

8/1/84

JOB DESCRIPTION
BIC SPIRITUAL LEADER

RESPONSIBILITIES

The following is a list of the duties to be performed by the spiritual leader of Beth Israel Center.

The list does not exclude the performance of any other duties considered part of the regular duties of a congregational spiritual leader.

RELIGIOUS

Conduct services for Sabbath, Festivals, and High Holidays in conformance with Conservative Judaism practice as developed in consultation with the Religious Affairs Committee.

Allow women to fully participate in all aspects of religious ritual according to the written policies of our congregation.

EDUCATION

Direct Hebrew/Sunday School in cooperation with the Education Committee.

Teach Hebrew School.

Teach Sunday School, if necessary.

Prepare Bar/Bat Mitzvah students to Beth Israel Center standards.

Provide adult education program.

MEMBERSHIP

Actively recruit new members for Beth Israel Center.

PASTORAL COUNSELLING & HOME/HOSPITAL VISITATION

As needed and/or requested by Beth Israel Center members.

COMMUNITY OUTREACH

Act as our representative and advocate to the non-Jewish community.

Act as our representative to the greater Pittsburgh Jewish Community.

OTHER FUNCTIONS

Preside as Religious Leader at bar/bat mitzvahs, births, funerals, etc., unless BIC member family wishes otherwise.

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QUALIFICATIONS FOR SPIRITUAL LEADER

EDUCATION

Bachelor's degree from a 4 year college program.

RELIGIOUS TRAINING

As a minimum, appropriate Hebrew education to conduct services, read the Torah, and teach all levels of Hebrew and religious school.

Rabbinical certification from a recognized authority preferred.

EXPERIENCE

Exhibited capability of delivering sermons and conducting services.

Developed adult education programs.

Taught Hebrew/Sunday school for a minimum of five years.

Prepared students for Bar/Bat Mitzvah.

Performed pastoral counseling.

REFERENCES

Five written recommendations from members of the Jewish community in the city(ies) where experience was acquired.

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SEARCH METHODOLOGY

WHO WILL BE INTERVIEWED?

In view of the shortage of available rabbis, the Search Committee will consider all alternatives, including:

Part-time rabbi.

Rabbi-sharing.

Student rabbi.

Qualified, but unordained individual.

HOW WILL THE SEARCH BE CONDUCTED?

Contact Jewish Theological Seminary/Rabbinical Assembly.

Advertise in Jewish publications in various geographical areas of the country.

Contact Reconstructionist movement.

Use word-of-mouth.

HOW WILL THE CANDIDATES BE EVALUATED?

Resumes will be reviewed and those candidates who seem viable will be considered for an interview.

A telephone call will be made to the prospective candidate to determine the seriousness of his/her interest.

A preliminary reference check will be made if possible.

The Search Committee will draw up a set of interview questions to be applied to all candidates.

Those candidates who pass the preliminary screening will be invited for an interview by the Search Committee (expenses paid). NO OTHER FORMAL INTERVIEWS WILL BE HELD

Suitable candidates will be invited to conduct Friday night services at which time the candidate may meet the members of the congregation informally.

When the Search Committee is satisfied that it has found an acceptable candidate, it will so report to the Board of Directors.

If the Board concurs with the decision, properly appointed representatives of the Board will enter into salary negotiations with the candidate.

If these negotiations are satisfactorily resolved, the Board will call a congregational meeting so that the members may give final approval to the candidate.

The Search Committee will keep all records (except those of a confidential nature) for use by any future committee.