

Rabbi's Contract Checklist

1. **Relationship**
2. **Position Description** (including titles)
3. **Rabbi-Congregation Communication** Liaison Committee
4. **Term** (renewals—in writing)
 1. Understand the triggering event
 2. Renewal notification dates
5. **Base Compensation and Parsonage**
 1. Set amount
 2. Annual increases
 3. Cost of living increase (“COLA”), based on changes in the Consumer Price Index (“CPI”) in the area
 4. Parsonage/Housing Allowance
6. **Additional Benefits:** In addition to the Base Compensation
 1. Pension – 15 to 18%
 2. Disability Insurance
 3. Medical Insurance
 4. Automobile Allowance
 5. Conferences/Conventions
 6. Continuing Education/Spiritual Growth
 7. CCAR and Other Professional Dues
 8. Self-Employment Tax
 9. Moving Expenses (interview expenses)
 10. Business Expenses
 11. Long-Term Care
 12. Tuition Remission
 13. Housing Loan or Other Assistance
7. **Reallocation**
8. **Vacation, Sabbatical, Family Leave**
 1. Vacation: Four (4) weeks (not to include camp, conferences, travel time).
 2. Sabbatical (in or after seven (7) years)
 3. Family Leave
 4. Sick Leave – usually not spelled out
 5. Study Time
 6. Family Time (ex: extended weekends)
 7. Days Off
9. **Discretionary Fund**
10. **Expense Reimbursement**
11. **Other Insurance**
12. **Ex-Officio Member/Board of Directors**
13. **Family Membership**
14. **The URJ—CCAR Guidelines for Rabbinical-Congregational Relationships (“Guidelines”)**
15. **Termination Provisions**
 1. Termination by the Congregation with Cause
 2. Termination by the Rabbi
16. **Dispute Resolution Language**
 1. Arbitration
 2. Mediation
 3. NCRCR Option
17. **Other Issues to Clarify**
 1. Member/non-member services
 2. Fees and honorariums
 3. Education Loan Allowance
 4. Housing Subvention; non-interest bearing reducing loan
 5. Tours to Israel
 6. Intellectual Property
 7. Office and support staff
 8. Rights of succession
 9. Retirement issue

For congregations, organizations, and rabbis: Get professional help – accountant, attorney, financial advisor or other.

Disclaimer: This document is not intended to provide legal advice or legal services of any nature whatsoever, nor is it intended to be all-inclusive. Each party to a contract should consult legal counsel.