



UNITED SYNAGOGUE JOB DESCRIPTION

JOB TITLE:	Rabbinic Couple/Rabbi for Sutton & District United Synagogue
REPORTS TO:	Chair and Senior Warden: Sutton & District United Synagogue
WORKING HOURS:	Part Time: 21 hours per week plus Shabbat and Festivals
SALARY:	Competitive salary circa £20,000 - plus accommodation provided. Consideration will be given to candidates living elsewhere, who only use the accommodation when in Sutton.
JOB PURPOSE:	To provide religious, pastoral, and educational leadership to the Sutton & District Jewish Community

PRIME RESPONSIBILITIES:

- Provide religious and spiritual leadership and pastoral care to invigorate and energize this established and welcoming Community, which includes members of all levels of observance
- Inspire, challenge and encourage all members in their Jewish knowledge, understanding, beliefs and practices
- Promote communal activity and actively work to build membership numbers

PRINCIPAL DUTIES

PASTORAL

- To attend to the pastoral, welfare and personal needs of the members of the Community; to visit the sick, elderly and bereaved; to provide counselling to those with family or other personal problems
- To officiate at and engage in the planning and preparation of Bar and Bat Mitzvot, weddings, funerals, shivas and tombstone consecrations and other life-cycle events so as to enhance such events for the benefit of members

- To be prepared to demonstrate flexibility within Halacha within the guidelines of the London Beth Din.

COMMUNAL

- To reach out to members and engage with individuals and families within the community, including teenagers, young singles, divorcees, single parents, widow/widowers, couples where one partner may not be Jewish, and those who may live some distance from the shul premises
- To actively seek out and welcome new members and help them to integrate in all aspects of communal activities
- To entertain members and welcome visitors at home on a regular basis for Shabbat and Yomtov meals and generally to establish an “open home” policy
- To attend and participate in and, where appropriate, assist in the planning of communal activities and events
- To encourage women and girls to participate in all aspects of communal life within permitted halachic boundaries
- To foster co-operation and good relations with other South London and Surrey synagogues, with inter-faith groups in the area and with the Mosaic Jewish Primary School
- To be visible and active at communal events, including visits to meetings of JACS and the Friendship Club

CHILDREN & YOUTH

- To pro-actively engage with children and teenagers of the community on a regular basis, and encourage the involvement of young parents in communal life
- To create a warm and welcoming environment for children (including the very young) in the shul and at services
- To work pro-actively with the lay leadership on Cheder and other educational needs

RELIGIOUS

- To maintain a modern orthodox ethos and to encourage participation and involvement in yiddishkeit
- To lead inclusive services and undertake the Shabbat morning/Yom Tov leyning in a tuneful manner

- To deliver sermons and shiurim on Shabbat and Yomtov designed to educate, inform, challenge and inspire members of the congregation at different levels
- To answer individual/personal religious queries from members and act as the authority on religious issues for the Community

EDUCATION

- To develop and enhance the Jewish knowledge and practical observance of members
- To formulate and deliver adult education programmes designed to appeal to a broad range of members of differing levels of religious observance, practice and knowledge, with a view to widening and deepening their knowledge and commitment
- To encourage and reinforce the community's identification and links with the people and the State of Israel through personal commitment and involvement at both communal and religious level within and beyond Sutton

ADMINISTRATIVE

- To work closely with the Honorary Officers, the Board of Management and the Administrator, and be receptive to full annual appraisals and performance feedback in line with US guidelines and policies.

GENERAL REQUIREMENTS

- All employees are required to be aware of their responsibilities towards health and safety and to adhere to fire regulations
- To be expected in undertaking the above role to comply with any policies and procedures that United Synagogue may issue and any other reasonable duties as may be assigned that is consistent with the nature of the job and its level of responsibility
- The job holder must be available to work some unsocial hours
- This job description does not encompass the complete duties and should be treated as a guide to the duties that the Rabbi is expected to perform
- This job description may be amended to meet the changing requirements of the Community at any time after full discussion with the job holder
- **Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**

PERSON SPECIFICATION

The successful candidate(s) will provide the community with a positive and engaging role model of Orthodox Jewish family life. The candidate(s) should demonstrate the following qualities, skills and experience:

Essential	Desirable	Comments
Education <ul style="list-style-type: none"> • Acceptable Semicha to the Office of the Chief Rabbi & LBD 	<ul style="list-style-type: none"> • University Graduate 	Please include copies of Semicha certificates with your application
Interpersonal skills <ul style="list-style-type: none"> • Enthusiastic and engaging: welcoming and hospitable • Delivers energetic and motivational services • Listening, open, gracious, empathetic and tolerant style • Enthusiastically promotes Jewish practices • Proactively seeks opportunities to visit the sick, isolated and bereaved • Drives the community forward through passion and active management • Optimistic and realistic 		
Rabbinical skills <ul style="list-style-type: none"> • Leyning • Inspires involvement and participation in bar/bat mitzvahs and weddings • Sensitive and supportive at funerals and shivas • Sings in tune (chazzanut) • Delivers uplifting and intellectually robust sermons and services • Generates and embraces new ideas for projects • Able to distinguish between “job” and “sense of duty” and actively encourage Gemilut Chasadim 	<ul style="list-style-type: none"> • Joint initiatives with neighbouring communities and their Rabbis 	

Communication skills <ul style="list-style-type: none"> Engages with people from all backgrounds Works with the Board of Management to actively promote membership Motivates youth, pre-and post-bar/bat mitzvah Plays a positive role in cross-communal relations Demonstrates a high standard of English verbal and written communication Embraces debate and discussion, even if the views expressed diverge from the norm Relates to real-world issues and causes 	<ul style="list-style-type: none"> Written contributions to Daf Hashavua- minimum 6 articles per annum 	
Modern Orthodoxy <ul style="list-style-type: none"> Modern outlook, connects with current secular issues Open and flexible approach towards people from differing backgrounds Positive attitude to the permissible involvement of women in religious services within the framework set out by the Chief Rabbi and his Beth Din Promotes a range of adult education activities Sensitive to mixed marriage couples and their children 		
Organisation and management <ul style="list-style-type: none"> Organised and punctual Actively involved in the appraisal process, seeks and responds to feedback Works as a team player with the Honorary Officers, Shul Board and Administrator Awareness of important occasions, and diarises accordingly Keeps stakeholders informed of whereabouts and developments 		

Other

- Computer literate - Email, Word platform and Internet
- Amenable to Social Media
- Access to a car and current driving licence