

**A HANDBOOK OF PLACEMENT PROCEDURES:
FOR CONGREGATIONAL SEARCH COMMITTEES
AND SEARCHING RABBIS**

RABBINICAL PLACEMENT COMMISSION

OF THE

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HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION
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INTRODUCTION

The Rabbinical Placement Commission's **HANDBOOK** serves as a guide for congregations and rabbis. The aim of this publication is not only to outline the procedures recommended by the Rabbinical Placement Commission, but also to encourage thoughtful self-evaluation on the part of both searching rabbis and seeking congregations. The procedures contained in this book have evolved over a period of years and reflect the cumulative experience of congregations and rabbis who have been in the placement process.

It is in this spirit that we have included in this publication the materials which we have created for both rabbis and congregations. It is the Commission's hope that in so doing there will be a greater understanding of the process from both perspectives. The **HANDBOOK** is a "work in progress" and in this spirit we welcome your comments for future editions.

The Rabbinical Placement Commission represents the entire Reform Movement in its deliberations and its rulings. It does so with the understanding that a successful conclusion to a rabbinic search redounds to the benefit of all. It is the hope of the Rabbinical Placement Commission that this **HANDBOOK** aids in this sacred endeavor.

It is in gratitude to the members of the Rabbinical Placement Commission, both past and present, that this publication is dedicated. ♦

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Procedures for Congregational Search Committees

Introduction

Your congregation is now seeking a rabbi to be its spiritual leader. There is no more important work in the life of your congregation at this time than this search and its successful conclusion. The Chairman and members of the Congregational Search Committee have been chosen because they represent the best interests of the entire congregation. It is an awesome and challenging responsibility. As you go forward the Rabbinical Placement Commission of the Reform Movement, representing the CCAR, URJ and HUC-JIR, is present to aid you in this endeavor. It is the mission of the Placement Commission, its members and Director, to support your search as you move forward. This manual is written to help guide you during this process.

The Rabbinical Placement Commission

The Central Conference of American Rabbis with the Union for Reform Judaism and the Hebrew Union College - Jewish Institute of Religion established the Rabbinical Placement Commission in 1964. Each institution appoints four members to the Commission. The Commission, representing the entire Movement, thus has the responsibility to formulate rules and regulations to insure the orderly placement of rabbis in URJ congregations, as well as placement in other rabbinical positions. The Commission is always sensitive to the changing needs of both the rabbinate and congregations and updates and evaluates the placement rules based on past experience and the needs of the Reform Movement at any given time. These rules are intended to provide order to the process and to insure fairness and dignity to both the searching rabbi and the seeking congregation.

The administration of the Placement Commission is delegated to the Director of Placement chosen by the Commission and endorsed by the members of the Central Conference of American Rabbis as well as the leadership of the URJ and HUC-JIR. The current Director of Rabbinic Placement is Rabbi Cindy Enger. It is the responsibility of the Director to counsel both rabbis and congregations during the search process. The Director also has the responsibility to uphold the rules of the Placement Commission as well as making recommendations to the Commission and the Reform Movement regarding placement issues.

The Search Process

Experience has indicated that when a congregation begins the search for a new spiritual leader, it is a moment in time for that congregation to begin a process of reflection, self-evaluation and future planning. The search and ultimate selection of a rabbi is made more meaningful, and the process more rational, when congregational leadership invests the requisite time and thought on the future direction of the congregation, as well as an honest evaluation of its recent past history. The materials that the Placement Office sends to the search committee are intended to aid in this endeavor. The URJ, through its office of Synagogue Management, stands ready as well to assist in transitional issues that will aid in the search. The URJ Union Rabbi is an important resource in the search process. The URJ Union Rabbi works closely with the Director of Placement to assist searching congregations. The Union Rabbi is most often familiar with the searching congregation, its history and its leadership.

The Search Committee

The Board of Trustees of a searching congregation delegates the responsibility of the search to a special committee of the congregation. The newly appointed search committee has the responsibility and mission to put in place those procedures that will enable the committee ultimately to recommend to the Board of

Trustees and the Congregation the candidate that will be their next rabbi. Since the search committee has this delegated responsibility, it is crucial that the search committee's membership represents a cross section of the membership as a whole. Past experience indicates that although the size of the committee differs from congregation to congregation, the optimum size is fifteen to twenty members. It is equally important that the chairman of the search committee be a highly respected member of the congregation, who has served in leadership positions in the congregation. It is the chairman who is in constant touch with the Placement Office and its Director. The search committee needs to balance the tasks of keeping the confidence of the candidates as well as putting into place procedures to inform the congregation of its progress during the search.

Placement Application

The Placement Office will provide an application form together with other related literature to the search committee at the time that the congregation makes application to list its new opening. The purpose of the application is twofold. The first purpose is to aid the congregation in asking important questions regarding the values, philosophy and history of the congregation. The second purpose is to provide as much information as possible to the searching rabbi regarding the community, the existing staff of the congregation and the financial package being offered. The completed application form should be returned to the Placement Office as soon as possible. The opening is immediately placed on the CCAR web site that is only available for members of the Conference. The Placement web page enables an opening to be announced immediately.

Rules of Placement

Since its inception, the Placement Commission has formulated rules and regulations that lead to the fair and orderly process of placement between CCAR members and URJ congregations. You will find the rules that the members of the CCAR are pledged to uphold included in this booklet. The essence of the rules is the pledge that all rabbis of the CCAR who are seeking positions will do so only through the Office of Placement and only in consultation with the Director of Placement. The URJ congregations make that same pledge.

The Category System

One rule that impacts upon the search is the category system. It is based on the assumption that there is a connection between experience and successful placements. Congregations are divided into four categories based on membership size. Rabbis are eligible to these congregations based on years of experience in the field. Below are the current categories. Please note that as circumstances change there is flexibility within this system. The current category system was adopted by the Rabbinical Placement Commission at the June 13, 2001 meeting.

Category	Congregational Membership	Minimum Years of Rabbinic Experience
A	Up to 300	Newly ordained
B	301 – 599	3 years
C	600 – 999	5 years
D	1000 plus	8 years

NOTE: In counting congregational size, the Placement Commission uses figures provided by the URJ in its most recent membership roster.

The Placement Time Line

There is no longer a “placement season.” In an orderly placement process past experience indicates that it takes twelve to eighteen months to complete a search. Placements are geared to have a new rabbi in place by July or August of any given year. This means that the search process is completed six months prior to that date, in order for a candidate to give timely notice to his\her current congregation. The successful search committee creates a schedule of meetings well in advance, and insists on regular attendance by its members during the course of the search.

The Placement Commission and the Rabbinic Directors of the URJ stand ready to provide assistance at the beginning of the search. The Director of Placement or the URJ Rabbi often will visit the congregation and meet with the search committee. The purpose of these visits is to help the search committee put in place the process that will enable them to conduct a successful search. The Placement Director or the URJ Rabbi will also inform the search committee of the latest developments in the Movement. These visits are by the invitation of the congregation.

Resumes

Seven to ten days after the congregational opening has been published on the *CCAR Placement Website*, the search committee will receive its first group of resumes. We send the names of all eligible candidates to searching congregations. *Eligible candidate* is defined not only by category considerations, but also contractual considerations. **No candidate currently under contract whose contract does not expire to fit the opening of the seeking congregation will have their resume sent without consent of the President of the rabbi’s congregation.** After the first group is sent, other resumes will be sent as the rabbis request. The search committee, on receiving the resumes, should acknowledge receipt in writing to the candidate. Most resumes contain basic information including the experience of the candidate in previous positions and a vision statement. The search committee is encouraged to invite the candidates to submit to the search committee samples of their written or published materials, including sermons, and other material to augment their resumes. **The names of the candidates and their resumes are considered confidential, and cannot be shared beyond the confines of the search committee.**

References and Due Diligence

It is important that you learn as much as possible about the qualifications of each candidate. However, do not call any reference — or anyone else — in the rabbi's present congregation or community without first securing permission of the rabbi. Experience has shown that the rabbi's relationship with the present congregation can be adversely affected if inquiries are made at a premature moment. The placement rules indicate that candidates are not required to notify the leadership of their present post that they are contemplating placement until they have been invited to an on-site interview. When an invitation has been received and accepted, then the rabbi is expected to inform at least one officer or trustee of his present congregation of the forthcoming interview. The Placement Director recommends that it be the President of the rabbi’s present congregation. As the process moves forward the balance shifts, and the congregation should ask the candidates for references both in and out of his/her present congregation. The Placement Director will guide the chairman of the search committee in this matter.

Narrowing the Field

Equal Consideration. The Reform Movement has repeatedly affirmed that in religious life men and women share equal rights and responsibilities. Reform Jewry takes great pride in the women and men who have earned rabbinic ordination from the Hebrew Union College - Jewish Institute of Religion. The

search committee is expected to consider all candidates recommended to them by the Placement Commission, men and women, older and younger rabbis, married and single rabbis, gay and lesbian. You are not mandated to interview in person every candidate whose name is submitted by the Placement Commission, but it is to your advantage to arrange a conference call between each candidate and the members of the selection committee. The impressions you derive from a telephone conversation with the candidate, considered together with the resume and other material forwarded by the candidate will help you in deciding which of the candidates you will invite to your community for a personal interview. Of course, a conference call is not a substitute for an in-depth personal interview. It is only part of the process. Some search committees have utilized tele-conferencing calls as well in their initial screening. It is crucial that the search committee prepare well thought-out questions for all phases of the search.

The Personal Interview

The goal of the telephone or video conference interviews, coupled with the study of the proffered material and the resume, is to determine which candidates are invited to the community for an on-site personal interview. The invitation to visit is an indication to a searching rabbi that their candidacy is being taken very seriously. It is at this point, as mentioned previously, that the candidate is required to inform a member of his current leadership that he is looking for a new position. Although protocol may differ with each congregation, all interviewing congregations are responsible for the cost of travel and hospitality for each invited candidate. A member of the search committee should meet each candidate upon arrival in the community and appropriate hospitality should be arranged. It is encouraged that a hotel be used for overnight stays, and not the home of a congregant. The visit should include the opportunity for the candidate to visit the congregation, the community and its resources, especially the Jewish resources of your community. The candidate should have scheduled time to meet the members of your congregation's professional staff. The formal interview should be designed to enable the search committee to learn as much as possible about the candidate. It is equally important for the candidate to learn as much as possible about the congregation during this visit. It is recommended that prior to the visit the invited candidate be asked to prepare a *d'var torah* to lead a teaching session with the search committee. **No member of the professional staff should be present at the rabbi's interview.**

After each interview the committee should assess its reactions to the candidate. In order for a search committee to continue with a candidate, it should have more than a majority vote to move forward. If the committee decides that the candidate will no longer be considered for the position, the candidate should be so informed either by letter or telephone call. This should be done in a timely manner. The Placement Director should also be informed and reason given. This is done so that the Placement Director may counsel the candidate. During the interview process salary and fringe benefits may be discussed. When the committee has narrowed the panel to two or three candidates, the chairman will arrange to have members of the search committee visit each of the candidates in their present congregation. This visit should take place over a weekend, giving those who visit a Shabbat opportunity to experience the rabbi preaching, teaching in his/her own congregation. It is necessary to schedule this visit with the approval of the candidate. Following these visits it is recommended that the remaining candidates and their spouses or partners be invited back to the congregation for a final interview. This interview may be the time when other members of the Board of Trustees are invited to attend ex officio in anticipation of the search committee's recommendation. A successful search will culminate when the search committee recommends a candidate to its Board of Trustees and, through the Board, to the Congregation. That recommendation should be achieved with at least 75% of the search committee's approval. The search committee or some other appropriate committee will then meet with the successful candidate to begin contractual discussions leading to the formalization of the relationship between the rabbi and congregation.

The Contract

The contract should incorporate the spirit and language of the *Guidelines for Rabbinical-Congregational Relationships* as adopted and recommended by the URJ Board of Trustees and CCAR (Fall 1984).

The Placement Commission recommends a written contract or a letter of intent from the president or another qualified officer of the congregation, addressed to the rabbi, and including the following although not inclusive (where applicable):

1. The length and dates when the terms are in effect.
2. Salary, to be paid directly to the rabbi as taxable income.
3. Housing, if the congregation provides living accommodations for the rabbi.
4. Housing Allowance: That portion of the rabbi's income that is used to provide housing for the rabbi and family, including all expenses for the maintenance and operation of the home, should be declared the rabbi's Housing Allowance, and so recorded in the minutes of the congregation. Under IRS regulations this portion of the rabbi's income is considered parsonage allowance and is excluded from income tax.
5. Pension and Life Insurance: The pension program calls for an annual contribution of 18% of the rabbi's salary plus housing. The congregation pays at least 15% and the rabbi contributes the balance. These sums are payable to the Reform Pension Board.
6. Hospitalization - Major Medical Insurance for the rabbi and dependents.
7. Long-Term Disability Insurance: Inexpensive group coverage which assists the rabbi and relieves the congregation's fiscal responsibility in the event of the rabbi's total disability. Benefits commence after the expiration of six months of disability. Available through the Reform Pension Board.
8. Convention Allowance which permits the rabbi to obtain professional enrichment derived from attending the national and district meetings of the Central Conference of American Rabbis and the Union for Reform Judaism.
9. Moving Expenses: It is customary for the congregation to assume the full cost of moving expenses.
10. Vacation: The rabbi is entitled to a minimum of one month's vacation.
11. Maternity Leave or Parenting Leave.

In Conclusion

Wisdom dictates that 'the end of the matter is not the end of the matter.' A successful search is not completed until eighteen months after the new rabbi assumes his/her position. It is imperative that the congregation has a transition committee in place to insure a smooth transition from one rabbinic administration to the next. The congregation should be in contact with the Director of the URJ's Department of Synagogue Management so that a skilled facilitator may be assigned to help guide your congregation through the transition process. The Placement Office, through its Director and staff, stand ready to assist in this matter. May the work of your Search Committee be successful, thus strengthening your congregation, the rabbinate, the Reform Movement and the Jewish community. ♦

Interim Rabbinate Policy

The Rabbinical Placement Commission, through its Director and in conjunction with the Union for Reform Judaism (URJ) Union Rabbi, will, from time to time, recommend to a searching congregation that it seek an interim rabbi to help the congregation through its transition. In so doing, the following is the procedure recommended by the Commission.

The position will be listed on the website of the Placement Commission under the heading, **Interim Rabbi**.

When a congregation seeks an intentional interim rabbi, the Placement Office will first provide resumes of rabbis who have completed at least one phase of interim rabbinic training through CCAR or comparable training; should there be a second round of resumes sent from the Placement Office, these may include candidates who may not have had interim rabbinic training.

Length of Service as Interim Rabbi:

The term for an interim rabbi shall be for one year.

A congregation may submit a request to the Commission that an interim rabbi serve an additional year based on the needs of the congregation in its transition.

Interim Rabbi's Eligibility for the Permanent Rabbinical Position:

A congregation that has completed a search unsuccessfully and wishes to consider the interim for a permanent position may do so only if either one of the two following processes has taken place.

- A. The congregation has completed a full search and has not found a candidate that it can recommend for the position of rabbi.
- B. The congregation has completed a full search and no candidate has accepted the congregation's offer to become rabbi of that congregation.

In order to make the interim candidate eligible to be a candidate, the congregation must petition the Placement Commission in writing to seek a waiver from the rule that an interim is not to be considered for the permanent position. In considering the waiver, the Commission, through its Director and Chairman, will ascertain whether A or B above has taken place, and will determine further whether it is in the best interest of the congregation, the interim rabbi and the integrity of the placement process. ♦

PLACEMENT GUIDELINES FOR RABBIS

Introduction

The purpose of the Rabbinical Placement Commission at its founding in 1964 was to put in place rules and procedures that would insure a fair and equitable system for rabbis and congregations of the Reform Movement during the time of search. The members of the CCAR and the congregations of the URJ jointly pledged to uphold the ethics promulgated by the Placement Commission and the rules and regulations that the Placement Commission puts into place. When a rabbi decides to activate his/her resume and look for a new congregation or other position, it is strongly recommended that the rabbi first seek counsel with the Placement Director to discuss career options, as well as future planning. Experience has indicated that when a rabbi is beginning the search process, it is an opportune time to evaluate goals as well as past experience. The Placement Director and the Rabbis of the Placement Commission are good resources as you begin the placement process.

Placement Commission Procedures

The following is normal operating procedure for the Rabbinical Placement Commission, but the Placement Commission reserves the right to be flexible as conditions may warrant:

Openings will be listed on the CCAR *Members-Only Website* as those positions become available. No position will receive the resumes of candidates until the position's availability has been announced on the *Website*.

All category C and D openings will be paneled in consultation with the Rabbinical Placement Commission's Executive Committee.

The Placement Commission, through the office of the Placement Director, may solicit the interest of appropriate candidates in a given post.

The Placement Director will endeavor to keep all candidates informed of their progress in placement. Candidates should also keep the Director informed of their own progress.

Rules

Rabbis are committed to seek placement for congregational positions only through the Rabbinical Placement Commission. Discussions regarding a change in position must be referred to the Placement Office.

A rabbi under a contract, whether oral or written, is ineligible to apply for placement to any position that commences prior to the termination of his/her contractual commitment, unless the making of such application is consented to by the President of the rabbi's present congregation. (Adopted 11/4/96)

A rabbi may only interview for a congregation after the Placement office has forwarded his/her resume to the congregation.

A rabbi who accepts a speaking engagement or addresses a congregation that is in the placement process is considered not to be a candidate for that position unless he/she has received a waiver from the Placement Director.

Rabbis are encouraged not to proffer the names of other rabbis to searching congregations. All such recommendations should be referred to the Placement Director.

A rabbi invited for a personal interview is obliged to inform at least one officer of the present congregation, preferably the President, prior to such interview, and should keep that individual informed of progress in placement.

A rabbi who accepts a new position is required to give his present congregation timely notice. Timely notice means six months prior to the rabbi beginning his/her new position. Other arrangements may be made by mutual agreement of the rabbi and the present congregation.

A rabbi may be a candidate for more than one pulpit at a time. However, once a rabbi accepts officially a position, he or she must notify all other congregations that his or her candidacy is being withdrawn. Once a position is accepted, the rabbi may not interview for any other position. This notification to the other congregations can occur directly or through the Director of Placement. Official acceptance of a position occurs when negotiations have concluded, and the terms of the contract have been agreed upon. Even in the absence of a signed contract, so long as there is an oral agreement and a meeting of the minds, acceptance of the position has taken place for this purpose. Therefore, the congregation, too, is obligated to notify all its active candidates that the position is no longer available.

In the event that a rabbi receives a firm offer, i.e., an offer with explicit terms, from one congregation while negotiations with another congregation are pending but incomplete, *derech erez* (common courtesy) dictates the following options:

- 1) The rabbi may accept the firm offer or decline it.
- 2) The rabbi may ask for time to consider the offer. If the rabbi requests additional time, he or she needs to clarify a time line and confirm with the congregation that they will maintain their offer before going to another candidate. The congregation making the firm offer has the right to stipulate the length of time they will wait for a decision.
- 3) If the congregation insists on an immediate answer, the rabbi will be obliged to accept or reject their offer.

Resumes

The first contact a searching congregation usually has with a candidate is through the resume that has been forwarded by the Placement Commission. It is to the advantage of all candidates that they take great care in the preparation of writing the resume, and writing the personal vision statement that is part of that resume. The Placement Director is a good resource for counseling in this area. Candidates should familiarize themselves with the resume outline form available either from the Placement office or from the CCAR member-only website.

Categories of Eligibility

Below are listed the categories of eligibility. From time to time, based on the situation, the Placement Commission may modify the categories.

Category A. Newly ordained rabbis and those with less than three years' rabbinic experience shall be eligible for recommendation to congregations numbering up to 300 members.

Category B. Rabbis who have completed three years or more in the rabbinate shall be eligible for congregations numbering up to 599 members.

Category C. Rabbis who have completed five years or more in the rabbinate shall be eligible for congregations numbering up to 999 members.

Category D. Rabbis who have completed eight years or more in the rabbinate shall be eligible for congregations numbering from 1000 members.

Associate. Rabbis who have completed three years or more in the rabbinate are eligible.

The current category system was adopted by the Rabbinical Placement Commission at the June 13, 2001 meeting.

Associate-Successor. Open to rabbis eligible for that position as if it were listed for a Senior Rabbi for that category.

A rabbi who will be entering a new category may apply for a position in that category, provided that position will not be open prior to July 1st of the year of eligibility.

Rabbinic Contracts

When negotiations have been completed between a candidate and a congregation, the terms of the negotiations should be formalized in a written contract or letter of intent. A representative of the congregation and the rabbi should sign the documents. It is urged that the contract follow the suggestions and guidelines of the *Guidelines for Rabbinical-Congregational Relationships*, the joint agreement between the CCAR and the URJ (adopted December 1984). Rabbis are also urged to use the CCAR's *A Rabbinic Contract Sampler* as supporting material during their contractual negotiations.

Transitions

You should know that once the search has been completed and a rabbi has been chosen, the Rabbinical Placement Commission strongly recommends to the congregation that it create a rabbinic transition committee. The Placement Commission also recommends that where the rabbi is succeeding a retiring rabbi that both rabbis familiarize themselves with the code of rabbinical ethics dealing with rabbi and rabbi emeritus relationships. The Placement Commission stands ready to assist in this transitional period as well.

**CONTRACTUAL STATUS STATEMENT
FOR THE RABBINICAL PLACEMENT COMMISSION**

The Rabbinical Placement Commission rule regarding placement and contractual obligations states:

A rabbi under a contract, whether oral or written, is ineligible to apply for any position that commences prior to the termination of his/her contractual commitment, unless the making of such application is consented to by the president of the rabbi's present congregation.

(Adopted 11/04/96)

Therefore (check 1 or 2):

_____ 1. This is to attest to the Rabbinical Placement Commission that my current contract will expire on _____ (day) _____ (month) _____ (year) and therefore, by the rule of the Rabbinical Placement Commission, I am eligible for a position that commences on or after July 1, 20____.

_____ 2. This is to attest to the Rabbinical Placement Commission that my current contract will not expire in a timely fashion, but that I have received written permission by the president of my current congregation to have my resume activated for a position that commences on or after July 1, 20____.

(If #2 is checked, the following statement must be signed by the president of your current congregation.)

Signature of Rabbi and Date

Name of Rabbi

Congregation _____ (the "Congregation") consents to Rabbi _____ activating his/her resume, participating in the placement process for a position that commences on or after July 1st, 20____, and, accepting any offer that may be extended as a result of the placement process. I understand that by my signing this consent on behalf of the Congregation, the Congregation is waiving and releasing any claims whatsoever against the Rabbi and the Rabbinic Placement Commission for the Rabbi leaving the Congregation under the terms of this Statement. The Congregation understands that any existing, unexpired contract between the Rabbi and the Congregation remains in full force and effect unless and until (1) the start date of any contract the Rabbi accepts as a result of this placement process, or (2) the Rabbi and the Congregation agree otherwise.

Signature of President and Date

Name of President

RABBINICAL PLACEMENT COMMISSION RESUME OUTLINE

When your resume and personal statement are finished, please email them as one PDF document to: Nancy Blagman, nblagman@ccarnet.org.

What is a resume?

A resume is quick and brief summary of your rabbinate, including rabbinical experience, education, accomplishments and honors. Its purpose is to excite a search committee so much that they want to talk to you. The purpose of a resume is not to get a job; it is to get an interview. It does not have to list everything about you; it is not an autobiography. It is a marketing tool to get you an invitation for a telephone or video-conference interview.

What should the resume include?

Your resume should include items that will pique a search committee's interest so much that they want to continue the conversation. Rabbi Elliott Schoenberg, the Placement Director for the Rabbinical Assembly, advocates adopting a 'crossover strategy.' That is, you should try to cross over the table, to sit in the search committee's chair, and to imagine the items that they will want to see. Ask yourself, what does this committee want to know about me?

Moreover, your resume needs to look good, to be easy to read, and to be well organized.

- Use bullet points and a clear, good-sized font.
- Make sure that line-spacing is generous with ample white space.
- Organize the resume into easily understood sections and units.
- Utilize action verbs like 'achieved,' 'developed,' 'solved,' etc.

A crowded, busy resume is hard to read and will convey a certain message about its author. Make it visually attractive.

The bane of rabbinic resumes is typos. Every search committee has at least one punctilious grammarian. For this reason you must proofread, proofread and proofread. And then you need to give the resume to a friend to proofread again.

What does a search committee want to see?

Nowadays search committees want to see accomplishments that distinguish you from the other candidates. In particular, expertise in funding and fund-raising is highly valued. If you can write, "raised \$1.2 million dollars in a capital campaign," the search committee will be very impressed. Similarly, experience in membership recruitment and retention is often sought. If you can write, "synagogue grew from 150 families to 320 families in seven years," the search committee again will be much impressed. Also, work that you might have done with 20s and 30s or with synagogue transformation processes, such as Synagogue 2000, Synagogue 3000, or Synaplex, will set you apart from others.

Emphasize your partnership with lay leaders and accomplishments in areas of education, worship renewal or social justice. Make mention of outreach to particular groups in the synagogue such as children, families with young children, empty nesters, the elderly, and the intermarried.

Do not write that you have led holiday and Shabbat services, conducted weddings and funerals, or engaged in pastoral counseling. Every rabbi does those; search committees assume that about you.

What does the resume of a CCAR rabbi look like?

Below is the suggested outline for the material facts that are an integral part of the rabbinical resume. Accuracy is an essential component of this document. Since this is the first document that a search committee views, we strongly advise that it be written succinctly as well as engagingly. A positive tone should be 'heard' throughout.

Experience has shown that search committees pay very close attention to the personal statement segment of the resume. We recommend that you review your resume with the Placement Director.

1. Name, postal and e-mail addresses, telephone numbers (home, mobile and office). Consider including your website address and Skype name. (At this time RPC policy prohibits the inclusion of photographs in the resume.)
2. Professional experience **in reverse chronological order**, indicating significant areas of achievement and innovation.
3. Education:
 - Ordination: seminary, location, date, honors, awards and thesis title.
 - Colleges or universities attended, dates and degrees and honors earned.
 - Non-degree, post-graduate courses such as CPE.
 - If your education has included highly specialized studies, describe briefly.
 - Include titles of your unpublished theses.
4. Include activity and involvement in the general community, Jewish organizations and youth groups. Provide locations, offices held, board memberships, dates of active involvement.
5. Publications: provide full bibliographical details.
6. At the bottom of the resume write, "References will be provided upon request." Do not list the references in the resume itself.
7. Write a Personal Statement (not more than two pages) which will give the search committee insight into your rabbinate. This statement will give the committee a sense of the person you are. (Your resume provides educational and professional experience.)

NOTE: The resume outline has been numbered for easy reference. Please do not number paragraphs or sections on the finished document. The last statement on the resume should be, "References will be provided upon request." The resume should not exceed a maximum of four pages.