Rabbi’s Contract Checklist

1. Relationship
2. Position Description (including titles)
3. Rabbi-Congregation Communication Liaison Committee
4. Term (renewals—in writing)
   1. Understand the triggering event
   2. Renewal notification dates
5. Base Compensation and Parsonage
   1. Set amount
   2. Annual increases
   3. Cost of living increase (“COLA”), based on changes in the Consumer Price Index (“CPI”) in the area
   4. Parsonage/Housing Allowance
6. Additional Benefits: In addition to the Base Compensation
   1. Pension – 15 to 18%
   2. Disability Insurance
   3. Medical Insurance
   4. Automobile Allowance
   5. Conferences/Conventions
   6. Continuing Education/Spiritual Growth
   7. CCAR and Other Professional Dues
   8. Self-Employment Tax
   9. Moving Expenses (interview expenses)
   10. Business Expenses
   11. Long-Term Care
   12. Tuition Remission
   13. Housing Loan or Other Assistance
7. Reallocation
8. Vacation, Sabbatical, Family Leave
   1. Vacation: Four (4) weeks (not to include camp, conferences, travel time).
   2. Sabbatical (in or after seven (7) years)
   3. Family Leave
   4. Sick Leave – usually not spelled out
   5. Study Time
   6. Family Time (ex: extended weekends)
   7. Days Off
9. Discretionary Fund
10. Expense Reimbursement
11. Other Insurance
12. Ex-Officio Member/Board of Directors
13. Family Membership
15. Termination Provisions
   1. Termination by the Congregation with Cause
   2. Termination by the Rabbi
16. Dispute Resolution Language
   1. Arbitration
   2. Mediation
   3. NCRCR Option
17. Other Issues to Clarify
   1. Member/non-member services
   2. Fees and honorariums
   3. Education Loan Allowance
   4. Housing Subvention; non-interest bearing reducing loan
   5. Tours to Israel
   6. Intellectual Property
   7. Office and support staff
   8. Rights of succession
   9. Retirement issue

For congregations, organizations, and rabbis: Get professional help – accountant, attorney, financial advisor or other.

Disclaimer: This document is not intended to provide legal advice or legal services of any nature whatsoever, nor is it intended to be all-inclusive. Each party to a contract should consult legal counsel.