  

**Joint Cantorial Placement Commission/American Conference of Cantors**

1375 Remington Rd, Suite M, Schaumburg, IL 60173 P: 847-781-7800 F: 847-781-7801

[placement@accantors.org](mailto:placement@accantors.org)

Congregational Application for Full-time or Limited-service Cantor Placement

*Prior to submitting this application, please review the Placement Procedures of the Joint Cantorial Placement Commission and other information on the ACC website,* [*www.accantors.org.*](http://www.accantors.org/) *Please complete this application electronically, save it as a PDF, and return via email (as an attachment) to* [*placement@accantors.org.*](mailto:placement@accantors.org)

In keeping with the highest ideals of Reform Judaism our congregation agrees:

1. To abide by our teaching that each individual is created in *b’tzelem Elohim*, in the image of God, so that we will include in our search all candidates regardless of age, gender, gender identity, sexual orientation, race, color, disability, national origin or marital status. We will comply with all Federal, State and Local laws applicable to the Placement process.
2. To follow the rules, policies and procedures of the “Placement Procedures of the Joint Cantorial Placement Commission.”
3. To take into consideration the principles of “The Guidelines for Cantorial- Congregational

Placement Relationships.”

1. To conduct our search solely through the Reform Movement’s Joint Cantorial Placement

Commission.

1. We have read the Placement Procedures of the Joint Cantorial Placement Commission (JCPC) found on the ACC’s website [(www.accantors.org](http://(www.accantors.org)) and we agree to adhere to all of the placement procedures contained therein.
2. We are aware that pulpit vacancies may attract applications from individuals without full credentials. Members of the ACC will discuss placement only through the auspices of the JCPC. Any application received directly from a cantor, soloist, songleader or from anyone outside of the JCPC process should be forwarded to the Director of Placement at the ACC office.
3. We will send an acknowledgement of the receipt of each resume to the placement office and the candidate. We will let candidates know as soon as possible when we are no longer considering them for the position.
4. We will keep the ACC placement office informed of the status of each candidate. We will notify the office when we conduct candidate interviews, when we commence and conclude negotiations with any candidate, and when a contract is signed.
5. We will reimburse all travel and related expenses for each cantor invited for an interview.
6. For URJ congregations: We are a member in good standing of the URJ and are current with our RMAC Contribution.
7. The undersigned affirms that he or she has authority to sign this Application for the Congregation, and, on behalf of the Congregation, represents that the responses and information provided are truthful, complete and accurate, and that no material information has been omitted.

Any modification to the language of points 1-11 above will be deemed a breach of the Joint Cantorial Placement Commission protocols and procedures. Such a breach will immediately disqualify a congregation from participating in the Placement process.

PLEASE NOTE: ELECTRONIC SIGNATURES WILL BE DEEMED THE EQUIVALENT OF WRITTEN SIGNATURES

On behalf of the Congregation:

|  |  |
| --- | --- |
| Signature of president: | Date: |
|  |  |
| Signature of search chair(s): | Date: |
|  |  |
| Signature of senior clergy: | Date: |
|  |  |
| Signature of executive director/administrator: | Date: |
|  | |
| Name of congregation: | |
|  |  |

***Congregational Search/Leadership Information***

|  |  |
| --- | --- |
| **Date of application:** |  |
| **Full-time or limited service:** |  |
| **Name of Congregation:** |  |
| **Total number of member units:** |  |
| **Congregational affiliation: (URJ, USCJ, or other):** |  |
| **Complete mailing address:** |  |
| **Website address:** |  |
| **Synagogue telephone:** |  |
| **Chair(s) of Search Committee:** |  |
| **Daytime phone:** |  |
| **Evening phone:** |  |
| **Email:** |  |
| **Senior Clergy:** |  |
| **Daytime phone:** |  |
| **Evening phone:** |  |
| **Email:** |  |
| **Temple President:** |  |
| **Daytime phone:** |  |
| **Evening phone:** |  |
| **Email:** |  |
| **Please email resumes and sound files to:** |  |
| **Please cc resumes and sound files to:** |  |

* 1. ***Professional Team and Staff***

|  |  |
| --- | --- |
| **Title/Name** | **Congregational role (senior clergy, associate clergy, assistant clergy, educators, executive director, b/mitzvah coordinator, etc.)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

* 1. ***Congregational Identity***

|  |  |
| --- | --- |
| **Total number of member units today:** | |
| **Number of member units in the following categories:** | |
| **Families:** |  |
| **Single members:** |  |
| **B/Mitzvah students:** |  |
| **Children 5-12:** |  |
| **Children 0-4:** |  |
| **Overall age distribution within congregation today:** |  |
| **Total number of member units five years ago:** | |
| **Number of member units in the following categories:** | |
| **Families:** |  |
| **Single members:** |  |
| **B/Mitzvah students:** |  |
| **Children 5-12:** |  |
| **Children 0-4:** |  |

Future demographic predictions:

|  |  |
| --- | --- |
| **Date synagogue founded:** |  |
| **Date synagogue built:** |  |
| *(You will be asked to provide a brief history of the synagogue at the end of the application.)* | |

Our Congregation’s Core Values Are:

The three most important things a cantor needs to know about our congregation are:

# 1.

2.

3.

The three primary goals of our synagogue are:

# 1.

2.

3.

The three most important issues to confront our congregation in the next few years will be:

# 1.

2.

3.

Our congregation’s strengths are:

Our congregations challenges are:

Our congregational leadership and search committee will have participated in diversity, equity, and inclusion training by:

(insert date) Please elaborate:

Congregational Policies

Our congregation has a congregational ethics policy:

*(For more information on these policies, visit:* [*http://tiny.cc/URJethics)*](http://tiny.cc/URJethics)

Yes No

*Please elaborate:*

Our congregation has a family leave policy:

*(For more information on these policies, visit* [*https://womensrabbinicnetwork.org/Family-Leave)*](https://womensrabbinicnetwork.org/Family-Leave)

Yes No

*Please elaborate:*

* 1. ***Synagogue Facilities***

|  |  |
| --- | --- |
| **Permanent seats in sanctuary:** |  |
| **Sanctuary seating is expandable to:** |  |
| **Total number of offices:** |  |
| **Total number of classrooms:** |  |
| **Which of the following do you have as part of your facility?** | |
| **Social Hall/Auditorium** |  |
| **Kitchen** |  |
| **Library** |  |
| **Youth Lounge** |  |
| **Cantor’s study/office** |  |
| **Chapel** |  |
| **Grand piano** |  |
| **Upright piano** |  |
| **Electric keyboard** |  |
| **Other** |  |

* 1. ***Religious Services/Practices***

Briefly describe your services on Shabbat and *Chagim* (Festivals):

**Briefly describe your services on the *Yamim Nora’im* (High Holy Days):**

*(Please include whether you have multiple services, and what those are. Please also tell us if you celebrate one day of Rosh Hashanah, or two.)*

|  |  |
| --- | --- |
| Which prayerbook(s) do you use for Shabbat and *Chagim*? |  |
| Which prayerbook(s) do you use for the *Yamim Nora’im*? |  |

Do you use Visual *Tefillah*? If so, briefly describe when and how:

B/mitzvah services are conducted on:

*(Please include days of the week as well as time of day.):*

* 1. ***Music***

|  |  |
| --- | --- |
| **Piano is used on:** | *(O=Occasionally; A=Always; N=Never)* |
| **Shabbat** |  |
| **Chagim** |  |
| **Yamim Nora’im** |  |
| **Organ is used on:** | *(O=Occasionally; A=Always; N=Never)* |
| **Shabbat** |  |
| **Chagim** |  |
| **Yamim Nora’im** |  |
| **Guitar is used on:** | *(O=Occasionally; A=Always; N=Never)* |
| **Shabbat** |  |
| **Chagim** |  |
| **Yamim Nora’im** |  |
| **Worship band is used on:** | *(O=Occasionally; A=Always; N=Never)* |
| **Shabbat** |  |
| **Chagim** |  |
| **Yamim Nora’im** |  |

Please add any further comments to elaborate on your answers above:

Which worship music is used most in your congregation? Please list styles as well as composers and songwriters.

Do you consider your worship music to be (please choose only one):

|  |  |
| --- | --- |
| **Classical** |  |
| **Folk/Rock** |  |
| **Chant** |  |
| **Eclectic** |  |

Other (please describe):

* 1. ***Lifelong Learning:***

**Youth Education and Programming:**

Which of the following religious school/youth programs do you have?

|  |  |
| --- | --- |
| **Weekday Hebrew School** |  |
| **High School** |  |
| **Early Childhood Preschool** |  |
| **Weekend Religious School** |  |
| **Other (please describe):** |  |

Please summarize the religious school/youth program philosophy:

Please tell us which grade levels attend Hebrew School:

Please tell us which grade levels attend weekend Religious School:

Please tell us about your high school education program, if applicable:

|  |  |
| --- | --- |
| **Do you have a high school youth group?** |  |
| **How many teachers in your religious school/youth programs?** |  |
| **How many students attend your religious school/youth programs?** |  |
| **Do you have a school building?** |  |
| **If not, where do classes meet?** |  |
| **Whether or not you have a school building, is there an option for off-site classes or independent study (not including b.mitzvah)?** |  |
| **Is high school part of a communal school?** |  |
| **How many days/week does your youth programming occur?** |  |

Adult Education and Programming:

|  |  |
| --- | --- |
| **How many days/week are adult education classes offered?** |  |
| **Are adult education classes offered on-site?** |  |
| **Are adult education classes offered off-site? If so, where?** |  |
| **Are adult education classes offered via Zoom or other web platform?** |  |

Please tell us something about your ongoing adult education classes:

Please list any adult classes/opportunities that occur only once per year:

* 1. ***Important Considerations***

The three most important qualities we are looking for in our new cantor are:

# 1.

2.

3.

The three most important priorities of our new cantor should be:

# 1.

2.

3.

**We dream that our new cantor will** *(Play an instrument? Pursue their Jewish passions? Teach adult education? Lead social justice initiatives? Find their home here?)...*

Do the Temple clergy attend Temple Board Meetings?

Any further comments?

* 1. ***Community Profile***

Which of the following do you have in your community?

|  |  |
| --- | --- |
| **Liberal Day School** |  |
| **Federation** |  |
| **Jewish Home for the Aged** |  |
| **Jewish Community Relations Council** |  |
| **Jewish Community Center** |  |
| **Other Jewish Agencies and Facilities** |  |

*Please elaborate:*

|  |  |
| --- | --- |
| **How many other Reform Congregations?** |  |
| **How many USCJ Congregations?** |  |
| **How many Reconstructing Judaism Congregations?** |  |
| **How many Orthodox Congregations?** |  |
| **How many Renewal Congregations?** |  |

Please tell us about the colleges and universities in your area:

Please tell us about other major community institutions:

Please tell us about the cultural and recreational opportunities that your area offers:

What else would you like us to know about your community/town/city?

* 1. ***Remuneration*** *(We require that you indicate a specific figure or salary range. This information is required in order for this application to be complete.)*

|  |  |
| --- | --- |
| **Proposed salary (including parsonage):** |  |
| **Percentage of retirement contribution in addition to salary, including parsonage** *(15% is customary)***:** |  |

Standard Benefits in addition to salary:

|  |  |
| --- | --- |
| **Medical—Hospitalization** |  |
| **Cantor** |  |
| **Cantor’s spouse** |  |
| **Cantor’s children** |  |
| **Major Medical Insurance** |  |
| **Cantor** |  |
| **Cantor’s spouse** |  |
| **Cantor’s children** |  |
| **Long-term disability** |  |
| **Short-term disability** |  |
| **Convention/Continuing Education Allowance** |  |
| **Sabbatical** |  |
| **Dental Insurance** |  |
| **Cantor** |  |
| **Cantor’s spouse** |  |
| **Cantor’s children** |  |
| **Life insurance** |  |
| **Entertainment allowance** |  |
| **Books, periodicals, subscriptions** |  |
| **Organizational dues** |  |
| **Social Security reimbursement** |  |
| **Voice lesson subvention** |  |
| **Family leave** |  |
| **Car allowance** |  |
| **Cell phone** |  |
| **Religious school tuition** |  |
| **Preschool tuition (if synagogue has an on-site preschool)** |  |
| **Day school tuition (if synagogue has an on-site day school)** |  |

**Other** (please elaborate):

Is housing provided by the congregation? If so, please describe and list the distance from the congregation:

Average cost of housing in the area of the synagogue:

Type:

Distance from synagogue:

Housing arrangements with the current cantor:

* 1. ***Congregation Finances***

Size of Congregational budget:

Congregation’s financial condition *(please elaborate)*:

If there a deficit in any given year, how is it met?

Comments:

* 1. ***Other materials***

Please include the following additional information, attached as separate documents:

1. Cantor position description/roles and responsibilities
2. Congregational mission statement (a website link is fine)
3. Brief history of the congregation (a website link is fine)
4. Any other information about your congregation or community that you wish to share with the candidates