



Rabbi's Contract Checklist

- **Relationship**
- **Position Description** (including titles)
- **Rabbi-Congregation Communication** Liaison Committee
- **Term**
 - Length of contract
 - Renewal notification dates
 - Process for renewal
- **Base Compensation and Parsonage**
 - Set amount
 - Annual increases
 - Cost of living increase (“COLA”), based on changes in the Consumer Price Index (“CPI”) in the area
 - Parsonage/Housing Allowance
- **Additional Benefits:** In addition to the Base Compensation
 - Pension – 15 to 18%
 - Disability Insurance
 - Medical Insurance
 - Automobile Allowance
 - Conferences/Conventions
 - Continuing Education and Professional Growth (e.g., professional coaching, spiritual growth) CCAR and Other Professional Dues
 - Self-Employment Tax
 - Moving Expenses (interview expenses)

- Business Expenses/Professional necessities
- Long-Term Care
- Tuition Remission for family members
- Housing Loan or Other Assistance
- **Reallocation**
- **Vacation, Sabbatical, Family Leave**
 - Vacation: Four (4) weeks (not to include camp, conferences, travel time).
 - Sabbatical (in or after seven (7) years should be negotiated)
 - Family Leave <https://womensrabbinicnetwork.org/Family-Leave>
 - Sick Leave
 - Study Time
 - Personal Time
 - Days Off
- **Discretionary Fund**
- **Expense Reimbursement**
- **Other Insurance**
- **Ex-Officio Member/Board of Directors**
- **Family Membership**
- **The URJ—CCAR Guidelines for Rabbinical-Congregational Relationships (“Guidelines”)**
- **Termination Provisions**
 - Termination by the Congregation with Cause
 - Termination by the Rabbi
- **Dispute Resolution Language**
 - NCRCR Option
 - Mediation
 - Arbitration
- **Other Issues to Clarify**
 - Member/non-member services

- Fees and honorariums
- Education Loan Allowance
- Housing Subvention; non-interest bearing reducing loan
- Tours to Israel
- Intellectual Property
- Office and support staff
- Rights of succession
- 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.