that some spouses and significant others are themselves placement candidates in the community. No undue pressure by the congregation, its affiliates, or its members may be placed upon the spouse or significant other to accept or to decline any job offer.

- C. The content of the on-site interview: Together congregations and seniors should discuss, in advance, what will be scheduled in the on-site interview.
1. Suggested areas of exploration: Search committees and candidates may find it useful to explore some of the following areas: theology, religious practice, social issues, particular interests for the congregation or the candidate, programs they would like to establish, and past experiences.
  2. Meetings: In addition to meeting with the search committee and the professional staff, many congregations use the on-site interview to allow various constituencies within the congregation to meet the candidate. Visits with youth groups, religious school committees, adult learners, and other congregational committees and auxiliary groups are all appropriate.
  3. Activities: The itinerary of an on-site interview should be designed to best promote the process by which congregations and candidates evaluate each other. Care should be taken to prepare a worthwhile informative visit that does not overburden either the representatives of the congregation or the candidate. Congregations and seniors, by mutual consent, may decide in advance of a candidate's arrival, to include in the on-site visit some activities in addition to individual and panel interviews. These activities should be limited in duration and in a natural and authentic setting. Such activities may include divrei Torah, invocations and benedictions at board meetings and brief teaching opportunities. **Students may not be asked to deliver sample sermons, lead services, preach on Shabbat, or participate in mock counseling sessions.** Please note that these additional activities should not constitute the bulk of the on-site visit, and that students must be given adequate advance notice concerning any of the above activities.
  4. Photographs and videotapes: The use of photographs and videotapes of the student is not permitted at any time during the interview process.
  5. Job Discrimination: Seniors possess a wide variety of strengths, styles, experiences, and visions. These factors should determine which candidate would be best suited for a given congregation. It is unacceptable (and illegal in some cases) to discriminate on the basis of a candidate's gender, marital status, current or future family status, sexual orientation, or age.
  6. Financial Arrangements: It is understood that when a congregation seeks to engage a rabbi, a fair salary and benefits package will be offered. The disclosure and discussion of the specific salary and benefits should occur no later than the time that the senior is visiting the congregation for a second interview. The candidates must have sufficient information to enable them to indicate their preferences in the matching system. Congregations and seniors should discuss openly all employment information including, but not limited to: health insurance for the rabbi's family,

vacation, retirement, other benefits, and any other concerns of either party that may be part of an employment agreement.

## V. **Matching Phase: April 6-7, 2009**

A. Double-blind Match Philosophy: A committee of rabbis, lay-leaders, and HUC-JIR faculty, students and administrators recommended the double-blind match system beginning with the Class of 1997. The double-blind match system protects the privacy of congregations' and seniors' preferences and therefore allows congregations and seniors to begin their relationships on the basis of mutual respect and dignity.

### B. Double-blind Match Ethics

1. Direct Contact: Following the on-site visit and prior to their submission of ranking lists, seniors may not contact anyone associated with a congregation in order to elicit congregational preferences. Following the on-site visit and prior to their submission in ranking lists, anyone associated with a congregation may not contact seniors in order to elicit rabbinical preferences except to clarify issues raised in the interview, ask follow up questions, etc.
2. Indirect Contact: During this period, seniors and congregations may not use a third party to negotiate or relay information on their behalf. Third parties include, but are not limited to: HUC-JIR students, alumni, faculty members, administrators, and listed references.
3. Response: If congregations or seniors should receive such propositions as mentioned above in B.1. and B.2., they must graciously refuse to inform the initiator of their preferences or intentions. An appropriate response to such a situation is: "I appreciate your interest. However, the guidelines which govern the placement process do not permit me to discuss my preferences or intentions outside of the standard placement process."

### C. Double-blind Match Procedures

1. Prioritized lists: Each congregation will create a prioritized list of seniors. This list is tantamount to an agreement on the part of the congregation to engage any senior who matches with the invitation from that congregation. For this reason, great care should be taken in drawing up this final list. Likewise, each senior will create a prioritized list of congregations, also tantamount to an agreement to serve any congregation which matches with him/her. Should either a congregation or a student determine after interviewing that no match appears to be suitable, the option is available not to submit a list at all. If a congregation or student chooses not to submit a list, that congregation or student will not be matched, and may continue to participate in the placement process by working with the CCAR's Director of Placement, Rabbi Howard Sommer.
2. Submission of lists: Seniors and congregations will submit their prioritized lists to HUC-JIR *no later than 12:00 noon (Eastern Time) on April 6, 2009*. These are

to be faxed or emailed to **all three** stateside campuses (numbers listed above and below).

3. **Matching process:** The matching process, supervised by HUC-JIR and the RPC will occur on April 6, 2009 after 12:00 noon (Eastern Time). No lists or changes will be accepted after that deadline. The Rabbinical School Directors on each campus will match congregational and senior lists, keeping the list contents strictly confidential. The first round of matches will consist of those congregations and seniors who ranked one another first choice. For example, if Congregation A ranks senior 5 as its "first choice" and senior 5 ranks Congregation A his/her "first choice", then Congregation A and senior 5 are matched. After all these "first choice" matches have been made, matched congregations and seniors will be removed from remaining lists and rankings adjusted accordingly. Then remaining lists will be matched on an adjusted first choice basis.
4. **Notification:** On April 7, 2009, the Directors of the Rabbinical School will notify congregations and seniors of their matches. Congregations will then call seniors by 5:00 PM Eastern Time to welcome them and begin planning for the future.
5. **Seniors and congregations not paired as a result of the double-blind match:** It is often the case that a small number of congregations and seniors do not match as a result of this process. In that case, the Second Stage begins (see page 7), and the RPC and HUC-JIR will continue to work with remaining congregations and seniors to create further matches. It is our experience that successful matches are often made after the initial process is complete.

## **VI. Costs covered by congregations successful in hiring a rabbi**

Congregations that successfully hire a rabbi through the senior placement process are expected to share the travel costs of students from the New York and Los Angeles campuses participating in the initial interviews in Cincinnati, March 15-17, 2009. These costs are in lieu of those that would be incurred were congregational search committees to fly to all three campuses to conduct interviews (this had been the practice before interviewing was consolidated onto one campus). In general, these costs over the past few years have fallen in the \$800 range. Congregations will receive a bill for these expenses at the conclusion of the process.

Congregations that are not successful in hiring a rabbi through the senior placement process are not expected to cover these costs.

## **VII. Enforcement**

The goals stated in this handbook are intended to afford all candidates equal access to the available positions, and to afford congregations equal access to the candidates. In light of these objectives, failure to uphold the guidelines contained in this booklet or their inherent spirit is viewed with *great concern* by all those who, in good faith, take part in this process. Any breach of these guidelines is subject to the rules and procedures for ethics complaints contained in the Code of Ethics for Rabbis adopted by the CCAR.

(Available online at <http://ccarnet.org/code.html>). Any candidate or congregational search committee is encouraged to express concerns about possible violations immediately to a Rabbinic School Director at HUC-JIR or the Director of Rabbinic Placement.

## APPENDICES

### **Appendix A: Internship or Student Pulpit That Becomes a "Listed URJ Congregation"**

A congregation which seeks to engage as rabbi a student who is currently employed as a Student Rabbi or in a HUC-JIR sponsored internship (as defined by the respective campuses) cannot make a special arrangement (sometimes in the past called "hazakah") with that student. In the interest of fairness to all students, both the congregation and the student must enter the placement process, participating in interviews, call-backs and matches. It is expected that both student and congregation will go through this process in good faith, considering all the options with an open mind.

## Appendix B: Financial Arrangements

- A. Term of Election for Newly Ordained Rabbis: Newly ordained rabbis may be engaged as assistant rabbis for a period of three years with possible renewals. Some congregations limit the tenure of an assistant rabbi to three years. These congregations should make this known at the time of the placement process. However, from the viewpoint of the congregation, this limiting arrangement may not be advantageous. The first year of the three-year tenure is devoted in large measure to the rabbi getting acquainted with congregants and gaining familiarity with rabbinic responsibilities, and much of the third year will be devoted to securing another position. Thus it may prove beneficial to the congregation for an assistant to remain for five years. In addition, a rabbi who has had five years of experience has a better chance of finding a Category B congregation, or even a Category C congregation. Newly ordained rabbis may therefore be attracted to congregations that will be open to their remaining in the position for five years after ordination.
- B. The Rabbi's Compensation and Benefits: The ideal of *Tzedek*, (justice, fairness, straightforwardness) should permeate negotiations between congregation and rabbi.
- C. An understanding of the complexities of synagogue finances and the realities of the newly ordained rabbi's fiscal concerns is of high importance to both the congregations and to newly ordained rabbis. **Congregations and seniors have free access to the latest salary survey published jointly by the offices of the URJ and CCAR.**
- D. Salaries must be figured in US Dollars. The valuation of benefits is not part of the salary figure. It is understandable that the precise definition of benefits will vary with locale. Benefits, as explained below, should include, but need not be limited to: full health care coverage for the rabbi and his/her family; social security co-payment; pension; disability insurance; parental leave; conference allowances, etc.
- E. Housing Allowance: If the congregation provides housing, the details of that arrangement shall be specified in writing. If the congregation does not provide housing, that portion of the rabbi's income used to house the rabbi and his/her family, plus all expenses pertaining thereto, shall be declared as Parsonage or Housing Allowance and so recorded in the minutes of the congregation in order to conform with the IRS regulations for tax exclusions (I.R.C. Section 107).
- F. Health Insurance, Disability, and Pension: Health coverage and major-medical insurance are regarded as among those fundamental obligations of a congregation to its rabbi and that rabbi's family. Family is defined as spouse/life partner, and any legal dependents. The health plan should include comprehensive in-patient/out-patient hospitalization, comprehensive medical and major medical coverage, as well as appropriate dental, vision, mental health and pregnancy coverage.
- G. The congregation and the rabbi should participate in the Rabbinical Pension Plan, administered by the Rabbinical Pension Board of the URJ-CCAR. This plan includes group life insurance to provide for the rabbi's dependents. The Rabbinic Pension Program requires

the congregation to pay 15% of the rabbi's annual salary into the Fund each year. The rabbi makes a yearly contribution as well.

- H. The Rabbinical Pension Board offers long-term disability insurance that provides benefits after a waiting period of six months. During this time the congregation is obligated to continue the rabbi's salary and benefits.
- I. Conference Allowances: Congregations benefit from granting the rabbi time and funds for attending conferences such as CCAR, URJ, NATE, WRN, CAJE, and WUPJ.
- J. Moving Expenses: On electing a new rabbi, the congregation assumes the full cost of moving the rabbi's family and possessions to their community. Some congregations also choose to include trips made prior to moving to allow the rabbi to set up housing, schooling, and other necessary arrangements.
- K. Parental Leave: Given Judaism's traditional commitment to the family, congregations should gladly support the decision of rabbis to raise a family. Fathers, as well as mothers, should be afforded every opportunity to devote themselves to parenting. Therefore, congregations shall grant at least a two-month parental leave at full pay for their rabbis. Parental leave should apply to all rabbis regardless of marital status, gender, or sexual orientation. This applies to adoptive parents as well. We ask for sensitivity to various family structures and special needs cases.
- L. Time: The rabbi is entitled to at least one free day each week, and to a paid vacation of at least one month during each year of service to the congregation. Time spent on the staff of URJ congregations, camps or conclaves, at professional conferences, in leading trips to Israel or on other congregational trips shall not be counted against annual vacation time.
- M. Letter of Intent: The Placement Commission recommends the composition of a letter of intent following the matching component of the Placement Process. This letter should come from the President or another qualified officer of the congregation, addressed to the soon-to-be-ordained rabbi, and should confirm the specifics of salary and benefits to which the congregation has agreed. The letter of intent should cover all categories of salary and benefits outlined above, and should specify the dates when these terms of contract will be in effect.
- N. It should be understood that all parties will be guided by Guidelines For Rabbinical Congregational Relationships, adopted by the Union for Reform Judaism and the Central Conference of American Rabbis.

When the senior has countersigned or otherwise indicated acceptance of these terms, a copy of this letter should be: 1) Filed with the Minutes of the Board of Trustees, and 2) Given to the newly engaged rabbi. Your URJ Regional Director will gladly offer guidance on re-evaluating your congregation's finances, should that be necessary in order to engage a rabbi.

### **Appendix C: Match Forms**

The forms on the following two pages are to be submitted to **all three** stateside campuses of HUC-JIR by 12:00 noon Eastern Time on Monday, April 6, 2009.

# Congregation Senior Placement Preference Sheet

Please print or type your selections on the page below. **By signing, dating and submitting this form, you agree to accept any of the listed students who match you, according to the procedures established by Hebrew Union College-Jewish Institute of Religion and the Rabbinic Placement Commission.** Return this form by fax to **all three** stateside campuses:

Rabbi Renni Altman (815-550-1377) and  
Rabbi Ken Kanter (513-221-0321) and  
Rabbi Richard Levy (213-749-3445)

Or, you may email the form to **all three** stateside campuses:

Rabbi Renni Altman ([raltman@huc.edu](mailto:raltman@huc.edu))  
Rabbi Ken Kanter ([kkanter@huc.edu](mailto:kkanter@huc.edu))  
Rabbi Richard Levy ([rlevy@huc.edu](mailto:rlevy@huc.edu))

This form is due by fax or email no later than 12:00 PM/noon Eastern Time on Monday, April 6, 2009.

Congregation \_\_\_\_\_ City and State \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Phone \_\_\_\_\_

Number    Name of Student

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_

# Student Senior Placement Preference Sheet

Please print or type your selections on the page below. By signing, dating and submitting this form, you agree to accept any of the listed congregations that match you, according to the procedures established by Hebrew Union College-Jewish Institute of Religion and the Rabbinic Placement Commission. Return this form by fax to **all three** stateside campuses:

Rabbi Renni Altman (815-550-1377)

Rabbi Ken Kanter (513-221-0321)

Rabbi Richard Levy (213-749-3445)

Or, you may email the form to **all three** stateside campuses:

Rabbi Renni Altman ([raltman@huc.edu](mailto:raltman@huc.edu))

Rabbi Ken Kanter ([kkanter@huc.edu](mailto:kkanter@huc.edu))

Rabbi Richard Levy ([rlevy@huc.edu](mailto:rlevy@huc.edu))

This form is due by fax or email no later than 12:00 noon Eastern Time on Monday, April 6, 2009.

Student Name \_\_\_\_\_ Campus \_\_\_\_\_

Student Signature \_\_\_\_\_ Phone \_\_\_\_\_

<u>Number</u>	<u>Name of Congregation</u>	<u>City and State</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

## SUMMARY CHECKLIST

ASAP	Notify the RPC of the opening. Appoint a Search Committee. Complete and return the application. Send material on your congregation and community to Cincinnati, Los Angeles and New York campuses.
After January 1, 2009	Los Angeles and New York students make travel arrangements.
January 7, 2009	Deadline for Congregations to apply for 2009 Placement
February 9, 2009	Student lists for resumes due to Rabbinical School Director.
February 9, 2009	Student resumes and references due to Rabbinical School Director.
February 11, 2009	Resumes e-mailed to congregations.
After congregations receive resumes (or sooner if you prefer)	Congregations should make travel arrangements to come to Cincinnati and notify Deborah Xander ( <a href="mailto:dxander@huc.edu">dxander@huc.edu</a> ) of the names of who will be coming to conduct the interviews.
March 15-17, 2009	On-campus interviews with candidates. Congregations are expected to be available any time between 9:00AM on Sunday and 9:00 PM on Tuesday for interviews. No offers may be made.
March 19, 2009	Callbacks for congregational visits beginning 10:00AM Eastern Time. Still no offers! (see page 5)
March 20 – April 5, 2009	Visits to congregations.
April 6, 2009	Prioritized lists are faxed to <b>all three</b> campuses no later than 12:00/noon PM Eastern Time <b>Cincinnati</b> - 513-221-0321 Rabbi Ken Kanter ( <a href="mailto:kkanter@huc.edu">kkanter@huc.edu</a> ) <b>New York</b> - 815-550-1377 Rabbi Renni Altman ( <a href="mailto:raltman@huc.edu">raltman@huc.edu</a> ) <b>Los Angeles</b> - 213-749-3445 Rabbi Richard Levy ( <a href="mailto:rlevy@huc.edu">rlevy@huc.edu</a> )
April 7, 2009	Matching of Congregations and Seniors. Congregations and Seniors notified of results in the morning. Follow up - Congregations should call their new rabbis to welcome them. Stage Two of placement begins for students and congregations not matched in Stage One.
April - May 2009	Only those congregations that have hired a student through the placement process will be asked to contribute to the travel costs of bringing students to the Cincinnati campus.