

Rabbi's Retirement Contract Checklist*

I. Current Contract Provisions (Please see "Rabbi's Contract Checklist" on CCAR Website)

A. Assess current provisions to determine:

1. What provisions continue up to retirement?
2. What current provisions continue beyond retirement?
3. What outstanding obligations might exist such as:
 - a. Sabbatical.
 - b. Housing or loan forgiveness issues.
 - c. Additional agreements that go into retirement.

II. Retirement Date

1. Agree upon the outside date by which rabbi will retire (important not to agree on a retirement date until rabbi knows what benefits are available as this may affect how long rabbi needs to work).
2. Is there an option to trigger an earlier retirement date?
3. Clarify the "notice" of retirement provisions; i.e., how much notice must be given prior to retirement.

III. Status: Emeritus

1. Review the CCAR Code of Ethics re: Emeritus in Section II of the Code.
2. Define what "Emeritus" means for both sides.
 - a. Ongoing obligations from rabbi.
 - b. Ongoing benefits to rabbi.
3. Be clear that the successor rabbi needs to be engaged in any conversation about the specifics of the role of a retired rabbi.

IV. Supplemental Compensation

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1. Most often depends on size of congregation and on percentage of compensation contributed to pension plan.
 2. Sometimes tied to future work if so requested by successor rabbi.
 3. Often decreases year to year.

V. Lifetime Health Insurance—The single most important component of a retirement contract. This includes coverage for rabbi and spouse. (Please review resources such as the Medicare.gov or AARP websites or other resource). Payments include:

1. Medicare Part A and Part B Premiums.
2. Medigap—Medicare Supplemental Insurance. (Typically type "F" level benefit.)
3. Medicare Part D. Prescription coverage.

- VI. Professional Expense Reimbursement
 - 1. CCAR Dues. (Retired rabbi's dues are at a reduced rate.)
 - 2. Conventions.
 - 3. Other learning programs.

- VII. Long Term Care Insurance is often provided; that includes things like:
 - 1. 90 day elimination period for nursing.
 - 2. 0 day elimination period for home.
 - 3. \$XXX (e.g. \$225) daily allowance.
 - 4. COLA rider.
 - 5. Lifetime term.

- VIII. Life Insurance
 - A. The amount can depend on issues like:
 - 1. Mortgage payments.
 - 2. Special needs child.
 - 3. Other.

- IX. Car Allowance (perhaps tied to any balance due on an existing car owned by rabbi)

- X. Lifetime Membership in the Temple

- XI. Burial Plots

- XII. Retirement Planning Expenses (one-time payment)

- XIII. Office, Support Staff, and other Administrative Support
 - A. We generally do not recommend an office in the Temple for the retired rabbi.
 - B. Website, newsletter, letterhead, and other Temple communications to include rabbi emeritus designation
 - C. Support staff services should be available when:
 - 1. The rabbi is providing services to Temple.
 - 2. Work by the rabbi is inuring to benefit of Temple (*kvod*).
 - 3. Laptop and/or computer at home, which may have been Temple property, usually become property of the rabbi upon retirement.

- XIV. Emeritus Discretionary Fund
 - 1. Emeritus discretionary fund should be established by the Temple (subject to the same guidelines as any discretionary fund).

2. Upon the rabbi's death, the entire Discretionary Fund goes into a Temple Fund specified by the rabbi.

XV. A Fund, program or facility is often named in honor of the rabbi upon retirement.

XVI. Rabbi may pursue other employment in retirement.

*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.