



Enriching Jewish life

# Rebbitzin/Rabbanit 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 Hebrew Congregations of the British Commonwealth, headed by the Chief Rabbi of the Commonwealth.

We practice Ashkenazi customs followed by the United Hebrew Congregations known as minhog Anglia.

### Position

Rebbetzin/Rabbanit, 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.

### Reports to

Chairperson, Wellington Jewish Community Centre.

### Direct reports

None.

### Key working relationships

#### Chairperson (or nominee)

Work under the direction of the Chairperson (or their nominee) representing the Board of Directors as your employer.

#### Religious Director

Work with and support the Religious Director to deliver religious outcomes for the Centre, particularly those for youth or women.



המרכז הקהילתי בוולונגטון  
WELLINGTON JEWISH COMMUNITY CENTRE

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

<b>Education Director</b>	Work with and support the Education Director to deliver education outcomes for the Centre, particularly those with a religious aspect for youth or women.
<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.

**Key deliverables**

<b>Outcome</b>	<b>Deliverables</b>
<p><b>Religious</b> Living and celebrating orthodox Jewish practice</p>	<p><b>Support the rabbi as spiritual leader of the Centre, helping him promote religious observance and participation in community religious life.</b></p> <ul style="list-style-type: none"> <li>• Coordinate or deliver weekly children's services on Shabbas.</li> <li>• Coordinate a kiddush roster, organise kiddushim without sponsors, and assist kiddush sponsors.</li> <li>• Oversee maintenance and management of the mikvah and ensure its availability for members and visitors.</li> <li>• Train and coordinate women members as mikvah attendants.</li> <li>• Provide mikvah attendant services when others are not available to do so.</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>Support religious education at the Centre, especially for youth and women members.</b></p> <ul style="list-style-type: none"> <li>• Coordinate or deliver weekly tefilah classes for young women.</li> <li>• Teach regular classes on halacha for women.</li> <li>• Help deliver Hebrew classes for youth.</li> <li>• Provide life-cycle education to women members (such as bas mitzva preparation, kala classes, supplementary classes for women conversion candidates) as needed.</li> <li>• Any other educational activities as agreed with the Education Director.</li> </ul>
<p><b>Social</b> Nurturing a vibrant Jewish community</p>	<p><b>Support social activities at the Centre, especially for youth and women members.</b></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 Shabbas and yontif.</li> <li>• Provide pastoral care to members and their families 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>• Any other activities as agreed with the Social Director.</li></ul>
<b>Administrative</b> Keeping our house in order	<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>• 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>• Supporting the rabbi in all his deliverables, noting that some require travel.</li><li>• Any other activities as agreed with the Chairperson (or their nominee).</li></ul>