**Cantorial Placement Commission of the Conservative Movement**

**Congregational Questionnaire**

**Cantors Assembly Placement Office**

**55 South Miller Road, Suite 201**

**Fairlawn OH 44333-4168**

**Telephone: 330.864.8533 x201**

**E-Mail:** **teriwoodruff@cantors.org**

**Fax: 330.864.8343**

|  |  |
| --- | --- |
| Date: |  |
| Congregation: |  |
| Street Address: |  |
| City, State Zip: |  |
| Phone: |  |
| Fax: |  |
| Website: *Where can I look on the Web for info about the local Jewish community?* |  |
| Name of Search Committee Chair: |  |
| Search Committee Chair’s E-Mail: |  |
| Search Committee Chair’s Phone |  |
| Name of Congregation President: |  |
| President’s E-Mail: |  |

**Person authorized to receive recommendations**:

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| E-Mail Address: |  |
| Business Address: |  |
| City, State Zip |  |
| Business Phone: |  |
| Business Fax: |  |
| Home Address: |  |
| City, State Zip |  |
| Home Phone: |  |
| Home Fax: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I prefer to receive mail at: |  | Home |  | Business |

**COMMUNITY PROFILE:**

Other Jewish agencies and facilities:

|  |  |  |  |
| --- | --- | --- | --- |
| Jewish Community Relations Council |  |  Provisions for Kosher Food |  |
| Jewish Home for the Aged |  |  Federation and Welfare Fund |  |
| Independent Living for Senior Citizens |  |  How many other synagogues? |  |
| How many other Conservative congregations are in your community? |  |  Mikveh? |  |

What are the other major institutions in your community?

|  |
| --- |
|  |

What are the colleges and universities in your area?

|  |
| --- |
|  |

Is there a Solomon Schechter or other High School in your community?

|  |
| --- |
|  |

Is there a Jewish all-day school in or near your community? If yes, where?

|  |
| --- |
|  |

**POPULATION IN COMMUNITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Population: |  | Jewish Families: |  | Jewish Individuals: |  |

**CONGREGATIONAL STATISTICS**

|  |  |  |
| --- | --- | --- |
| Number of member units today: |  | (total) |
| Families |  | Single Members |  | Children (age 0-4) |  | Children (age 5-13) |  |
| Age Distribution is: |  |  |

|  |  |  |
| --- | --- | --- |
| Number of member units 5 years ago: |  | (total) |
| Families |  | Single Members |  | Children (age 0-4) |  | Children (age 5-13) |  |

|  |  |
| --- | --- |
| Future Demographic Projections are: |  |

|  |  |
| --- | --- |
| Date Synagogue Founded: |  |
| Are you affiliated with United Synagogue? |  |
| If not, what is the name of the organization with which you are affiliated? |  |
| Is there a synagogue building? (if yes, when was it built?) |  |

**SYNAGOGUE FACILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| Number of permanent seats in sanctuary: |  | Sanctuary expandable to: |  |
| Number of Classrooms: |  | Number of Offices: |  |

Please check all that apply:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Social Hall/Auditorium |  | Kitchen |  | Library |
|  |  |  |  |  |  |
|  | Youth Lounge |  | Rabbi’s Study |  | Hazzan’s Study  |
|  |  |  |  |  |  |
|  | Day Care |  | Other:  |  |

**() OTHER PROFESSIONAL STAFF**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Rabbi |  | Assistant Rabbi |  | Educator or Principal |
|  |  |  |  |  |  |
|  | Executive Director |  | Organist |  | Ritual Director |
|  |  |  |  |  |  |
|  | Secretarial |  | Youth Director |  | Choir Director |
|  |  |  |  |  |  |
|  | Other: |  |  |  |

**RELIGIOUS SCHOOLS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a weekday Hebrew School? |  | Yes |  | No |
|  If so, how many days per week? |  |  |
|  How many pupils? |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a Sunday School? |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a High School? |  | Yes |  | No |

|  |  |  |
| --- | --- | --- |
| How many B’nai Mitzvah per year? |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are there tutors for B’nai Mitzvah? |  | Yes |  | No |

**RELIGIOUS SERVICES AND AUXILIARY ACTIVITIES**

What prayer book does the synagogue use for:

|  |  |
| --- | --- |
| Sabbath and Festivals: |  |
| Daily Services: |  |
| High Holy Days: |  |

What is the adult attendance at services without a Bar or Bat Mitzvah?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Kabbalat Shabbat: |  | Festivals: |  | High Holy Days; |  |
| Shabbat Morning: |  | Daily Morning Minyan: |  | Daily Evening Minyan: |  |

**RELIGIOUS SERVICES AND AUXILIARY ACTIVITIES CONT.**

What is the participation of **women** in services?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Aliyot: |  | Count in Minyan: |  | All Torah Honors: |  |
| Board Members: |  | Congregational Officers: |  | Committees: |  |
| Other: |  |

What is the type of Torah reading?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Kriah: |  | Triennial: |  | Torah is read by: |  |

Hazzan officiates with:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organ: |  |  Professional Choir: |  |  Volunteer Choir: |  |

Use of instrumentation:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Friday Evening: |  | Sabbath Morning: |  | Festivals: |  | High Holy Days: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attendance at Youth and Children’s Services? |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| USY Membership? |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Men’s Club Membership? |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sisterhood Membership? |  | Yes |  | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Kadimah, pre-high school, youth group membership? |  | Yes |  | No |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of present Rabbi: |  | Years served: |  |
| Name of preceding Rabbi: |  | Years served: |  |
| Name of present Hazzan: |  | Years served: |  |
| Name of preceding Hazzan: |  | Years served: |  |

# Synagogue Mission

What are the three primary goals of your synagogue?

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| --- |
|  |

What are your synagogue’s strengths?

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| --- |
|  |

What are your congregation’s weaknesses?

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| --- |
|  |

The three most important issues to confront your synagogue in the next five years will be:

|  |
| --- |
|  |

# Synagogue Mission CONT.

What three qualities are most important to you in your new Hazzan?

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| --- |
|  |

The three most important priorities of our Hazzan should be:

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| --- |
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**REMUNERATION**

**NOTE: We cannot process your application without the completion of this section. You must provide specific figures. Do not write “negotiable.”**

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed Salary Range: |  | to |  |

|  |  |  |
| --- | --- | --- |
| Pension Contribution: |  |  |

In addition, the congregation offers the following benefits (check all that apply):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Medical-Hospitalization |  | Convention Allowance |  | Major Medical Insurance |
|  |  |  |  |  |  |
|  | Organizational Dues |  | Sabbatical |  | Car Allowance |
|  |  |  |  |  |  |
|  | Life Insurance |  | Entertainment Allowance |  | Books and Periodicals |
|  |  |  |  |  |  |
|  | Social Security Reimbursement |  | Income-Disability Insurance |
|  |  |  |  |
|  | Other: |  |

Housing:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is housing provided by the Congregation? |  | Yes |  | No |

|  |  |  |
| --- | --- | --- |
|  If yes, how far is it from the synagogue? |  |  |

|  |  |  |
| --- | --- | --- |
|  If not, what is the average cost of housing? |  |  |
|  What type of housing is available? |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Is affordable housing available within  walking distance of the synagogue? |  | Yes |  | No |

What are the housing arrangements with the current Hazzan?

|  |
| --- |
| [type answer here] |

**Thank you for completing the Congregational Questionnaire. At the Cantorial Placement Commission, we are committed to doing our best to assist you during your search. Once again, if you have any questions or concerns, please feel free to contact us.**

**If so desired, additional job description or documentation may be sent to teriwoodruff@cantors.org.**

Our congregation agrees to search for a Cantor through the Cantorial Placement Commission of the Conservative Movement.  As the Cantors Assembly charges no fee for this service, we understand that in return the Cantors Assembly requires congregations to search for a Cantor exclusively through its Placement Commission for an initial period of three months.\*

During this three-month exclusive listing period, we will only interview cantors whose resumes are sent to us by the Cantors Assembly and will not seek candidates through any other means, including, but not limited to, an agent, agency, advertisement or through social media.

At the end of this three-month period, should we elect to broaden our search to include applications from non-Cantors Assembly candidates, we will so notify the Cantors Assembly. If we elect to bring a non-Cantors Assembly member to our synagogue for an in-person interview, we will, likewise, promptly inform the Cantors Assembly (the Cantors Assembly does not require that the names of such candidates be shared).

We further commit, throughout this process, to provide ongoing and timely updates to the Placement Commission on the status of our search.  We also understand that the Cantorial Placement Commission may deny service to a congregation should ethical or Halachic concerns arise.\*\*

**By submitting this form, the congregation and its representatives agree to abide by these placement rules.**

**Signature (or Digital Signature) of Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*In extenuating circumstances for which a congregation can demonstrate compelling reasons that it cannot abide by the exclusivity provision, a waiver may be requested.

\*\*Please be aware that a severance dispute with your current or former Hazzan may cause a delay in our ability to forward Cantors Assembly candidates. Should there be such a conflict, we urge you to resolve the matter amicably and as quickly as possible.