

Joint Cantorial Placement Commission/American Conference of Cantors
1375 Remington Road, Suite M, Schaumburg, IL 60173
(847) 781-7800 phone (847) 781-7801 fax
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 at www.accantors.org. Please complete this application electronically and return via email (as an attachment) to placement@accantors.org. Send a paper copy of your application form, with an original signature, to the Placement Office at the street address listed above.

Note: the application will not be complete without both parts. Be sure to complete the Acknowledgments Section, which you can find here https://www.accantors.org/system/files/public-files/cong_placement_app_ft_2021-22_acknowledgments_page_pp_protected.pdf

I. OVERALL

DATE OF APPLICATION		
FULL-TIME OR LIMITED SERVICE POSITION?		
NAME OF CONGREGATION		TOTAL # OF MEMBER UNITS:
CONGREGATION AFFILIATION: URJ, UNITED SYNAGOGUE, OR OTHER (SPECIFY)		URJ DISTRICT:
STREET ADDRESS		
WEBSITE ADDRESS		
TELEPHONE		
CHAIR OF SEARCH COMMITTEE		
TELEPHONE (DAY/EVENING)		
EMAIL		
SENIOR RABBI		
TELEPHONE (DAY/EVENING)		
EMAIL		
PRESIDENT		
TELEPHONE (DAY/EVENING)		
EMAIL		
PLEASE EMAIL RESUMES TO:		
PLEASE CC (EMAIL) RESUMES TO:		
PLEASE SEND MUSIC SAMPLES TO EMAIL ADDRESS:		

II. PROFESSIONAL STAFF

CURRENT CANTOR AND LENGTH OF TENURE

III.

PLEASE LIST THE NAMES OF EACH MEMBER OF THE PROFESSIONAL STAFF. INDICATE “**F**” FOR FULL TIME, “**P**” FOR PART-TIME, OR “**N/A**” IN THE CASE OF AN EMERITUS.

NAME (F, P, N/A)	NAME (F, P, N/A)
SENIOR RABBI	EARLY CHILDHOOD/ PRESCHOOL DIRECTOR
CANTOR	ACCOMPANIST
ASSISTANT RABBI	PROGRAM DIRECTOR
EXECUTIVE DIRECTOR	YOUTH DIRECTOR
EDUCATOR OR PRINCIPAL	SECRETARIAL
BOOKKEEPER	RABBI EMERITA/ EMERITUS
CANTOR EMERITA/EMERITUS	OTHER
OTHER	OTHER

IV. CONGREGATIONAL IDENTITY

TOTAL NUMBER OF MEMBER UNITS TODAY:				
<i>NUMBER OF MEMBER UNITS IN THE FOLLOWING CATEGORIES TODAY</i>				
FAMILIES:	SINGLE MEMBERS:	CHILDREN 0-4:	CHILDREN 5-13:	B'NEI MITZVAH:
OVERALL AGE DISTRIBUTION WITHIN CONGREGATION TODAY				
TOTAL NUMBER OF MEMBER UNITS FIVE YEARS AGO				
<i>NUMBER OF MEMBER UNITS IN THE FOLLOWING CATEGORIES FIVE YEARS AGO</i>				
FAMILIES	SINGLE MEMBERS:	CHILDREN 0-4:	CHILDREN 5-13:	B'NEI MITZVAH:
FUTURE DEMOGRAPHIC PROJECTIONS:				
DATE SYNAGOGUE FOUNDED:				
DATE BUILT:				
>>> YOU WILL BE ASKED TO PROVIDE A BRIEF HISTORY OF SYNAGOGUE AT END OF APPLICATION >>>>>				

IV. CONGREGATIONAL IDENTITY (CONTINUED)

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 IN OUR SYNAGOGUE IN THE NEXT FIVE YEARS WILL BE:

1.

2.

3.

OUR CONGREGATION'S STRENGTHS ARE:

OUR CONGREGATION'S WEAKNESSES ARE:

*OUR SEARCH COMMITTEE AND CONGREGATIONAL LEADERSHIP HAVE PARTICIPATED IN **IMPLICIT BIAS AWARENESS TRAINING**:*

YES

NO

PLEASE ELABORATE:

*OUR CONGREGATION HAS A **CONGREGATIONAL ETHICS POLICY** (FOR MORE INFORMATION ON CONGREGATION ETHICS POLICIES*

https://urj.org/what-we-do/congregational-life/ensuring-sacred-and-ethical-sacred-partnership?utm_source=InsideLeadership&utm_campaign=Feature&utm_medium=email&utm_content=2021_6_1)

YES

NO

PLEASE ELABORATE:

IV. CONGREGATIONAL IDENTITY (CONTINUED)

OUR CONGREGATION HAS A FAMILY LEAVE POLICY:

YES

NO

PLEASE ELABORATE:

V. SYNAGOGUE FACILITIES

PERMANENT SEATS IN SANCTUARY:			
SANCTUARY SEATING EXPANDABLE TO:			
TOTAL NUMBER OF OFFICES:			
TOTAL NUMBER OF CLASSROOMS:			
<i>WHICH OF THE FOLLOWING DO YOU HAVE AS PART OF YOUR FACILITY?</i>			
SOCIAL HALL/AUDITORIUM:	KITCHEN:	LIBRARY:	
YOUTH LOUNGE:	CANTOR'S STUDY/OFFICE:	CHAPEL:	
OTHER:			

VI. RELIGIOUS SERVICES/PRACTICES

BRIEFLY DESCRIBE YOUR SERVICES ON SABBATHS AND FESTIVALS:			
HIGH HOLY DAYS:			
PRAYER BOOKS USED:			
<i>DO YOU USE VISUAL TEFILLAH? IF SO, BRIEFLY DESCRIBE WHEN AND HOW</i>			
<i>DO YOU HAVE MULTIPLE SERVICES DURING THE HIGH HOLY DAYS?</i>			
ROSH HASHANAH EVE	SINGLE:	DOUBLE:	OVERFLOW:
ROSH HASHANAH DAY	SINGLE:	DOUBLE:	OVERFLOW:
KOL NIDRE	SINGLE:	DOUBLE:	OVERFLOW:
YOM KIPPUR	SINGLE:	DOUBLE:	OVERFLOW:
<i>FESTIVALS ARE OBSERVED</i>			
ONE DAY:		TWO DAYS:	
BAR/BAT/B'NAI MITZVAH CONDUCTED ON:			
SHABBAT AM?	SHABBAT PM?	OTHER?	

VII. MUSIC

<i>PIANO IS USED ON (PLEASE ANSWER ONE OF THE FOLLOWING: ALWAYS, OCCASIONALLY, NEVER)</i>		
SHABBAT:	HIGH HOLY DAYS:	FESTIVALS:
<i>ORGAN IS USED ON (PLEASE ANSWER ONE OF THE FOLLOWING: ALWAYS, OCCASIONALLY, NEVER)</i>		
SHABBAT :	HIGH HOLY DAYS:	FESTIVALS:
<i>GUITAR IS USED ON (PLEASE ANSWER ONE OF THE FOLLOWING: ALWAYS, OCCASIONALLY, NEVER)</i>		
SHABBAT :	HIGH HOLY DAYS:	FESTIVALS:
<i>WORSHIP BAND IS USED ON (PLEASE ANSWER ONE OF THE FOLLOWING: ALWAYS, OCCASIONALLY, NEVER)</i>		
SHABBAT :	HIGH HOLY DAYS:	FESTIVALS:
COMMENTS:		
WHICH TYPE OF WORSHIP MUSIC IS USED MOST OFTEN IN YOUR CONGREGATION? PLEASE LIST EXAMPLES: FOLK, ROCK, CLASSICAL, ETC. (COMPOSERS' NAMES ARE HELPFUL)		
<i>WHICH MUSICAL STYLES CHARACTERIZE YOUR SYNAGOGUE?</i>		
ECCLECTIC:	CLASSICAL:	FOLK/ROCK:
OTHER (PLEASE DESCRIBE):		

VIII. RELIGIOUS SCHOOLS

<i>WHICH OF THE FOLLOWING DO YOU HAVE?</i>		
WEEKDAY HEBREW SCHOOL	HIGH SCHOOL	EARLY CHILDHOOD/PRESCHOOL
WHAT GRADES:		
NUMBER OF TEACHERS :	NUMBER OF PUPILS:	NUMBER OF DAYS/WEEK:
DO YOU HAVE A SCHOOL BUILDING?	IF NOT, WHERE DO CLASSES MEET?	
IS HIGH SCHOOL PART OF COMMUNAL SCHOOL?		
SUMMARIZE THE SCHOOL PROGRAM AND PHILOSOPHY:		

IX. IMPORTANT CONSIDERATIONS

<i>THE THREE MOST IMPORTANT QUALITIES WE'RE LOOKING FOR IN OUR NEW CANTOR ARE:</i>	
1.	
2.	
3.	
<i>THE THREE MOST IMPORTANT PRIORITIES OF OUR NEW CANTOR SHOULD BE:</i>	
1.	
2.	
3.	
<i>THE THREE ACTIVITIES WE LEAST WANT OUR CANTOR TO BE INVOLVED IN ARE:</i>	
1.	
2.	
3.	
<i>DOES THE CANTOR ATTEND BOARD AND/OR OTHER CONGREGATIONAL LEADERSHIP MEETINGS?</i>	
COMMENTS:	

X. COMMUNITY PROFILE

<i>WHICH OF THE FOLLOWING DO YOU HAVE IN YOUR COMMUNITY?</i>	
JEWISH HOME FOR AGED :	JEWISH COMMUNITY RELATIONS COUNCIL:
FEDERATION AND WELFARE FUND:	DAY SCHOOL:
OTHER JEWISH AGENCIES AND FACILITIES:	
OTHER REFORM CONGREGATIONS (HOW MANY?)	CONSERVATIVE CONGREGATIONS (HOW MANY?)
ORTHODOX CONGREGATIONS (HOW MANY?)	RECONSTRUCTING JUDAISM CONGREGATIONS (HOW MANY?)
RENEWAL CONGREGATION (HOW MANY?)	
OTHER MAJOR INSTITUTIONS IN COMMUNITY:	
COLLEGES AND UNIVERSITIES IN AREA:	
CULTURAL AND RECREATIONAL OPPORTUNITIES INCLUDE:	
OTHER:	

XI. REMUNERATION

WE ASK THAT YOU INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. THIS INFORMATION IS REQUIRED IN ORDER FOR THE APPLICATION TO BE CONSIDERED COMPLETE.

<i>SALARY/PARSONAGE/PENSION</i>		
PROPOSED SALARY, INCLUDING PARSONAGE		
PERCENTAGE OF RETIREMENT CONTRIBUTION IN ADDITION TO SALARY (15% IS CUSTOMARY)		
<i>STANDARD BENEFITS, IN ADDITION TO SALARY (NOT INCLUDED IN "A" ABOVE)</i>		
MEDICAL-HOSPITALIZATION:	INCOME-DISABILITY INSURANCE:	MAJOR MEDICAL INSURANCE:
CONVENTION ALLOWANCE:	SABBATICAL:	CAR ALLOWANCE:
LIFE INSURANCE:	ENTERTAINMENT ALLOWANCE:	BOOKS AND PERIODICALS:
ORGANIZATIONAL DUES:	SOCIAL SECURITY REIMBURSEMENT:	VOICE LESSONS:
FAMILY LEAVE:		
OTHER:		

IS HOUSING PROVIDED BY CONGREGATION?		IF SO, DISTNCE FROM SYNAGOGUE?
IF HOUSING IS NOT COVERED BY CONGREGATION		
AVERAGE COST OF HOUSING:	TYPE:	DISTANCE:
HOUSING ARRANGEMENTS WITH CURRENT CANTOR		

XII. CONGREGATION FINANCES

SIZE OF CONGREGATIONAL BUDGET	
CONGREGATION'S FINANCIAL CONDITION	
IF THERE IS A DEFICIT IN ANY YEAR, HOW IS IT MET?	
COMMENTS:	

XIII. OTHER MATERIALS

PLEASE INCLUDE THE FOLLOWING ADDITIONAL INFORMATION BELOW OR ATTACH AS A SEPARATE DOCUMENT:

1. CANTOR POSITION DESCRIPTION FOR THE OPEN POSITION

2. MAP (OR LINK TO GOOGLE MAPS, MAP QUEST, ETC.) THAT INDICATES WHERE YOUR SYNAGOGUE IS LOCATED -- AND WHERE YOUR COMMUNITY IS LOCATED IN RELATION TO A MAJOR URBAN CENTER. THE LOCATION OF A COMMUNITY IS IMPORTANT TO CANDIDATES.

3. CONGREGATION'S MISSION STATEMENT

4. BRIEF TEMPLE HISTORY

5. ANY OTHER INFORMATION ABOUT YOUR CONGREGATION OR COMMUNITY THAT YOU WISH TO SHARE WITH CANDIDATES