

## **Cantorial Search Committee Member Job Description**

**Qualifications:** Have a connection to constituencies of the congregational community; i.e. ritual, education, youth, financial support, long standing member, day/religious school, choirs, seniors, social action, programming, etc. Articulate, open-minded, and able to work as a team member.

### **Job Responsibilities:**

- Review, discuss, and rank candidates for the position of Cantor, leading to a recommendation to the Board of Trustees.
- Work with committee members in a positive, productive way in order to facilitate communication.
- Participate in the writing of interview questions and assessing the answers received. Make phone calls to candidates' references and report discussions to committee.
- Maintain the integrity of the committee by not breaching the boundaries of confidentiality concerning potential candidates and committee members.
- Participate actively, when possible, to escort potential candidates around town when they visit, provide hospitality as needed (i.e. welcome basket in hotel room) and assist with phone calls, reservations, itineraries, and general committee duties as capable and needed.

**Compensation:** The understanding that you are serving your temple community in the most important possible way. You will have the respect and trust from the board of directors that you deserve for serving in this position and you will have the utmost respect and thanks from the board, your chairperson and your temple family.