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 and Professional Growth (e.g., professional coaching, spiritual growth) CCAR and Other Professional Dues
   7. Self-Employment Tax
   8. Moving Expenses (interview expenses)
   9. Business Expenses
   10. Long-Term Care
   11. Tuition Remission
   12. 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.