



# AUCKLAND HEBREW CONGREGATION

## POSITION DESCRIPTION

<b>Position Title:</b>	Rabbi
<b>Reports to:</b>	Chairperson of the Auckland Hebrew Congregation (AHC) Board of Management
<b>Direct Reports:</b>	AHC Shaliach / Assistant Rabbi
<b>Other Relationships:</b>	AHC Office Secretary and Accountant, Greys Ave Centre Manager, Deli and Custodial staff, Kadimah College Principal, Sydney Beth Din, Wellington HC Rabbi, Heads of other Community Organisations
<b>Key Responsibilities:</b>	To be the spiritual leader and advisor to the AHC membership and to have overall responsibility for ruling on the religious, pastoral, and Halachic aspects of the AHC in order to promote, support and extend Judaism in Auckland.

<b>Key Responsibilities</b>	<b>Main Tasks</b>
Rabbinical Leadership	<ul style="list-style-type: none"> <li>• Responsible for Rabbinical leadership of the AHC membership including: <ul style="list-style-type: none"> <li>- Set and maintain Orthodox Halachic standards in association with the Sydney Beth Din (SBD) / Chief Rabbi's office (CRO) within the community centre and at community events.</li> <li>- Lead Shabbat and Yom Tov services (in conjunction with the Shaliach / Assistant Rabbi, congregants or contract Chazzan) including attendance, give sermons, lead or delegate, davening and leining and assist the President to coordinate honours.</li> <li>- Rule on matters (in conjunction with the SBD / CRO as required) relating to the mikveh, types of services, the mechitza, eruv, Sukkah.</li> <li>- Responsible for conversion enquires and a conversion program.</li> <li>- Responsible for the Mikveh</li> </ul> </li> <li>• Responsible for provision of, leading or organising all lifecycle events such as: <ul style="list-style-type: none"> <li>- Pidyon Haben, Brit Milah, naming ceremonies, Bar and Bat Mitzvahs, weddings, divorce and Get (with SBD), and funerals in conjunction with the Chevra Kadisha.</li> <li>- Recognise key community simchas such as member birthdays, anniversaries etc.</li> <li>- Select and complete all Ketubot. Responsible for legally completing civil requirements of the country.</li> <li>- Prepare the bride and groom for marriage (in conjunction with Rabbi's Wife).</li> <li>- To act as Divreh Torah at life cycle events.</li> <li>- Responsible for completion and accuracy of community records and documentation of life cycle events so as to ensure the future use of such records complies with the standards and rules of the AHC.</li> </ul> </li> <li>• Host a range of people on Shabbat and Yom Tov including, but not limited to, prominent visitors, new immigrants, participants in the conversion program, members of the community, members celebrating life cycle events.</li> <li>• Liaise with community organisations such as the Chevra Kadisha, ZFNZ and Bnei Brith in relation to specific activities such as officiating at functions.</li> </ul>
Staff Management	<ul style="list-style-type: none"> <li>• Ensure that the Shaliach / Assistant Rabbi meets the requirements of his role including supporting youth group programmes, teaching and attending camp as required.</li> <li>• Delegate aspects of your role, as appropriate and agreed with the Chairperson, to the Shaliach / Assistant Rabbi.</li> <li>• Coordinate and manage those staff or community members responsible for aspects of the adult education curriculum and the teaching of Bar and Bat Mitzvah students.</li> <li>• Build and maintain a working relationship with the Office Secretary.</li> </ul>

Kashrut	<ul style="list-style-type: none"> <li>• Act as the custodian of the 'Kosher Kiwi' hecsher.</li> <li>• Manage and grow the licensing of kosher products by domestic producers.</li> <li>• Supply the supervision and consultation requirements for Kosher Certification services provided to commercial customers of the AHC.</li> <li>• Oversee the regular publication and updating of kosher directory's the AHC provide.</li> <li>• Rule on other hecshers considered acceptable to the AHC including the introduction of new kosher items for the community.</li> <li>• Approve the hecsher / kashrut of stock sold in the Greys Avenue Deli.</li> <li>• Responsible for kashrut during Pesach including: <ul style="list-style-type: none"> <li>- Rule on the suitability of Kosher L'Pesach items sold by the Greys Ave Deli.</li> <li>- The sale of Chametz for community memebers.</li> <li>- Supervise the food prepared for community seders.</li> </ul> </li> <li>• Responsible for Kashrut standards in the AHC, offsite kitchens and functions.</li> <li>• Train as required the team of Masgichim (this group is managed in conjunction with the Shaliach / Assistant Rabbi or Greys Ave Deli Mashgiach).</li> <li>• Supervise and assist as required with the Shechita performed in New Zealand (a qualified Shochet is used for the actual slaughter).</li> </ul>
Pastoral Care	<ul style="list-style-type: none"> <li>• The pastoral care of the AHC includes but is not limited to: <ul style="list-style-type: none"> <li>- Visits to the elderly and sick on a regular basis.</li> <li>- Counselling congregants.</li> <li>- Bereavements and delivery of the eulogy at funerals.</li> <li>- Managing the Gemach fund for needy families.</li> <li>- Working with and co-ordination of provision of services provided by other organisations working in these areas for the wider Jewish community.</li> </ul> </li> <li>• With the approval of the Chairperson, pastoral care may be extended to non AHC members e.g. prisoners, visitors.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Update and maintain existing publications such as the Luach, the Kosher Kiwi Guide, the Yizkor Book and the Machzor Managers.</li> <li>• Provide appropriate material for publication in the Keshet (AHC regular newsletter) and provide advice and rulings on the appropriateness of material submitted for inclusion in Keshet.</li> <li>• Develop and produce new publications where appropriate.</li> <li>• Contribute weekly commentary to the weekly Shavouon email newsletter.</li> <li>• Ensure that the AHC website is kept up to date in terms of the Rabbinical areas of responsibility.</li> </ul>

Education	<ul style="list-style-type: none"> <li>• With the Shaliach / Assistant Rabbi, develop and implement the curriculum, teaching standards and recruit teachers for the weekly Cheder.</li> <li>• Deliver education, including the production and maintenance of educational material and guides to: <ul style="list-style-type: none"> <li>- Participants in the conversion program.</li> <li>- Youth members in Cheder or receiving Bar / Bat mitzvah instruction</li> <li>- Adult AHC Members (at least once per week).</li> <li>- The Jewish Teenage Education centre (weekly during term time).</li> <li>- The elderly at the local Jewish Home for the Aged or other venue.</li> <li>- Other groups as determined in conjunction with the Chairperson.</li> </ul> </li> <li>• Act as the point of contact for state and other educational institutions and groups (e.g. Rotary, health workers) in relation to Jewish matters and/or Israel.</li> <li>• Work with the staff at Kadimah College as requested, in relation to the Jewish and Hebrew Studies curriculum, rule on matters of Halacha in relation to the School, to teach at the school if agreed by the AHC and the principal or Head of Jewish Studies and participate in school religious activities as agreed to such as T'fillah, Assemblies, Pesach Seders, Shabbatons, Festival activities, the annual Siddur ceremony and prizegiving.</li> <li>• Meet with, and provide educational support, to the Kadimah College Head of Jewish and Hebrew studies as required.</li> <li>• Give religious support and advice on a confidential basis to Kadimah College children when requested to by the Principal.</li> <li>• Responsible for the assessment, preparation, delegation or teaching of Bar and Bat Mitzvah students (Bat Mitzvah generally delegated to the Rabbi's Wife). This includes liaising with other teachers to ensure that the appropriate program is delivered.</li> </ul>
Ecumenical	<ul style="list-style-type: none"> <li>• Represent the Orthodox Jewish community to entities and organisations external to the AHC including the Interfaith Council and the Council of Christians and Jews.</li> <li>• Liaise with government departments on relevant issues with approval of the Chairperson.</li> <li>• Liaise with a range of Jewish entities such as: <ul style="list-style-type: none"> <li>- The Jewish Council</li> <li>- Chevra Kadisha</li> <li>- The Zionist Society</li> <li>- The Community Security Group</li> <li>- The Wellington Hebrew Congregation</li> </ul> </li> <li>• Attend relevant functions (occasionally out of town) such as Anzac Day parades.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Attend monthly AHC Board of Management meetings as required and directed by the President and/or Chairperson.</li> <li>• Participate in projects as agreed to with the President and Board of Management.</li> <li>• Promote the AHC as an organisation that is welcoming, warm, caring and concerned for Orthodox Jewish life in Auckland.</li> </ul>