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**Congregational Questionnaire and Job Description**

 **Worksheet**

The following worksheet is intended to assist you and your search committee in generating a comprehensive needs assessment for your Hazzan position. It has been designed to encourage open and productive conversations within the search committee and the congregation. You will have opportunities, in the on-line version, to upload photos, bios and websites aimed at giving the candidates a comprehensive view of your community, both in and out of the Synagogue. You will also find a section to upload a formal Job Description, if you have one.

 The document matches the on-line Congregational Questionnaire and Job Description version. When this worksheet is complete, you can easily enter the information onto the online Questionnaire as well as uploading the supporting material.

At the end of the on-line version, you will be asked to electronically sign the Placement Agreement. Once you sign and click, “submit,” your completed Questionnaire will go directly to the Placement Office for processing, and you’ll receive confirmation of receipt. We will also notify you when your Questionnaire goes live.

 If you have questions please contact Crystle Martin, Placement Coordinator at 330.864.8533 x201 or via e-mail: [crystlemartin@cantors.org](file:///C%3A%5CUsers%5CMartha%20S.%20Kelly%5CDocuments%5CCA%20PLACEMENT%5C2017-2018%20Placement%20Year%5CCongregations%5Ccrystlemartin%40cantors.org)

**55 S. Miller Road, Suite 201, Fairlawn, OH 44333-4168 \* 330.864.8533**

**Date:**

1. **What is the Complete Name of your Congregation?**
2. **What is your Congregation’s address?**
3. **Primary Synagogue Telephone?**
4. **Synagogue Fax Number?**
5. **Synagogue Website?**

**ABOUT YOUR CANTORIAL SEARCH TEAM**

1. **What is Your Name?**

1. **What is your best contact phone number?**
2. **What is your email address?**
3. **What is your role in the congregation?**
* **President**
* **Cantorial Search Chair**
* **Personnel Director**
* **Rabbi**
* **Executive Director**
* **Other (please tell us your role in the congregation)**
1. **What is the name of your congregation’s President?**
2. **What is your President’s email?**
3. **If not you, what is the name of the Cantorial Search Chair?**
4. **What is the Cantorial Search Chair’s Best Contact Phone?**
5. **What is the Cantorial Search Chair’s email?**

1. **Is there a Co-chair of your Cantorial Search Committee?**
* **Yes**

**What is the Co-Chair’s Name?**

 **What is the Co-Chair’s email?**

 **What is the Co-Chair’s best contact number?**

* **No**
1. **Does your congregation have an Executive Director?**
* **Yes**
* **No**
1. **What is your Executive Director’s name?**
2. **What is your Executive Director’s email address?**
3. **What is your Executive Director’s best contact phone?**

**CANDIDATE SUBMISSION INFORMATION**

1. **To whose attention should submissions be directed?**
* **Cantorial Search Chair (or Chair’s)**
* **President**
* **Executive Director**
* **Rabbi**
* **Personnel Director**
* **Other (please tell us to whom the submissions should be directed)**
1. **How would you prefer to receive submissions from Candidates?**
* **Email**
* **US mail**
* **Fax**
* **Hand Deliver**
1. **What is the email address for submissions?**

**ABOUT YOUR LOCAL COMMUNITY**

1. **What Jewish agencies or facilities are located in your area?**
* **JCC**
* **Federation and Welfare Fund**
* **Jewish Hospital(s)**
* **Jewish Community Relations Council**
* **Jewish Board of Children and Family Services**
* **Jewish Vocational Services**
* **Kosher Groceries**
* **Kosher Restaurants**
* **Jewish Home for the Aged**
* **Independent Living for Senior Citizens**
* **Mikveh**
* **None**
* **Other (please tell us what other Jewish agencies or facilities are located in your area)**
1. **How many other Conservative synagogues are located in your community?**
2. **How many other synagogues of other denominations are located in your community?**
3. **What other major institutions are in your area?**
4. **What colleges and universities are located in your area?**
5. **Is there a Solomon Schechter or other Jewish K-8 all-day school in or near your community?**
* **Yes**
* **No**
1. **If Yes, what is it called?**
2. **Is there a Jewish high school in or near your community?**
* **Yes**
* **No**
1. **If Yes, what is it called?**

1. **What is the total population of your community?**
2. **How many Jewish families live in your community?**
3. **How many Jewish individuals live in your community?**
4. **Please share some unique or special attributes that speak to the quality of life in your area:**
5. **Where can I look on the Web for info about the local Jewish Community?**

**ABOUT YOUR CONGREGATION**

1. **How many family or member units belong to your congregation currently?**
2. **Of that number, how many represent families?**
3. **How many represent single members?**
4. **How many children aged 0-4 are in your congregation?**
5. **How many children aged 5-13 are in your congregation?**
6. **How many family or member units did your congregation have five years ago?**
7. **Of that number how many represented families?**
8. **How many of those units represented single members?**
9. **How many children aged 0-4 were in your congregation at that time?**
10. **How many children aged 5-13 were in your congregation at that time?**
11. **What are your future demographic projections?**
12. **When was your synagogue founded?**
13. **Is your synagogue affiliated with United Synagogue of Conservative Judaism?**
* **Yes**
* **No**
1. **If not, please tell us the name(s) of the organizations with which you are affiliated.**

**ABOUT YOUR FACILITES**

1. **Does your synagogue have its own building?**
* **No**

**If you answered no, where does your Synagogue conduct its activities?**

* **Yes**
1. **Please share a representative photo of your building.**
2. **When was it built?**
3. **How many permanent seats does your sanctuary have?**
4. **How many people can your sanctuary expand to hold?**
5. **How many classrooms are located in your building?**
6. **How many offices does your building contain?**
7. **What other offices/facilities does your congregation have?**
* **Social Hall**
* **Day Care**
* **Kitchen**
* **Library**
* **Youth Lounge**
* **Rabbi’s Study**
* **Hazzan’s Study**
* **Chapel**
* **Bride’s Room**
* **Audio Visual Control Room**
* **Board Room**
* **Other (please tell us what other offices/facilities your congregations has)**
1. **What other spaces are located in your building?**
2. **Does your synagogue have an arrangement with an on-site caterer?**
* **Yes**
* **No**

**ABOUT YOUR PROFESSIONAL STAFF**

1. **Does your congregation currently have a hazzan?**
* **No**

 **1A. Has your congregation been served by a hazzan in the past?**

 ***Yes***

 **1B. What is the name of your previous hazzan?**

 **1C. How long did your previous hazzan serve the congregation?**

 **1D. How long has your congregation been without a hazzan?**

 ***No***

* **Yes**
1. **What is the name of your current hazzan?**

1. **How long has your current hazzan served the congregation?**
2. **What is the name of your previous hazzan?**
3. **How long did your previous hazzan serve the congregation?**
4. **Which other professional staff members does your synagogue have?**
* **Rabbi**
* **Assistant Rabbi**
* **Executive Director**
* **Educator/Principal**
* **Ritual Director**
* **Choir Director**
* **Organist**
* **Clergy Assistant**
* **Youth Director**
* **Marketing Director**
* **Administrative Assistant**
* **Graphic/Web Designer**
* **Other (please tell us what other professional staff members your synagogue has)**
1. **What additional staff members does your congregation employ?**
2. **What is your rabbi’s name?**
3. **How many years has your rabbi served your congregation?**
4. **Please upload a photo of your rabbi**
5. **Please share a website link to your rabbi’s bio, if there is one.**
6. **What is the name of your previous rabbi?**
7. **How many years did your previous rabbi serve the congregation?**
8. **What is your assistant rabbi’s name, if any?**
9. **How long has your assistant rabbi served your congregation?**
10. **Please upload a photo of your assistant rabbi**
11. **Please share a website link to your assistant rabbi’s bio, if there is one**

**ABOUT YOUR EDUCATION PROGRAMMING**

1. **Do you have a weekday Hebrew School?**
* **Yes**
* **No**
1. **If so, how many days per week does your Hebrew school meet?**
2. **How many students are enrolled?**
3. **Does your Hebrew School ever meet on Shabbat?**
* **Yes**
* **No**
1. **If so, how often?**
2. **Do you have a Sunday School?**
3. **What role does the current Hazzan play in the Hebrew School?**
4. **Do you have any infant or early childhood programming?**
5. **What role does your hazzan play in your early childhood programming?**

1. **Do you have a High School?**

1. **If yes, how many students are enrolled?**
2. **What role does your current hazzan play in your High School program?**
3. **How many B’nai Mitzvah do you have each year?**
4. **Who handles B’nai Mitzvah tutoring?**
* **Hazzan**
* **Rabbi**
* **Tutors**
* **Ritual Director**
* **Education Director**
* **Assistant Rabbi**
* **Other (please tell us who else handles B’Nai Mitzvah tutoring)**

**ABOUT YOUR SERVICES/TEFILAH**

1. **What prayer book does the synagogue use for Shabbat and Festivals?**
* **Siddur Lev Shalem**
* **Sim Shalom (“slim” – Shabbat/Festival only)**
* **Sim Shalom (full)**
* **Siddur Hadash**
* **Other**

1. **Which siddur do you use for daily services?**

1. **Which mahzor do you use for High Holy Days?**

**What is the adult attendance at services without a Simcha?**

* **Kabbalat Shabbat**
* **Shabbat Morning**
* **Daily Morning Minyan**
* **Daily Afternoon/Evening Minyan**
* **Festivals**
* **High Holy Days**

**How are Diversity and Inclusion Represented in your Congregational Life?**

1. **Have both men and women served as clergy in your congregation?**
* **Yes**
* **No**
1. **Is your congregation fully egalitarian?**
* **Yes**

 **Please share any additional thoughts about what diversity and inclusion look like in your congregation.**

* **No**

 **May both women and men receive Aliyot to the Torah?**

* **Yes**
* **No**

 **May both men and women receive all other honors?**

* **Yes**

**Please write them in the space below:**

**e.g. ark openings, g’lilah, lead pesukei etc.**

* **No**
1. **Are both women and men counted in Minyan?**
* **Yes**
* **No**
* **Other**
1. **May both men and women serve as board members?**
* **Yes**
* **No**
1. **May both women and men serve as congregational officers?**

* **Yes**
* **No**
1. **May both men and women serve on congregational committees?**
* **Yes**
* **No**

 **Please share any additional thoughts about what diversity and inclusion look like in your congregation.**

**Additional Questions**

1. **What is the type of Torah reading?**
* Full Kriah
* Triennial
* Other
1. **Who is responsible for preparing Torah Readings?**
2. **Hazzan officiates with:**

 **(check all that appy)**

* **Piano/Organ**
* **Professional Choir**
* **Volunteer Choir**
* **Guitar or other Instruments**
* **Musicians**
* **None**
* **Additional Detail (if any)**
1. **When are instruments used in your services?**
* **Shabbat Evening – Kabbalat Shabbat only**
* **Shabbat Evening - including Ma’ariv**
* **Shabbat Morning**
* **Shabbat Afternoon**
* **Festivals**
* **High Holy Days**
* **Never**
1. **Attendance at Youth and Children’s Services**

* **Yes**
* **No**
1. **USY Membership**
* **Yes**
* **No**
1. **Kadima Membership**
* **Yes**
* **No**
1. **Other Youth Group Membership**
* **Yes**
* **No**
1. **Sisterhood Membership**
* **Yes**
* **No**
1. **Men’s Club**
* **Yes**
* **No**

**SYNAGOGUE AND SEARCH GOALS**

1. **What are the three primary goals of your synagogue?**
2. **What are your synagogue’s strengths?**

1. **What are your synagogue’s challenges?**
2. **What do you see as the three most important issues that will confront your synagogue in the next five years?**
3. **What three qualities are most important to you in your new hazzan?**
4. **What will be the three most important priorities of your new hazzan?**

**COMPENSATION**

1. **What is the Proposed Salary Range for your new hazzan?**
2. **Anticipated pension contribution?**
3. **In addition, the congregation offers the following benefits:**
* **Medical-Hospitalization**
* **Organizational Dues**
* **Life Insurance**
* **Social Security Reimbursement**
* **Convention Allowance**
* **Sabbatical**
* **Entertainment Allowance**
* **Major Medical Insurance**
* **Car Allowance**
* **Books and Periodicals**
* **Professional Development**
* **Income-Disability Insurance**
* **Other (please tell us what additional benefits will be offered)**
1. **Is housing provided by your congregation?**

* **Yes**

 **If Yes, how far is it from the synagogue?**

 **What are the housing arrangements of your current hazzan?**

* **No**
1. **What is the average purchase price of residential housing in the area?**
2. **What is the average price of rental housing in the area?**
3. **What type of housing is available?**

* **Apartments**
* **Single Family Homes**
* **Condos**
1. **Is affordable housing available within walking distance of the synagogue?**
2. **Are there any additional details regarding housing arrangements that you wish to share?**

***At the end of the on-line Questionnaire, you will be asked to electronically sign the Placement Agreement. If you have any questions please contact Crystle Martin at 330.864.8533 x201 or via e-mail:*** [crystlemartin@cantors.org](file:///C%3A%5CUsers%5CMartha%20S.%20Kelly%5CDocuments%5CCA%20PLACEMENT%5C2017-2018%20Placement%20Year%5CCongregations%5Ccrystlemartin%40cantors.org)

**Be assured that the conduct of CA members is of paramount importance to us. All are expected to comply with our Code of Professional Conduct, which you may view by accessing the following link on our website (provide link here). The Cantors Assembly, however, has no obligation to perform background checks or investigate any claims or allegations against any cantors including but not limited to any allegations of sexual assault or harassment and specifically disclaims any liability for anything related thereto. It is the responsibility of the congregation to perform any such investigation prior to making a hiring decision**.

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.

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:**

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 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*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.