



Rabbinic Search Committee Roles and Expectations for a permanent (“Settled”) Senior Rabbi

The Rabbinic Search Committee:

The Central Conference of American Rabbis (CCAR) recommends that congregational search committees for clergy positions include 9-15 people, with a goal of capturing a diverse cross-section of the congregation. We anticipate that our committee will have 11 members, including co-chairs.

The Transition Committee (TC) seeks to recommend a Rabbinic Search Committee (RSC) that represents the whole of Micah and as many facets of the congregation as possible. To that end, the TC has developed a list of different categories of congregants with the hope that the RSC can include at least one person from each of those categories/cohorts. (Some committee members may represent multiple cohorts.) The TC’s goal is to assemble a group of people who have demonstrated dedication to and understanding of the values of Temple Micah. Of course, the TC will need to be confident that the members are prepared to commit the time and energy required for this task. Further, impartiality as to specific candidates at the outset of the process is crucial.

Accordingly, the TC will not consider individuals who have submitted written comments to the Transition Committee or otherwise advocated for the hire of a particular rabbi.

The RSC will be working in collaboration with the TC, the board, and staff. To ensure clarity in roles and responsibilities, we plan to use a RACI chart to map the different participants’ points of engagement. (RACI identifies who is Responsible, Accountable, Consulted, and Informed.)

Interaction with the Transition Committee

The Transition Committee will be responsible for providing oversight and guidance to the RSC and help acclimate them to the work they will undertake. In order to do so, the TC will engage in regular dialogue with the RSC chairs, who will be expected to provide weekly updates. The TC will review the RSC’s timelines, work plans, and other work products and provide feedback. As with other committees under the oversight of the TC, the RSC will collaborate with the TC on communications to the board and community-wide communications, and the TC will continue to be the primary voice on all community-wide communications.

Interaction with the Board

The RSC (in concert with the TC) will keep the Board up to date on key developments related to the search, with care to provide sufficient time for meaningful Board engagement on key components such as the CCAR application itself and the Board's opportunity and responsibility to participate in the interviewing and hiring process. The Board will approve the application before submission. The expectation is that the RSC, working with the TC, will ultimately recommend a candidate to the Board. The Board would then vote to approve that recommendation and authorize the RSC to extend an offer to the desired candidate (with contingency for a congregation vote to approve hiring; the contingency will be removed following the formal congregational approval, required by our bylaws). Any negotiations related to compensation or other terms of employment will be handled by the President of the Board (or her delegate) and the Executive Director, not the RSC directly.

Interaction with the Staff

The CCAR rules governing rabbinic hiring preclude staff members from serving on the search committee or participating in formal interviews. However, the CCAR specifies that staff (including clergy) should have ample opportunities to meet with candidates and share feedback with the committee. We anticipate that all of our senior staff members, excluding any internal candidates, will be heavily involved in all in person visits. Further, the executive director will staff the search committee and will handle logistical details surrounding candidates' visits to Micah.

The Individual Committee Members:

The congregants serving on the RSC can expect the following:

- **Expectation of Neutrality:** All members of the RSC are expected to begin this process from a neutral position, with an honest commitment to impartiality.
- **Commitment to an unbiased approach:** All members of the RSC are expected to participate in anti-bias training that Temple Micah will coordinate to ensure that the committee approaches all applicants with fairness and lack of preconceived biases.
- **Tasks:** The likely tasks of the RSC include, but are not limited to, the following:
 - Based on input from board, TC, interim search committee, clergy/staff, and congregants, whether through another set of Discovery Circles or other outreach efforts, develop key criteria or competencies desired in the senior rabbi role.

- o Develop a proposed timeline for each of the tasks involved in the search process.
 - o Handle all aspects of the application process including becoming familiar with CCAR practices and procedures; drafting Temple Micah’s responses to the application questions, building in sufficient time for feedback and collaboration across clergy, staff and Board; maintain an organized approach to the application process to ensure the timeliness of submission.
 - o Develop and execute an interview process:
 - Develop interview questions for the initial screening interview, in-person interview, as well as reference interviews.
 - Establish evaluation criteria in accordance with anti-bias practices and the competencies most desired.
 - Work with the Executive Director to design a professional and smooth in-person interview process to include opportunities to both showcase Micah as well as learn about the candidate. The in-person interview process should include an opportunity for interviews/discussion sessions with the full RSC, the clergy, the staff, and the Board.
 - o Collaborate and coordinate with the TC to draft periodic communications to the whole congregation to elevate transparency and engagement.
- **Time Commitment:** The time commitment will be substantial for this Committee, with an anticipated ebb and flow of time required during different phases of the process. Based on previous searches and the Interim Rabbi Search Committee, the likely time allocation is **3-5 hours per week**, with higher volume during drafting periods for the application, interview questions, etc. (likely summer of 2025). During the interview phase (likely late fall of 2025 through the winter and into early 2026), time commitments can easily be **5-10 hours per week**. Given the relatively small size of the RSC, **it is essential that all members can accept this time commitment.**
 - **Confidentiality:** Committee members must maintain confidentiality of all discussions. This includes not disclosing the names or any details of the applicants, as well as the content of conversations among the Committee members and any other deliberative activity. Committee members may be asked to sign a non-disclosure agreement.

RSC Co-Chairs:

- **Leadership role:** In addition to all the responsibilities laid out above for the Committee overall and individual committee members, the RSC co-chairs will be responsible for leading the full RSC – ensuring timelines are met, communicating with relevant stakeholders consistently and clearly, tracking candidates,

communicating with the CCAR as needed, and fielding any issues back to the TC and Board. The co-chairs will also be Temple Micah's frontline ambassadors to candidates, as well as ambassadors of this organized and intentional process to the congregation.