



Enriching Jewish life

# Rabbi job description

## About the Wellington Jewish Community Centre

The Wellington Jewish Community Centre enriches Jewish life for Jews of all backgrounds through religious services, educational opportunities, and social activities in a warm family atmosphere true to Jewish tradition.

Our orthodox congregation is one of Australasia's oldest – our first service was held in 1843 – and is affiliated to the United Synagogue (formerly known as the United Hebrew Congregations), headed by the Chief Rabbi of United Hebrew Congregations of Great Britain and the Commonwealth.

We practice Ashkenazi customs followed by the United Synagogue known as minhag Anglia.

## Position

Rabbi, Wellington Jewish Community Centre.

## Purpose

Establish, maintain, facilitate, and promote observance of the laws and customs of orthodox Judaism through the Wellington Jewish Community Centre and act as rav hamachshir for its kosher certification services.

## Reports to

Chairperson, Wellington Jewish Community Centre.

## Direct reports

None.



המרכז הקהילתי בוולינגטון  
WELLINGTON JEWISH COMMUNITY CENTRE

www.wjcc.nz | 80 Webb Street, Wellington 6011, New Zealand

**Key working relationships**

<b>Chairperson (or nominee)</b>	Work under the direction of the Chairperson (or their nominee) representing the Board of Directors as your employer.
<b>Religious Director</b>	Work with and support the Religious Director to deliver religious outcomes for the Centre.
<b>Education Director</b>	Work with and support the Education Director to deliver education outcomes for the Centre, particularly those with a religious aspect.
<b>Social Director</b>	Work with and support the Social Director to deliver social outcomes for the Centre, particularly those with a social or pastoral care aspect.
<b>Centre Administrative Manager</b>	Work with the Centre Administrative Manager to ensure coordinated efficient and effective management of the Centre’s services to members and the public.
<b>Kosher Administrators</b>	Work with the Centre’s Kosher Administrator (and their Auckland Hebrew Congregation counterpart) to deliver the Centre’s kosher certification service.
<b>Kashrus authorities</b>	Work with other kosher certification authorities – including the Orthodox Union, Kashrut Authority, and Kosher Australia – as needed to deliver the Centre’s kosher certification service.
<b>Other rabbis</b>	Work with other rabbis in New Zealand and Australia on issues affecting members.
<b>Batei din</b>	Work with batei din to progress matters for the Centre’s members and prospective members in our conversion programme.

**Key deliverables**

<b>Outcome</b>	<b>Deliverables</b>
<p><b>Religious</b> Living and celebrating orthodox Jewish practice</p>	<p><b>Act as spiritual leader of the Centre, leading and promoting religious observance and participation in community religious life.</b></p> <ul style="list-style-type: none"> <li>• Act as halachic authority for the Centre following the rulings of the United Synagogue’s London Beth Din (or any other beis din the Centre is affiliated with).</li> <li>• Lead and preserve the practice of minhag Anglia.</li> <li>• Lead the organisation and conduct of all religious services, including reading Torah at every kriyas haTorah and most haftoros and delivering sermons.</li> <li>• Lead any community seudos on Shabbos yomim tovim.</li> <li>• Officiate at life cycle events. (Acting as a mohel is not necessary if not certified to perform brisos.) Assist in organising and attending minyanim as needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee kashrus supervision at the Centre, Centre-affiliated events, and the Centre’s Kosher Co-op.</li> <li>• Support activities to ensure the availability of kosher food to the local community. (Acting as a shoḥet is not necessary if not certified to perform sheḥita.)</li> <li>• Providing kosher certification services as rav hamachshir through the Centre’s kosher certification service – including research, inspections, travel, issuing kosher certificates.</li> <li>• Answer kashrus questions from members and visitors through the Centre’s kosher certification service customer support channels.</li> <li>• Any other religious activities as agreed with the Religious Director.</li> </ul>
<p><b>Educational</b> Growing knowledge of Jewish practice, culture, and history</p>	<p><b>Act as religious educational leader of the Centre, leading and promoting religious Jewish education for members.</b></p> <ul style="list-style-type: none"> <li>• Ensure engaging Jewish education programmes and activities for members.</li> <li>• Publish a weekly sermon (for publication online) and bi-monthly articles (for our printed magazine).</li> <li>• Provide life-cycle education (such as bar/bas mitzva preparation, ḥoson/kala classes) to members as needed.</li> <li>• Provide age-appropriate ongoing religious education to children, youth, and adult members, including supporting delivery of:             <ul style="list-style-type: none"> <li>• Weekly youth (pre-bar/bas mitzvah) education programme.</li> <li>• Regular post-bar/bas mitzvah education programme.</li> <li>• Regular elderly education programme.</li> <li>• Weekly Talmud classes.</li> </ul> </li> <li>• Provide Jewish awareness and cultural identity education and social networking for post-bar/bas mitzvah youth.</li> <li>• Manage a local conversion programme for candidates approved by the Board of Directors.</li> <li>• Any other educational activities as agreed with the Education Director.</li> </ul>
<p><b>Social</b> Nurturing a vibrant Jewish community</p>	<ul style="list-style-type: none"> <li>• Participate in Centre social activities, forums, and events in person and online.</li> <li>• Host members and visitors for meals on Shabbos and yomim tovim.</li> <li>• Provide pastoral care to the elderly or sick members and their families or members generally in need.</li> </ul>

	<ul style="list-style-type: none"><li>• Encourage community participation of inactive members and unaffiliated Jews.</li><li>• Support kiruv activities to encourage return of unaffiliated Jews to more active involvement in religious and community life.</li><li>• Represent the Centre and the wider Jewish community at external events such as interfaith and public engagements.</li><li>• Any other activities as agreed with the Social Director.</li></ul>
<p><b>Administrative</b> Keeping our house in order</p>	<ul style="list-style-type: none"><li>• Follow all policies set by the Board of Directors.</li><li>• Follow all procedures as agreed with the Chairperson (or their nominee).</li><li>• Use the Centre’s technology and communications channels.</li><li>• Submit a written work in progress report in advance to meetings of the Board of Directors and attend meetings for a verbal report as required.</li><li>• Any other activities as agreed with the Chairperson (or their nominee).</li></ul>