



Transition Timing Plan

Adopted by the Board on November 14, 2023

Overview

Senior rabbi transition is a multi-year process. The plan assumes that the congregation will have 18 months from the time the Senior rabbi announces their intent to retire, to when they retire in practice, and includes a 12 month welcoming period once new leadership is in place. Successful implementation of this and any transition will require the voices, efforts, and inputs of Temple Micah's clergy and staff, as well as consideration of any particular circumstances of the Temple at the time the transition begins. Thus, this structure should be viewed as a set of guidelines to inform planning when the senior rabbi announces their decision to step down.

The plan suggests one of two expected timings:

	With Interim Rabbi	Without Interim Rabbi
Months 1-6	Announcement to retirement, intense congregational listening, consideration of permanent rabbinic leadership vs. interim vs. alternative leadership structure	
Months 6-18	Interim Rabbi Search Outgoing Senior Rabbi Goodbye	Choice: Senior Rabbi Search / Internal Hire / Alt. Leadership Structure Outgoing Senior Rabbi Goodbye
Months 18-32	Choice: Senior Rabbi Search / Internal Hire / Alt. Leadership Structure Senior Rabbi Search / Alt Leadership Scenario	Welcome new Rabbi
Months 30-42	Welcome New Rabbi	

When it becomes known that the senior rabbi will retire, the president will appoint the Transition Committee and the Discovery Committee. The executive director will serve as an ex-officio member on the Transition Committee and clergy and senior staff shall be consulted as appropriate. After receiving a report from the Discovery Committee and in consultation with the board, the Transition Committee will submit a recommendation to the board for the path (from table above) that is the best fit for Micah. From this recommendation, the Board will determine what other committees are needed, and when, to implement the plan. The Board will approve the scope of work (to include reporting expectations to the Board) for each committee before or at the time of the committee's creation.

Communications: Communicating with and input from Micah members is a critical part of the transition. The Transition Committee will communicate regularly to the congregation to report on progress and activities, and these updates will also be posted on a section of the website that will reflect any communications to members and provide a space to solicit member input. Especially early in the process, a concerted effort will be made as part of the [Listening Plan](#) to understand and incorporate member concerns and input into the selection of new leadership.

Interim Rabbi Model: The CCAR (the [Central Conference of American Rabbis](#)) recommends that congregations follow the Interim Rabbi model. An Interim Rabbi is specifically trained as a transitional rabbi. Their purpose is to help a congregation positively, successfully, and thoughtfully transition to a new Settled Rabbi. They are specially trained to help a congregation clarify its goals and objectives for a Settled Rabbi while performing the rabbinic duties for the synagogue. Since Interim Rabbis are not eligible to become permanent rabbis, they are in a unique position to work with the congregational leadership to help the congregation prepare for the next spiritual leadership structure.

The interim Rabbi's authority and work will be determined by the board in consultation with current leadership with the goal to maintain the congregation during the transition process. The interim rabbi will not have authority to make strategic nor personnel decisions without consultation with the executive director, clergy, or board as appropriate. It is expected that the lay leadership be consulted as needed by the clergy and senior staff to ensure proper delegation of tasks and authority during an interim rabbi period.

Alternate Clergy Leadership Model: There are two times in the plan when alternative clergy leadership structures could be proposed and considered: 1) before the decision to hire an Interim Rabbi (or not), i.e., within 6 months of retirement announcement; 2) before the decision to hire a new Senior Rabbi. Such alternative models should be proposed by the Transition Committee for the Board's approval, and would clearly be designed in consultation with existing clergy.

Committees and Responsibilities

Transition Committee: The transition committee is charged with coordinating the Discovery, Rabbinic Search, Celebration, and Welcoming sub-committees. The Transition Committee will be small, and to the extent possible given its size, be representative of the congregation. Ex-officio senior and other staff representation will be critical for the success of this committee. The Transition Committee will be constituted from the time of senior rabbi announcement to replacement. The Transition Committee will coordinate communication with the congregation across the various sub-committees, unless this communication is otherwise delegated. Communications strategy shall strive to maintain maximum transparency.

The Discovery Subcommittee is charged with the implementation of the [Listening Plan](#).

Rabbinic Search Committee (Interim and Senior): The rabbinic search committees will be charged with managing all elements of the rabbinic search, to keep the board and congregation informed of its activities and progress, providing recommendations to the board of directors, and arrange meetings between the final candidate(s) and the board of directors. The staffing of these committees will be approved by the Board. To ensure input and consultation, staff members may serve as ex-officio members on search committees. In addition and as appropriate, each Rabbinic Search Committee should work in close coordination with clergy and senior staff. The board will retain sole authority to make an offer and approve a hire, though authority may be delegated to the Rabbinic Search Committee(s) at the discretion of the Board.

Celebration Subcommittee: Although there is much attention on the search activity for the Interim and Settled Rabbi, the Celebration Subcommittee of the Transition Team will be charged with planning the celebrations and our ways to honor and say thank you to the outgoing senior rabbi. The transition Celebration Subcommittee should consult with the

development committee about fundraising opportunities to honor the retiring Senior Rabbi.

Welcoming Subcommittee: The Welcoming Subcommittee of the Transition Team will be charged with ensuring a welcoming and smooth transition for the new Senior Rabbi.

Former Presidents/Board Members: Pull together former Board leaders into an informal advisory group to support the Board.

Per Temple Micah Bylaws, all committees and “teams” must be approved by the board directly, or through a delegation of authority to form these committees.

Timeline

<p>Months 1-6</p>	<ul style="list-style-type: none"> ● Appoint Discovery Committee (board approval) ● Appoint Interim Rabbi Search Committee (board approval) ● Discovery Committee: Listening / Town Halls / Survey ● Discover Committee consolidates information and presents findings to search committee ● Keep congregation informed of activities ● Consideration of permanent rabbinic leadership vs. interim vs. alternative leadership structure 	
	<p>Interim Rabbi</p>	<p>No Interim Rabbi</p>
<p>Months 6-18</p>	<ul style="list-style-type: none"> ● Appoint Celebration Subcommittee; Celebration and goodbye activities to be conducted through Month 18. ● Months 6-9: Search Committee completes and submits a detailed job posting to the CCAR ● Months 10-15: Search Committee receives and reviews candidate applications, determines which candidates to contact and conducts virtual interviews. Based on the virtual interviews, it is 	<ul style="list-style-type: none"> ● Choice: Senior Rabbi Search / Internal Hire / Alt. Leadership Structure ● Appoint Celebration Subcommittee. Celebration and goodbye activities to be conducted through Month 18. <p><i>If external search:</i></p> <ul style="list-style-type: none"> ● Months 6-9: Search Committee completes and submits a detailed job posting to the CCAR ● Months 10-15: Search Committee receives and

	<p>determined which candidates should be invited for subsequent interviews or an in-person visit</p> <ul style="list-style-type: none"> • Months 13-18 in person interviews, Diligence • Search committee provides recommendation to Board of Directors; Board of Directors votes on recommendation • Keep congregation informed of activities 	<p>reviews candidate applications, determines which candidates to contact and conducts virtual interviews. Based on the virtual interviews, it is determined which candidates should be invited for subsequent interviews or an in-person visit</p> <ul style="list-style-type: none"> • Months 13-18 in person interviews, Diligence <p>Transition (if internal) or Search committee (if external) provides recommendation to Board of Directors; Board votes on recommendation</p> <ul style="list-style-type: none"> • Congregational meeting to vote on senior rabbi recommendation (see bylaws). • Keep congregation informed of activities
<p>Months 18-30</p>	<ul style="list-style-type: none"> • Welcome Interim Rabbi • Choice: Senior Rabbi Search / Internal Hire / Alt. Leadership Structure <p><i>If external search:</i></p> <ul style="list-style-type: none"> • Appoint Senior Rabbi Search Committee • Ensure communication of Discovery Committee findings to Search Committee • ~Month 20: Search Committee completes and submits a detailed job posting to the CCAR • ~Months 22-26: Search Committee receives and 	<ul style="list-style-type: none"> • Welcome new Rabbi • Keep congregation informed of activities

	<p>reviews candidate applications, determines which candidates to contact and conducts virtual interviews. Based on the virtual interviews, it is determined which candidates should be invited for subsequent interviews or an in-person visit</p> <ul style="list-style-type: none"> ● Months 26-28 in person interviews, Diligence ● ~Month 26: Appoint Welcoming Committee to begin work <p>Transition (if internal) or Search committee (if external) provides recommendation to Board of Directors; Board votes on recommendation</p> <ul style="list-style-type: none"> ● Congregational meeting to vote on senior rabbi recommendation (see bylaws). ● Keep congregation informed of activities 	
Months 30-42	<ul style="list-style-type: none"> ● Welcome new Rabbi ● Keep congregation informed of activities 	