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Nata

GUIDELINES
FOR
ADMINISTRATOR-
CONGREGATIONAL
RELATIONSHIPS



אחדות
קהילות
העבריות
אמריקאיות

*Union of American
Hebrew Congregations*



*National Association
of Temple Administrators*

The contents of this publication were
APPROVED BY THE
UAHC EXECUTIVE BOARD
MAY, 1993
AND THE
CCAR EXECUTIVE BOARD JANUARY, 1993
* * *

ADOPTED OCTOBER 1993
52nd ANNUAL CONVENTION OF THE NATIONAL
ASSOCIATION
OF TEMPLE ADMINISTRATORS
AN AFFILIATE OF THE
UNION OF AMERICAN
HEBREW CONGREGATIONS

GUIDELINES FOR ADMINISTRATOR-CONGREGATIONAL RELATIONSHIPS

INTRODUCTION

The profession of Temple Administrator has its antecedents in Jewish tradition. The Temple Administrator is an essential participant in the unique partnership between a congregation and its religious and professional leaders. In order to clarify the role of the Administrator, the National Association of Temple Administrators, together with the Board of Trustees of the Union of American Hebrew Congregations, and the Executive Board of the Central Conference of American Rabbis have developed these Guidelines for Administrator-Congregational Relationships (hereafter referred to as Guidelines).

The National Association of Temple Administrators (NATA) is the professional association which serves executives, administrators and managers of congregations affiliated with the Union of American Hebrew Congregations. Since 1941 NATA has been dedicated to improving the management of Judaism's key institution: the synagogue.

These guidelines should assist congregations and administrators alike in establishing practices and procedures which will result in their mutual benefit.

Nothing in this publication is intended to supersede existing applicable law or the constitution or by-laws of the congregation. Adoption of these Guidelines by the governing bodies of the Reform Movement does not automatically make them binding on a congregation and its administrator. In order for them to apply, they must be specifically adopted and incorporated into the agreement between the Temple Administrator and the Congregation.

Every UAHC congregation with a Temple Administrator and each member of NATA receives a copy of the Guidelines. These Guidelines are subject to periodic review in the light of experience and changing labor law and practice. Their interpretation will be the responsibility of the National Commission to be established per section VIII herein.

I. THE ROLE OF THE CONGREGATION AND ITS LEADERSHIP

In some communities, the congregation itself in plenary meeting is the governing body, assuming the responsibility of oversight regarding major activities of the institution. In most Congregations, however, its Board of Directors has been delegated ongoing and primary responsibility under its constitution and policies for governance. The Board is charged with direction of the administrative and financial affairs of the Congregation. This document uses the word "Congregation" in a general sense to cover both situations or any variations.

The Congregation may retain and empower qualified professionals to carry on various aspects of congregational life. All are expected to operate under guidelines established by the Congregation and in consonance with its policies and practices.

The Rabbi (1) is the senior professional responsible for overall staff supervision. Many congregations also assign to the President a major role in overall administration. It is vital that strong inter-professional and lay-professional relationships be engendered at all levels. The Temple Administrator plays an important role in this process.

II. THE ROLE OF THE ADMINISTRATOR

Within the structure indicated above, the Temple Administrator is the administrative manager of the Congregation. In that capacity the Administrator often participates in the development of administrative policies and practices which support the goals of the Congregation. The Administrator is charged with the responsibility of implementing these policies and practices, as well as managing appropriate operations and fiscal affairs of the congregation.

The Administrator provides the Board with timely, accurate and needed information, and provides staff support to the Board and relevant committees. The Administrator should serve as an ex-

(1) Indicating Senior Rabbi where appropriate throughout these guidelines

officio (non-voting) member of the Board, its Executive or similar Committees, and of all committees whose work impacts on the direction or management of the Congregation.

The Administrator works with the Rabbi and other professional staff to develop and facilitate appropriate programs fulfilling the goals of the Congregation. The Administrator supervises operational staff in relevant areas.

The Administrator is expected to remain current with developments in Temple management, through continuing professional education, as well as local and national associations. The Administrator shall contribute to the professional growth of colleagues and also make available to other congregations pertinent administrative materials, techniques and literature.

The Administrator should provide leadership as a Jewish professional, in a manner that furthers the goals of the Congregation and Reform Judaism. The Administrator should be active in NATA, the UAHC and appropriate local, regional and national activities.

Administrators require ample time and privacy to fulfill their personal and family responsibilities. The Congregation is better served when it takes these needs into account.

III. QUALIFICATION FOR AN ADMINISTRATOR

Certain personal qualities, experiences and education enhance an Administrator's ability to meet the multiple demands, problems, or challenges of the position in a professional manner:

A. The ability to work with diverse groups of individuals is important. Motivation, organization, and facilitation skills are essential to utilize fully the human resources of the Congregation. Clarity of verbal and written expression, problem solving and interpersonal skills are needed. Self-esteem, integrity and reputation, as well as identification with the Congregation all provide promise of success.

B. An Administrator should possess a working knowledge of, and experience in office operations, facilities management and institutional finance. Appreciation of public relations and publicity is important. Familiarity with good personnel practices is essential.

C. A Jewish background and a knowledge of Jewish history, life cycle events, holidays, and liturgy increase the Administrator's ability to fulfill the role. Familiarity with Jewish organizations and agencies, ideals and goals is also important. Work or volunteer experience in Jewish congregational or organizational life, or similar non-profit organizations has often proven useful.

D. An Administrator would benefit from prior formal education that facilitates communication and cooperation with rabbis, cantors, educators and other professional co-workers, as well as with congregants and the community. A knowledge of resources for information and assistance beyond the institution-management literature, formal courses, "networking"- indicates a willingness to learn from others.

IV. EDUCATIONAL AND PROFESSIONAL DEVELOPMENT

Temple Administrators develop the knowledge, qualifications and skills necessary for effective management through educational programs, as well as through on-the-job and related prior work experience.

The Fellow in Temple Administration (FTA) is awarded by a Board of Certification, (jointly administered by NATA, the UAHC and the CCAR) to qualified Administrators who have demonstrated proficiency in the disciplines involved in synagogue management, as well as in select areas of Jewish knowledge. FTA candidates are examined for their knowledge of synagogue finance, governance, leadership development, public relations and publicity, office management, personnel practices, building maintenance and supervision, Jewish history and Reform Jewish liturgy and practice. A 2,000 word original thesis and ability to read Hebrew prayers are also required. NATA recognizes as Senior Members those who have successfully fulfilled the management-related exams and have completed three years of work, or its equivalent.

Administrators are encouraged to attend biennial NATA Summer Institutes held on campuses of the Hebrew Union College-Jewish Institute of Religion. These Institutes provide intensive five-day learning experiences, as well as comprehensive preparation for Certification.

The Hebrew Union College- Jewish Institute of Religion, in cooperation with the University of Southern California, offers a Master's degree in Public Administration (MPA) with a concentration on synagogue management, at the Los Angeles school. Students in the 14 month interdisciplinary program serve a concurrent internship with a NATA member in a UAHC congregation, for which NATA provides scholarship funding.

To meet effectively the ever-changing challenges affecting synagogue management, many Temple Administrators participate in workshops, seminars, and classes offered by universities and specialized institutions. Congregational encouragement of such training will be mutually beneficial.

V. PLACEMENT

Since 1987, NATA has offered an independent Placement Service for Administrators and Congregations. Every opening is announced to all NATA members, as well as others enrolled in the service. NATA retains a Placement Director to coordinate the Placement Service, supported by a regional network of NATA representatives. Candidates for placement are asked to submit an application providing personal data, education and work experience, as well as a resume. At a candidate's request, his or her resume is forwarded to those congregations listing with the service. No evaluation as to qualification is made; such judgement is the province of the Congregation.

Each candidate is expected to provide complete and accurate information and references, and to state his or her concerns about necessary confidentiality. While the candidate's present position must be protected, the length of the remaining term should be disclosed to the prospective employer. Each candidate referred by the NATA Placement Service will have agreed to abide by the association's Code of Ethics and these Guidelines.

Congregations seeking an Administrator are urged to discuss the matter with the Placement Director and/or regional placement representative, then to file an application with the NATA Placement Service. Information regarding job descriptions and salary ranges is available.

Each Congregation listed with the service may rely on the broadest appropriate circulation to ensure maximum response. The Congregation should prepare a job description for the candidate, and agree upon requirements regarding training, experience or expertise.

It is desirable that the candidate for Administrator meet the Congregation's Rabbi, President, other key professional leaders, and other lay leaders to whom he or she would be accountable.

The Temple's search process should reflect good personnel practices, protecting the interests of both parties.

VI. THE AGREEMENT BETWEEN THE CONGREGATION AND THE TEMPLE ADMINISTRATOR

There is a professional relationship between the Administrator and the Congregation. Therefore, every effort should be made to ensure a harmonious and lasting association. Agreements between Administrator and Congregation should conform to the following:

A. Recommended Period of Engagement

1. The initial engagement of the Administrator should be for a minimum period of two years, except for an Administrator with no prior Temple experience, who may be engaged for one year.

2. The first renewal should be for a minimum of two years.

3. Each additional renewal should be for a minimum of three years unless special circumstances suggest otherwise.

4. For all renewals: Six months prior to the end of the employment agreement, the Congregation and the Administrator should agree in principle upon their future relationship, concluding their detailed negotiations as promptly as possible thereafter.

5. After at least twelve years of service, the Administrator may be granted a continuing contract with the Congregation. (See page 9).

B. Terms of Agreement.

Upon the appointment of the Administrator, a contract, letter of agreement or similar document should be signed by the Administrator and the authorized officer or officers of the

Congregation. Such document should include:

1. Job description
2. Compensation agreement
3. Requirements specific to the Congregation
4. Pension: Enrollment of the Administrator in a

suitable pension plan such as the Rabbinical Pension Plan of the UAHC-CCAR-NATE-NATA. (The Rabbinical Pension Program currently recommends an annual pension contribution of 18% of the participant's salary, 15% to be contributed by the Congregation and 3% by the participant). It should be the aim of every congregation to assure its Temple Administrator, upon reaching the normal retirement age of 65 or some other agreed upon age, a pension amounting to a minimum of 60% of the highest annual salary received from the Congregation. An Administrator's length of service in the field may impact on the recommended 60% minimum.

5. Health, major medical, disability insurance and other benefits at a level equivalent to that offered to the other professional staff of the Congregation.

6. Conference allowance and time to participate in professional growth programs. Because a skilled and trained Administrator returns benefits to the total Congregation program, the Congregation should, as its resources permit, encourage and underwrite the Administrator's attendance at the annual NATA Conference and national and regional UAHC conferences and where possible, other conferences, institutes and courses.

7. Cost of moving the Administrator's family and possessions at the time of original employment.

8. An annual vacation of one month. The time spent on congregationally approved community activities, UAHC or NATA committees or meetings should not be charged against vacation time.

C. Additional Benefits.

1. Special Leave- Upon completion of a minimum of ten years of continuous service in the same Congregation, the Administrator may be granted a Leave of Absence for the purpose of further professional growth and personal renewal. Taking into

account the individual circumstances, the Congregation, the Rabbi and the Administrator should work out an agreement for the length of leave, compensation, and an agreed upon term of post-leave congregational service. The Administrator should participate in helping the Congregation plan to cover the leave period.

2. Parental Leave - An Administrator who becomes a parent through pregnancy or adoption, should give ample notice of such to the Congregation and should receive two months leave, ideally with full pay and benefits. If additional leave is requested, the terms may be determined by mutual agreement between the Administrator, the Rabbi and the Congregation. In advance of such leave, the Administrator should plan for proper functioning of essential administrative functions.

3. Sick Leave - Reasonable time should be allowed for sick leave, which should not be charged against the Administrator's vacation time.

a. During the first engagement period for the Administrator, fifteen (15) non-cumulative days sick leave per year at full pay is recommended.

b. During the second and subsequent contract periods, an Administrator who is unable to carry on his/her duties because of illness or temporary disability is entitled to non-cumulative sick leave. The duration and conditions of the sick leave should be jointly determined by the Administrator and the Congregation after due consideration of the number of years of service to the Congregation, as well as the waiting period of the Administrator's disability insurance.

4. Disability - Most disability insurance coverage provides for a waiting period of up to six months before any payments are made. During this waiting period, the Congregation should pay the Administrator's salary and fringe benefits in full. Medical documentation must be provided as requested.

5. Personal Leave - Reasonable time should be allowed for personal leave due to unforeseen or emergency circumstances.

D. Evaluation

Evaluation of the Administrator's performance should be an accepted procedure of the Congregation and the professional. Each

Congregation should determine the most appropriate method of evaluation, in consultation with the Administrator and the Rabbi.

E. Continuing Contract

A continuing contract, when agreed to by both the Administrator and the Congregation, affords the Administrator the dignity and security of serving the Congregation without formal reappointment. A review may be requested, either by the Administrator or the Congregation. Under the terms of a continuing contract, salary and other benefits should be negotiated periodically.

F. Termination of Service

1. An Administrator who desires not to renew the agreement shall give notice to the Congregation, in writing, no later than six months before the end of the current employment agreement.

2. The Congregation may dissolve the relationship in the last year of the current commitment by giving the Administrator notice, in writing, no later than six months before the end of the current employment agreement.

3. If the Congregation does not renew the agreement of an Administrator who served for at least eight years, the Administrator should receive severance pay, provided that there has been no gross misconduct or willful neglect of duty. The amount of severance pay should be calculated using the general guideline of one month's salary for each year of service to the Congregation. This formula may be adjusted higher or lower, taking into account all of the circumstances, including provisions for a payment schedule, and reduction in the severance amount if the Administrator secures another position at a comparable or increased salary during the severance period.

G. The Administrator Serving Part-Time

A Congregation may choose to engage an Administrator on a part-time basis. The Administrator's duties and responsibilities should be precisely defined in writing, specifying how many hours each week and how many days each month are to be devoted to the part-time post. The Administrator serving part-time should be engaged for a fixed term, and should receive pro-rated pension and

other fringe benefits in accordance with congregational practice and applicable legal guidelines.

VII. RETIREMENT

A. Planning for Retirement

Retirement normally takes place any time after age 65. Other times for retirement may be specified by contractual agreement. At the appropriate time, the Congregation should begin to plan for the Administrator's retirement. The Rabbinical Pension Board will provide information on the accrued and anticipated coverage for the Administrator and options available for retirement. All agreements relating to the Administrator's retirement, date of retirement, and financial provisions should be clearly agreed to by the Administrator and the Congregation.

1. Pension

Upon retirement, ideally an Administrator should receive a pension amounting to a minimum of 60% of his/ her highest annual salary.

The bulk of the pension should derive from the pension plan(s) in which the Administrator has been enrolled over the course of his/ her career. The Congregation may supplement the difference between that amount and the ideal 60% figure as its resources permit. The Congregation should review every two years the amount of pension received by the Administrator, or, in the event of death, by the surviving spouse, taking into account the then current United States and Canadian government cost of living indices.

2. Medical Insurance

After the Administrator's retirement, the Congregation should attempt to maintain access to any programs of medical insurance in which he/she was previously enrolled.

3. The Administrator's Dependents

In planning for the Administrator's retirement, the Congregation should take steps to protect the Administrator's spouse and dependents in the event of his/her death, such as continuation of access to health insurance if possible, and supplemental pension benefits, provided in accordance with previous agreements.

B. The Emeritus or Retired Administrator

1. Granting the Title

At the time of the Administrator's retirement, the title Emeritus may be conferred by agreement between the retiring Administrator and Congregation.

2. The Role of Emeritus

Only the Administrator can carry the responsibility of the administration of the Congregation. When a new Administrator is engaged, this responsibility is automatically transferred to him/her. Where appropriate, the Emeritus should help to establish the successor in the position and should assist Temple members in understanding that the new person is the Administrator of the Congregation. The new Administrator has an obligation to accord the Emeritus the proper honor and courtesy.

C. The Deceased Administrator's Spouse

All of the privileges and courtesies accorded to the Administrator's spouse during the Administrator's tenure should be continued after the Administrator's death.

VIII. CONCILIATION AND ARBITRATION

A. The Function of the National Commission on Administrator- Congregational Relationships.

A National Commission on Administrator-Congregational Relationships, composed of representatives of the Union of American Hebrew Congregations and the National Association of Temple Administrators, will interpret the procedures and other elements set forth in these Guidelines. When tensions occur in the relationship between the Administrator and Congregation, the Congregation and/or the Administrator should promptly call upon the Commission for assistance in resolving the differences at an early stage.

Should a more serious dispute arise, either the Administrator, the Congregation or both jointly should call upon the Commission to conciliate or to arbitrate.

Once the Commission has the matter before it, placement service will be suspended for both the Administrator and Congregation until authorization has been given by the Commission. During this process the Congregation should continue

to pay the Administrator's salary and all benefits, while the Administrator should continue to fulfill all responsibilities and commitments.

B. Procedures of the Commission

1. The Commission may offer counsel and advice to the Administrator and the Congregation.

2. The Commission may appoint a conciliation team to ascertain the facts and to recommend solutions. Some recommendations may be offered at the time of the conciliation. Normally, however, the team reports to the Commission, which will then officially transmit the report and the recommendations in writing to each of the participants. Once the recommendations are accepted by both parties they shall become binding.

3. If conciliation fails to resolve the dispute, the Commission may recommend arbitration.

4. In both conciliation and arbitration the Commission will be guided by the following:

- a. The facts
- b. Any contractual agreements
- c. These Guidelines

5. The parties to all conciliation and arbitration proceedings should agree to be bound by rules and procedures which the Commission may adopt from time to time.

6. In all cases involving arbitration, both Administrator and Congregation shall have a choice of available Commission designees; each shall choose one. The two thus selected shall choose a third.

7. The Commission may call upon Administrators and lay people who are not members of the Commission to represent it, thus widening the possible panel of arbitrators in order to carry out the provisions of paragraph 6.

NATA

October 22, 1992
25 Tishri 5753

Norman Fogel, FTA, President
National Association of
Temple Administrators
15500 Stephen S. Wise Drive
Los Angeles, CA 90077

Dear Norman:

As you and your fellow NATA members "wander into the desert" it is my fond hope you will indeed find an oasis of knowledge and a sharing of creativity and expertise.

My best wishes for a successful and meaningful 1992 NATA Convention. You are offering many important aspects of synagogue program as well as "nuts and bolts" workshops for various critical areas of administrative details the temple administrator must deal with on a day to day basis. The program appears to be well planned.

I write to convey my best wishes and warm regards to all assembled. Your work is essential to the well-being of the synagogue and I wish you well in your deliberations.

With fond good wishes to one and all, I am

Sincerely,

Alexander M. Schindler

NATA 1992 CONVENTION - SCOTTSDALE, AZ
SUNDAY, 11/8/92 TO WEDNESDAY, 11/11/92

"WANDER INTO THE DESERT AND FIND YOUR OASIS"

TENTATIVE SCHEDULE

NOVEMBER 7, 1992

Saturday 2:00- 5:00pm REGISTRATION
 12:00- 5:00pm ADMINISTRATIVE COMMITTEE MEETING
 6:45- 7:00pm HAVDALLAH SERVICE
 7:15- 8:00pm COCKTAIL PARTY
 8:00 pm DINNER ON OWN

NOVEMBER 8, 1992

Sunday 8 am- 2:00pm REGISTRATION
 9 am-12:00pm FTA EXAMINATIONS
 8:30-12:30pm EXECUTIVE BOARD MEETING
 12:00- 1:00pm OPEN - INFORMATION BAZAAR, VENDORS

 1:00- 2:00pm PLENARY
 2:00- 5:00pm ORGANIZATIONAL BEHAVIOR

WORKING WITH GROUPS

Anita Jacobs, PhD a Communications specialist will conduct a lively, interactive workshop on working with groups, such as : Effective communication, Body language, Consensus building and Conflict resolution.

6:30- 8:30pm BUFFET DINNER POOLSIDE

9:00 pm FIRST TIMERS RECEPTION

9:30 pm HOSPITALITY SUITE

NOVEMBER 9, 1992

Monday	7:30- 8:00am	MINYAN SERVICE
	8:00- 9:30am	BREAKFAST - INTRODUCTION OF NEW MEMBERS by Norman Fogel, FTA
	9:30-12:15pm	<u>ADMINISTRATION</u>
	9:30-10:30	
	Beginner	BASIC SKILLS IN SYNAGOGUE ACCOUNTING, BUDGETING & HOW TO READ A FINANCIAL STATEMENT by Roberta Aronovitch, MBA
	Intermediate	CASH MANAGEMENT, COLLECTIONS, PROJECTIONS by Tom Jablonski, FSA
	Advanced	ALTERNATIVE SOURCES FOR FINANCING: ENDOWMENTS, GRANTS, FOUNDATIONS by Monika Hamburger
	10:45-12:15	
	Round Tables	1) SUCCESSFUL COMMITTEES (structure; objectives/function; standing/ad-hoc; Robert's Rules; agenda; minutes) by Dr. Mark Weisstuch, FTA 2) FINANCING (bank relations, selecting financial services) by a banker 3) FEDERAL TAX CONSIDERATIONS WITH 'DOs and DON'Ts' FOR SYNAGOGUES by Bill Gibberman and Mark Greenstein; 4) HOW TO MOTIVATE A BOARD TO STAND UNITED by Steve Breuer; 5) TEAM BUILDING WITHIN THE SYNAGOGUE: "HOW TO GET ALONG WITH THE OTHER SYNAGOGUE PROFESSIONALS" by Dennis Rice, FTA; 6) SUCCESSFUL FUND RAISING STRATEGIES by Edward J. Finkel of EJF, Consultants.
	12:30- 2:00pm	<u>MAX FEDER LUNCH</u> - THE JEWISH PROFESSIONAL AND PROFESSIONALISM -by Rabbi Daniel Syme, Senior Vice President of the UAHC
	2:15- 3:45pm	<u>INSTRUMENTS</u>
	Workshop A	GETTING STARTED WITH COMPUTERS: configuring a basic system; finding the right software; implementing the new system.
	Workshop B	ADVANCED COMPUTERS by computer expert: Database Management; Networks; Operating systems; Electronic Communications systems (telephones); E mail; FAX modems.
	Workshop C	RECYCLING with Recycling specialist: Materials guidance, methods and equipment.
	4:00- 5:00pm	USER GROUP MEETINGS
	6:30pm	DINNER AND ENTERTAINMENT
	10:00pm	HOSPITALITY SUITE

NOVEMBER 10, 1992

Tuesday 7:30- 8:00am MINYAN SERVICE

8:00- 9:00am BREAKFAST -guest Rabbi Gary Zola, Director of the Office of Admissions at HUC, who will report on recruiting for the Masters in Synagogue Management Program

9:00-11:30am SURVIVAL TECHNIQUES

9:00-10:00

REACHING THE UNAFFILIATED -a presentation by Rabbi Rennie Altman, Director of the UAHC Outreach Department

10:00-11:30

NATA PRODUCTIONS PRESENTS: TEMPLE TALK with "Celebrity" guestsA panel discussion involving the audience on Membership Attraction & Retention; Synagogue Marketing Techniques; and related Programming ideas.

11:30am to

9:30pm

LUNCH, AFTERNOON AND DINNER ON OWN

-Optional sports activities based on sign-up at arrival

-Group dinner and outings (will be coordinated)

9:30pm

HOSPITALITY SUITE

NOVEMBER 11, 1992

Wednesday 8:30- 9:00am

MINYAN SERVICE

9:00-10:00am

CONTINENTAL BREAKFAST

10:00-12:00pm

JUDAISM, ECOLOGY AND ETHICS with Rabbi Daniel Swartz of Temple Israel, Hollywood, Ca.

Segment A

THE JEWISH HISTORICAL AND SPIRITUAL PERSPECTIVE ON ECOLOGY

Segment B

ETHICS IN SYNAGOGUE LIFE

12:30- 1:30pm

LUNCH with Vivian Mendelez of the Rabbinical Pension Board

1:30- 2:30pm

REPORT ON AND DISTRIBUTION OF NATA/NASA COMPENSATION SURVEY by Sally Angel, AS Consulting

2:30- 4:30pm

PLENARY

6:45-10:00pm

CLOSING BANQUET at Temple Solel

Introduce new FTAs; distribute plaques and pins. MUSICAL PROGRAM WITH CANTORS SHERI BLUM AND STEVE RICHARDS AND HARRY AND JILL HIGGINS.



COPY

RABBI ALEXANDER M. SCHINDLER • UNION OF AMERICAN HEBREW CONGREGATIONS
PRESIDENT 838 FIFTH AVENUE NEW YORK, NY 10021-7064 (212)249-0100

May 21, 1992
18 Iyar 5752

Norman Fogel, F.T.A.
Stephen S. Wise Temple
15500 Stephen S. Wise Drive
Los Angeles, CA 90077

Dear Norman:

Many thanks for the very fine report to the Board on behalf of NATA. I am delighted that you were able to be with us and thank you for your beautifully delivered and well developed message from NATA.

Most especially do I thank you and the members of NATA for the generous contribution made to the UAHC Endowment Fund. We are all deeply grateful to the members of NATA for this expression of care and concern for the future of our movement. It is a joy for me to know that NATA is a part of our Endowment Fund.

With warm regards and every good wish, I am

Sincerely,

Alexander M. Schindler

cc/Hers S.

MEMORANDUM

COPY

February 6, 1992

FROM: Edith J. Miller
TO: Joseph Bernstein

We just received the new NATA Exchange. In the listing of 1991-93 Appointments they show NATA representatives to UAHC Commissions and Committees. Most of the groups they have listed are not solo UAHC divisions, thus they are sending out an incorrect message. The Certification Board is NATA's, is it not? The Commission on Jewish Education is joint as is the Rabbinical Pension Board, Outreach, Social Action and Management. MUM is also joint. The Camp-Institute is our own. May I leave it to you to call this error to the attention of either the editor or the person responsible for providing the information. *see.*

Many thanks.

thanks for noting!



EXCHANGE

National Association of Temple Administrators

AN AFFILIATE OF THE UNION OF AMERICAN HEBREW CONGREGATIONS



Volume I, Issue 1 January, 1992

EDITORIAL PERSPECTIVE

Loree Resnik

Like the parent of a new child, I approach this first ever (or at least to my knowledge) issue of what I have named (without benefit of an "eighth day ceremony") the *NATA Exchange* with a great deal of trepidation, but a sense of adventure. My sense of this is to truly make it an "exchange"—one in which you share with me your simchas, your sorrows and your honors so that your colleagues can be part of your lives during that long year between conventions.

Letters to the Editor will truly be welcome (of course, they fill space!) and I hope you will let us all know your thoughts.

Additionally, those of you who come from larger cities, let us know what your local organizations are doing. It is truly my hope, that your contributions will make my job easier. This is an in-house exchange, and all of you are invited to contribute.

PLACEMENT REMINDERS

Temple Beth Am	1435	\$60-
Miami, FL		80,000
Emanu-El	350	\$25-
Yonkers, NY		28,000
Adas Israel	1500	\$60-
Washington, DC		72,000
Habonim	450	\$35-
New York, NY		45,000
Temple Israel	1750	"Open"
Memphis, TN		
JCC/Fed.	3000	\$30-
Wilkes-Barre, PA		35,000
Temple Israel	800	\$35-
Westport, CT		50,000
Beth-El	1100	\$40-
San Antonio, TX		60,000

FROM THE PRESIDENT'S DESK . . .

Norman Fogel, FTA

As I write this, our Day School has just begun its Winter Vacation, so my office is "relatively" quiet today; and that allows me some time to reflect about NATA and all of you.

Since our 50th Anniversary celebration in Washington and the UAHC Biennial in Baltimore, NATA has been riding a tidal wave of great PR the likes of which I have not seen since I first joined our professional association in 1965. The impact of our presence at the Union Biennial will be felt for years to come.

But it's time now to climb new mountains, and as I promised in my acceptance speech, I expect all of you to climb along. Elsewhere in this newsletter you will find a list of appointments I have made since November. Some of the names are same, but many are new faces in new jobs. Any regular or senior member who wants to get involved and help, please write or call. There's something for everyone.

Those of you who were not able to be with us in Washington (and there were not many) really missed a great convention. We owe a tremendous debt of gratitude to Sandy Cohen, FSA; Mark Greenstein, Judy Blickstein and their wonderful committee. What a great job they did!

From the formal setting of our nation's capital, we venture into the desert to find our oasis at the La Posada Resort in Scottsdale, Arizona, where we will gather in the Fall (November 8-11). Eva Shapiro, FTA and Terry Kraus, FTA are cooking up (BBQing, really) a well programmed as well as restful (poolside meals, if you please) convention. Back by popular acclaim, our La Posada '92 adventure should be every bit as good as our memories of 1987.

1992 may not look too terrific to the politicians, but for NATA it sure is lookin' good!

See you in the desert.

NATA ROSTER

For Your Eyes Only

Just a reminder that your NATA roster is intended for your personal use. We are urged not to consider using it, nor passing it along to any one else to use, for mass solicitations.

NATA APPOINTMENTS 1991-1993

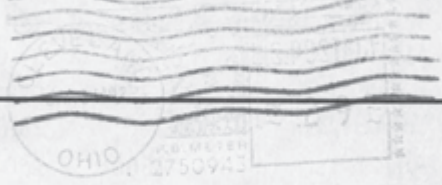
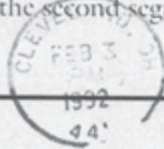
NATA Committees	Chair
TAAP	Mark Jacobson
Institutes	Richard Katz, FTA (as of July, 1992)
Placement	Stephen Breuer
Notification	Marcia Goldman
Tributes	Eli Montague, FTA
Management Manual	Janet Bronitsky, FTA
1992 Convention	Eva Shapiro, FTA
	Terry Kraus, FTA
1993 Convention	Elaine Flynn, FTA
	Gary Cohen
Membership	Doris Markoff
Constitution	Keith Kraft, FTA
Publicity and	Loree Resnik
NATA Exchange	
NATA Journal	Robert Mills
Nominating	William Ferstenfeld, FTA
Code of Ethics	Stephen Breuer
UAHC Commissions	NATA Representatives
Certification Board	Mark Weisstuch, FTA, Secretary
	Shirley Chernela, FTA
Jewish Education	Ralph Birnberg
PARDES	Monika Hamburger
Rabbinic Pension Board	Mark Greenstein
Reform Jewish Outreach	Filomena DiFiore
Social Action	Myles Fox
Synagogue Management	Norman Fogel, FTA
	Stephen Breuer
	William Ferstenfeld, FTA
	Doris Markoff
	Eva Shapiro, FTA
UAHC Committees	NATA Representatives
Camp Institutes	Jonathan Kollin
MUM	Steve Bram, FTA
	Keith Kraft, FTA
	Bob Rosensweet, FTA



Norm Fogel presents the Ilene Herst scholarship to Rabbi Uri Herscher of the HUC while Steve Breuer, Ilene Klein, the recipient, and Dr. Jack Mayer of HUC-JIR look on.

FUNDAMENTALS OF SYNAGOGUE MANAGEMENT

The latest news on the Master's Degree Program in Synagogue Management at Hebrew Union College, L.A. Campus is available. Steve Breuer and Norman Fogel will be team teaching a two-part course entitled Fundamentals of Synagogue Management. Module A (January 16-March 12) will be The Human Dimension: Understanding the structure, function, governance, and human resources of contemporary synagogue life. Module B (March 12-April 30) will be entitled The Physical and Fiscal Dimensions and will encompass managing the building, budget, and financial resources of the congregation. Special attention will be given to systems management and to business decision making and accountability. For non-matriculating students now in practice in synagogue settings, or interested in pursuing this career, a certificate of completion will be issued and NATA has qualified this course for continuing education credits. It qualifies for a credit towards a Master's degree in Jewish communal Service. The tuition rate is \$325, but NATA has arranged for each module to be taken separately for \$195/module. Norm Fogel informs us that there is already sufficient registration for this segment and inquiries are already coming in on the second segment.



22401 Chagrin Blvd.
Beachwood, Ohio 44122

Norman Fogel, FTA President
Ralph Birnberg Vice President
Stephen E. Breuer Vice President
Doris P. Markoff Vice President
Elaine M. Flynn, FTA Treasurer
Keith Kraft, FTA Administrative Secretary
William Ferstenfeld, FTA Past President
Loree B. Resnik Editor

Rabbi Alexander M. Schindler
U.A.H.C.
838 Fifth Avenue
New York, NY 10021-7046

MEMORANDUM

Nata

From Allan B. Goldman Date 1/15/91

To Dr. Paul Vanek and Joseph Bernstein (Commission on Synagogue Management)

Copies Mr. Bernard Isaacs and Arthur Grant (Communications Committee)

Subject Sanford Gibbs and Rabbi Morris Hershman (Pacific Northwest Counsel)
Mrs. Jewel Poch and Rabbi Daniel K. Gottlieb (Canadian Council)
Mr. Charles J. Rothschild, Jr. (Chair, Regional Presidents Conference)
Mr. Leonard Teitelbaum
Rabbi Allen S. Kaplan
Rabbi Alexander M. Schindler
Rabbi Daniel B. Syme

Re: Ferstenfeld Letter - Congregations
Soliciting Congregations

Attached is a copy of Bill Ferstenfeld's letter dated December 17, 1990. His concerns about inter-congregational fund raising requests by congregations in Lake Tahoe and London, Ontario for help in purchasing land or in purchasing a building are clearly justified.

My suggestion is that the Regional Presidents, in conjunction with the Commission on Synagogue Management, swiftly formulate a policy that discourages this kind of activity, and bring a policy statement to the Board of Trustees for consideration at its June, 1991 meeting in Montreal.

In the meantime, I suggest to the leadership of the Pacific Northwest Council and the Canadian Council that they make immediate contact with the leaders of the congregations in question and explain to them why such solicitations are not appropriate.

At our June, 1990 Board meeting we admitted as a new member North Tahoe Hebrew Congregation in Incline Village, Nevada (obviously, the New Congregations Committee should develop a written policy to ensure that new congregations do not engage in this kind of activity). By copy of this letter to Bill Ferstenfeld, I request that Bill send me a copy of the mailings that he received (or, if they have made their way to the round file, the names of the soliciting congregations). We also do have a 60 member congregation, Temple Israel, in London, Ontario.

cc: William Ferstenfeld, F.T.A.



Founded in 1847
REFORM CONGREGATION

Keneseth Israel

Executive Administrator
William Ferstenfeld, FTA

December 17, 1990

Mr. Allan B. Goldman
347 Conway
Los Angeles, CA 90024

Dear Allan:

I very much enjoyed attending the recent UAHC Board meeting. It was quite productive and I was impressed with the manner in which you conducted the meeting.

I would like to bring an item to your attention, which in the scheme of things, is not a big deal. The past few weeks have brought two mailings from Congregations in Lake Tahoe and London, Ontario requesting funds to either help purchase land for a building or for help in purchasing a building. Both requests certainly have merit, however it raises some concerns. These appeals, especially during this distressed economy, are annoying and presumptive that larger congregations can support themselves and consider support for other UAHC synagogues. Of even greater concern is the potential for other synagogues who face similar situations to begin to "fund raise" the member congregations of the UAHC. I think it would be beneficial to formulate a statement of policy regarding this type of activity.

Please accept my sincerest best wishes.

Sincerely,

William Ferstenfeld, F.T.A.
Executive Administrator

WF/aln



RABBI ALEXANDER M. SCHINDLER • UNION OF AMERICAN HEBREW CONGREGATIONS
PRESIDENT 838 FIFTH AVENUE NEW YORK, N.Y. 10021 (212) 249-0100

November 16, 1990
28 Heshvan 5751

Alan D. Bennett, R.J.E.
and
Richard M. Morin, R.J.E.
Reform Jewish Educator
Title Granting Commission
707 Summerly Drive
Nashville, TN 37209-4218

Dear Alan and Dick:

Thank you so much for your gracious letter concerning the granting of the title "Reform Jewish Educator". It is a tribute I am very proud to accept and assure you that I will wear the badge with honor. Reform Jewish education is among my first loves, and, of course, I feel a very special tie to all of our educators.

With fondest regards to you and all your dear ones, I am

Sincerely,

Alexander M. Schindler

REFORM JEWISH EDUCATOR TITLE GRANTING COMMISSION

RICHARD M. MORIN, R.J.E., REGISTRAR
707 SUMMERLY DRIVE
NASHVILLE, TENNESSEE 37209-4218
(615) 352-0322

*Proud
will wear
badge with
honor.*

Rabbi Alexander M. Schindler, F.R.E., President
Union of American Hebrew Congregations
838 Fifth Avenue
New York City, NY 10021-7064

Dear Alex:

The REFORM JEWISH EDUCATOR TITLE GRANTING COMMISSION met yesterday to review your application. We are writing to communicate to you the results of that meeting.

It is our pleasure, on behalf of the Commission, to notify you that you have been granted the title of **REFORM JEWISH EDUCATOR (R.J.E.)**, having fulfilled all of the requirements for the option under which you applied.

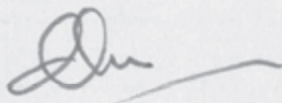
Your **REFORM JEWISH EDUCATOR** certificate will be presented to you at the forthcoming NATE Conference in Boston, MA, Monday Noon, December 24, 1990. If you will not be in attendance at that time, the certificate will be mailed to you under separate cover shortly after January 01, 1991.

If you have applied for the **REFORM JEWISH EDUCATOR** title as a member of the American Conference of Cantors or the Central Conference of American Rabbis, the presidents of these two conferences will be informed. It is the intent that public recognition be given to you by the ACC or the CCAR at their respective annual conferences next spring or summer. This has been the pattern in the past and the REFORM JEWISH EDUCATOR TITLE GRANTING COMMISSION trusts that such will continue.

On behalf of the REFORM JEWISH EDUCATOR TITLE GRANTING COMMISSION please accept our congratulations for your achievement and for your position of leadership within the field of Jewish Education!

May you continue to go from strength to strength!

Shalom,



Alan D. Bennett, R.J.E.
Chairperson



Richard M. Morin, R.J.E.
Registrar

REFORM JEWISH EDUCATOR TITLE GRANTING COMMISSION

RICHARD M. MORIN, R.J.E., REGISTRAR
707 SUMMERLY DRIVE
NASHVILLE, TENNESSEE 37209-4218
(615) 352-0322

TO: R.J.E. RECIPIENTS

FROM: RICHARD M. MORIN, R.J.E.

RE: CHANGE IN PRESENTATION

PLEASE NOTE THAT THE R.J.E. WILL BE PRESENTED
ON TUESDAY, DECEMBER 25, 1990, AT NOON... NOT
MONDAY AS ORIGINALLY SCHEDULED.



REFORM JEWISH EDUCATOR TITLE GRANTING COMMISSION

RICHARD M. MORIN, R.J.E., REGISTRAR
707 SUMMERLY DRIVE
NASHVILLE, TENNESSEE 37209-4218
(615) 352-0322

FOR IMMEDIATE RELEASE

CONTACT: (YOUR NAME AND ADDRESS)

EDUCATOR AWARDED PRESTIGIOUS TITLE OF 'REFORM JEWISH EDUCATOR' (R.J.E.)

_____ at _____
(name) (position) (institution)

was honored by the National Association of Temple Educators (NATE) and awarded the prestigious title of Reform Jewish Educator (R.J.E.) on December 24, 1990, while attending the 36th annual conference of the association in Boston, MA.

NATE is the professional organization of over 750 Reform Jewish educators from Australia, Canada, England, Israel, and the United States who are the educators, principals, rabbis and cantors responsible for providing the leadership in religious education for congregations and day schools affiliated with the Union of American Hebrew Congregations (UAHC).

The much coveted title of Reform Jewish Educator is only granted by the Reform Jewish Educator Title Granting Commission composed of representatives of the constituent bodies of Reform Judaism. These include the American Conference of Cantors (ACC), the Central Conference of American Rabbis (CCAR), the Commission on Jewish Education, the Hebrew Union College-Jewish Institute of Religion (HUC-JIR), the National Association of Temple Educators (NATE), and the Union of American Hebrew Congregations (UAHC). The title is granted to those educators, rabbis, and cantors who have fulfilled extremely stringent academic requirements in the areas of education/educational administration and Judaic studies plus a supervised educational internship, and/or experience in position.

(Add other personal information such as length of time in Jewish Education and/or at your current institution, committees on which you serve(d), educational background, other activities in the general community and/or Jewish community, etc.)

AM.S.

NATIONAL ASSOCIATION OF TEMPLE EDUCATORS

AN AFFILIATE OF THE UNION OF AMERICAN HEBREW CONGREGATIONS



April 12, 1990
17 Nisan, 5750

NOTE

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(416) 789-9697 - FAX

Executive Secretary

Richard M. Morin, R.J.E.
707 Summerly Drive
Nashville, TN 37209-4218
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(615) 356-9285 - FAX

Mr. Charles J. Rothschild, Jr., Chairman,
Task Force on Professional Needs, Recruitment
and Financial Matters in Reform Judaism
550 Sunderland Road
Teaneck, NJ 07666-2027

Dear Chuck:

The time has arrived where it is no longer acceptable practice to refer to those of us who are not rabbis or cantors but who do serve the Reform Movement in equally vital capacities as "other Jewish professionals."

I was dismayed to read this in the Memorandum of the Task Force on Professional Needs, Recruitment and Financial Matters in Reform Judaism, March 22, 1990, at the bottom of page 01, under Sub-Committee #1, 2A. This demeaning language is used in reference, I assume, to Educators and Administrators.

The vast majority of our Educators have spent too many years preparing themselves academically (many have obtained master's and doctor's degrees from distinguished colleges and universities including the Hebrew Union College-Jewish Institute of Religion) for their profession, just as rabbis and cantors do, to be lumped into a category of "other."

It is time for the lay and professional leadership of our progressive movement, which seems to recognize the individuality of every one except its own, to give "other Jewish professionals" their earned recognition. Anything less is an insult.

I would forgive the writer of the Memorandum for following in line with the long established, but now outdated, practice of: rabbi, cantor, and other. Nonetheless, he/she should, by now, know better especially since those "other Jewish professionals" have been asked to sit on this task force. It is time to put an end to this unnecessary type of discrimination. I know that you will correct other future documents to reflect this.

Warmest wishes for a pleasant and enriching Pesach.

Shalom,

Richard M. Morin, R.J.E.
Executive Secretary

cc: Art G
also to FH Neuberger
He is correct!

temple sholom

3480 N. LAKE SHORE DRIVE • CHICAGO, ILL. 60657 • TELEPHONE (312) 525-4707



Rabbis

FREDERICK C. SCHWARTZ, D.H.L., D.D.
ERIC FRIEDLAND, D.D., Emeritus
DONALD B. ROSOFF, M.A.H.L., M.A.H.E.
STEVEN L. DENKER, M.A.H.L.

Cantor

AVIVA KATZMAN, M.M., M.S.M.

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Past Presidents*

March 6, 1990

Rabbi Alexander M. Schindler
Union of American Hebrew Congregations
838 Fifth Avenue
New York, N.Y. 10021

Dear Rabbi Schindler:

I have your note about publishing Rabbi Snyder's article, and am happy to say that the article is already at the printers with the other NATA Journal articles and will appear in the May issue. I will also send Rabbi Snyder 12 copies.

With warm regards and every good wish, I am

Sincerely,

Robert Mills
Executive Director

RM:als



RABBI ALEXANDER M. SCHINDLER • UNION OF AMERICAN HEBREW CONGREGATIONS
PRESIDENT 833 FIFTH AVENUE NEW YORK, N.Y. 10021 (212) 249-0100

NATA

March 1, 1990
4 Adar 5750

Mr. Robert Mills
Temple Sholom
North Chicago Hebrew Congregation
3480 Lake Shore Drive
Chicago, IL 60657

Dear Bob:

You had indicated that you might publish an article on friendly congregations by Rabbi Herman Snyder. It is a natural for NATA and I do hope that it is included in a future edition of the NATA magazine.

Rabbi Snyder is eager to have about a dozen off prints of the article if and when it is published. I would be grateful if you would follow up on this matter. Rabbi Snyder's address is:

Rabbi Herman E. Snyder
50 Colony Road
Springfield, MA 01106

With warm regards and every good wish, I am

Sincerely,

Alexander M. Schindler

Herman E. Snyder - 50 Colony Rd - Springfield, MA.01106

Rabbi Dr. Alex Schindler,
838 Fifth Avenue,
New York, NY 10021

Dear Alex,

IF my article on making a friendly congregation has been published I would appreciate about a dozen copies of offprints. Can do?

Roanoke is looking forward to your visit together with Rhea. Dr. Bernard and June Goffen are favorite cousins. He (the cousin) is a former President of that congregation, on faculty of Virginia Medical School, etc etc. His grandfather Goffen was "the" Orthodox Rabbi in New York City at the turn of the century. We also share a grandfather who was a Rabbi in New Bedford where I was born. I love June. She is a remarkable person--we talk every week. They were active members with Jack Rudin before moving south.

Adele is well to recovery from her operation--the penalty for smoking most of her life. The hospital bed and oxygen is out of the house. We had a corps of women around the clock for several weeks--now gone. We anticipate resuming our "normal" life.

Every good wish to Rhea and you.

Fondly,

Herman

for Mel
Ch...

Has it
well if?
Let him know
+ get copies
of the

NATA

March 1, 1990
4 Adar 5750

Rabbi Herman E. Snyder
50 Colony Road
Springfield, MA 01106

Dear Herman:

It is possible that your article will be published in the NATA QUARTERLY but I don't know which issue it will be likely to appear in. Thus, I am alerting the editor of your wish to ~~have~~ copies made available once the article appears.

I, too, am looking forward to my visit at Temple Emanuel of Roanoke. I hope the Goffen's will present themselves to me. It will be nice to meet them, even if it is for a brief moment.

Please give our love to Adele and tell her how pleased we are that things are returning to normal. We are delighted with her fine progress.

With love from Rhea and me to you both.

Sincerely,

Alexander M. Schindler

NATA

September 18, 1989
18 Elul 5749

Ilene H. Herst, FTA
President, NATA
1185 Sheridan Road
Glencoe, IL 60022

Dear Ilene:

I have had an opportunity to review the questions posed in your letter of September 5 and have given thought to them. I have also discussed them with others.

The Executive Secretary of NATA need not be a member of the UAHC staff. However, there should be price consultation with the UAHC on salary and selection. This should be with the Union president and the director of the Department on Synagogue Management. The executive secretary of NATA and the department director will be working together in many areas of mutual concern and thus the request for consultation beyond the president of the UAHC.

With fondest regards to you and James and all good wishes for a sweet, happy and healthy New Year, I am

Sincerely,

Alexander M. Sihindler



National Association of Temple Administrators

AN AFFILIATE OF THE UNION OF AMERICAN HEBREW CONGREGATIONS
838 Fifth Avenue, New York, NY 10021-7046 (212) 249-0100



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Immediate Past-President:

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September 5, 1989

Rabbi Alexander Schindler
Union of American Hebrew Congregations
838 Fifth Avenue
New York, New York 10021

Dear Alex:

We are in the process of making some adjustments, housekeeping and a few other changes in our Constitution. In reviewing the By-Laws it came to my attention that Article XX, Section 5 states:

In the event that the Association shall hereafter appoint an Executive Secretary, he shall be considered a member of the staff of the Union.

This brings to my mind two questions:

- 1) Does the NATA Executive Secretary need to be on the UAHC staff - and
- 2) if so, does the UAHC have to approve the person before NATA engages such a person.

Your thoughts on the above subject would be appreciated.

Sincerely,

Ilene

Ilene H. Herst, FTA

Ask her to react to this that is to say to his reaction so I can relay it to Ilene - My own feeling is that there ought to be consultation both on person & salary with Pres. of UAHC.

Rabbi Alexander m. Schindler

8/24/89

Allan B. Goldman, Esq.

The enclosed memo and brochure from NATA have just come across my desk. I see no problems with the document. However, you might look it over with a lawyer's eye. Obviously, Article XX is of prime interest to us.

Regards.



NATA

May 2, 1989
27 Nisan 5749

Ilene H. Herst, FTA
President, NATA
1185 Sheridan Road
Glencoe, IL 60022

Dear Ilene:

I am a bit uncertain as to what you mean by the phrase "it was our hope that the UAHC will make a commitment to celebrate with us at the Biennial convention," in your letter of April 25. Obviously we want to make a big thing of it at our convention and I will have some reference to the anniversary in my State of the Union Message, 1991. Is there anything more specific you have in mind?

If there are some special suggestions I would appreciate your sharing them with me. As you know, the program is determined by the Biennial Program Committee and all requests must receive their approval. As a temple administrator you know full well how important process is in creating a program and/or special event.

With warm personal regards, I am

Sincerely,

Alexander M. Schindler



National Association of Temple Administrators

AN AFFILIATE OF THE UNION OF AMERICAN HEBREW CONGREGATIONS
838 Fifth Avenue, New York, NY 10021-7046 (212) 249-0100



OFFICERS

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Louise A. Sperling
Marvin S. Walts, F.T.A.

Ilene

April 25, 1989

Rabbi Alexander Schindler
Union of American Hebrew Congregations
838 Fifth Avenue
New York, New York 10021

Dear Alex:

The 1989 Biennial is yet to happen, and I am writing in regard to the 1991 Biennial in Baltimore. That is just the way we have to plan and that is just about how fast the years go by.

In 1991 NATA will be Fifty Years Old. We will have a gala conference in Washington or Baltimore, prior to the Biennial, but it was our hope that the UAHC will make a commitment to celebrate with us at the Biennial Convention. This letter is an official request for the Union to do so, as the result of a resolution passed unanimously at the NATA Executive Board on April 2 soliciting assistance of the UAHC in noting our 50th Anniversary.

I am grateful to you for your help always, and hope that together we can do some great planning for 1991.

Sincerely,

Ilene

Ilene H. Herst, FTA

bg



**NATIONAL
ASSOCIATION
OF
TEMPLE
ADMINISTRATORS**

AMERICAN JEWISH
ARCHIVES
An affiliate of the

**UNION OF AMERICAN
HEBREW
CONGREGATIONS**

CONSTITUTION

Adopted in 1952
and updated with all amendments through 1985

ARTICLE I NAME

The name of this organization shall be the National Association of Temple Administrators (NATA), hereinafter referred to as the "Association."

ARTICLE II AFFILIATION

This Association shall be an affiliate of the Union of American Hebrew Congregations, hereinafter referred to as the "Union."

ARTICLE III PURPOSES

The purposes of the Association shall be:

- a. To foster Reform Judaism and its religious, cultural and social activities in our Reform Houses of Worship.
- b. To bring together Professional Temple Administrators of Reform Temples for such cooperative effort as may enable each member more effectively to fulfill his function in service to the temple.
- c. To disseminate administrative information and suggested procedures to its members and to the member congregations of the Union.
- d. To provide and encourage proper and adequate preparation and training of professional temple executive directors and to keep its present members abreast of modern and efficient procedures.
- e. To formulate and seek to establish professional ideals and standards.
- f. To maintain the dignity of the position of the temple executive.

ARTICLE IV MEMBERSHIP

Section 1. There shall be seven (7) classes of membership: Senior; Regular; Associate; Courtesy; Honorary; Ex-Officio;

Retired, Semi-Retired or Emeritus. Wherever the term "member" or "membership" is used herein it shall apply to and include only those persons within the first two categories of membership as set forth in Section 2. and 3. hereof.

Section 2. Any professional in the employ of a congregation, who is designated in writing by its President or a Vice-President as performing an administrative management service on a full-time basis in the Reform Jewish movement, and who shall meet the standards established by the National Association of Temple Administrators, shall be eligible for and may become a Regular member of this Association upon the filing of the appropriate membership application and the approval of the Membership Committee.

Section 3. Any Regular Member, having theretofore completed at least three years of full-time administrative management service in the Reform Jewish Movement and having met the requirements of the Professional Standards Committee shall be eligible for and may become a Senior Member of this Association.

Section 4. Any person performing an administrative management service on a part-time or volunteer basis in the Reform Jewish Movement shall be eligible for and may become an Associate Member on the recommendation of a Member and the approval of the Membership Committee.

Section 5. A professional whose employment or service is related to synagogue (church) administration or to the administration of a synagogue (church) related institution or to the teaching of synagogue (church) administration or to the administration of a communal agency and who does not meet the requirements under the other provisions for membership shall be eligible for and may become a Courtesy Member on the recommendation of the Membership Committee to the Executive Board.

Section 6. The Association may elect to Honorary Membership any person it sees fit to honor. Honorary Members shall have no vote in the Association.

Section 7. Retired, Semi-Retired or Emeritus, Senior or Regular members may continue their membership in the Association at their option, upon payment of dues as provided for in Article VII. Exclusive of the right to hold office, or serve on

the Executive Board they shall be accorded all other privileges of Senior or Regular Membership so long as they are not engaged in full-time employment in another profession or field of endeavor.

Section 8. Any person holding Ex-Officio Membership on the Executive Board, as hereinafter provided, shall be deemed to be an Ex-Officio Member of the Association with all privileges of membership including the right to serve on committees, except the right to vote or hold office. Ex-Officio Members of the Association shall not be required to pay dues.

Section 9. Only Senior Members may be officers of the Association. Only Regular and Senior Members may be members of the Executive Board, and may participate in the NATA-Rabbinical Pension Board Pension Plan.

Section 10. All persons holding the category of "Regular Membership" as defined in Article IV, Section 2 of the Constitution, as of the date of adoption of these amendments, (November, 1977) shall be considered Senior Members without regard to any other requirements.

Section 11. All persons accepted as Regular, Senior, Associate or Courtesy Members from and after November 1977 may hold such membership only so long as they continue to meet the respective qualifications set forth in the appropriate sections of the Constitution.

ARTICLE V MEETINGS

Section 1. Meetings of the Association shall take place at least biennially in odd-numbered years; said meetings are hereinafter referred to as "Biennial (s)" or "Biennial Meeting (s)" and shall be held at such time and place as the Executive Board shall determine. In the alternate (even-numbered) years the Association shall hold Conventions and/or Workshops, hereinafter referred to as "Meeting (s)" at which all business of the Association may be conducted except that of elections (see Article VIII, Section 2; Article XIII, Section 1 and 2). Such meetings shall be held at such time and place as shall be determined by the Executive Board.

Section 2. Special meetings of the Association may be called by the

President. A Special Meeting must be called by the President at the order of a majority of the Executive Board and/or if requested by registered mail by twenty-five (25) or more members in good standing addressed to the President. The business of Special Meetings shall be limited to the purpose or purposes stated by the President in his call for the meeting and/or the purpose or purposes stated in the motion carried by the majority vote of the Executive Board and/or the purpose or purposes as contained in the request of twenty-five (25) or more members as herein provided. Notice of such Special Meetings shall be mailed to the Members within three (3) days after the President has received notice of the Executive Board vote and/or the twenty-fifth member request as herein provided. Such Special Meetings shall be scheduled for a place convenient to the greatest number of members and no sooner than fifteen (15) days nor later than forty-five (45) days from the date of issuing the call.

ARTICLE VI VOTING

- Section 1.** Voting powers shall be vested in Regular and Senior Members only.
- Section 2.** No member whose dues are one (1) year or more in arrears may vote.
- Section 3.** Should a situation develop upon which the President deems it necessary to have a vote of the membership before its next meeting, he may take a vote of the membership by mail (Article VI, Sections 4, 5, 6, 7 and 8).
- Section 4.** The President must take a vote of the membership by mail if so requested by a majority of the Executive Board and/or if he/she receives such a request by registered mail from twenty-five (25) members (exception: Article XVI, Section 3).
- Section 5.** All mail ballots shall be addressed by the President to the last known address of each member (Article XI, Section 5, 3rd sentence) with a stamped return envelope enclosed, addressed to the President; ballots shall not bear the name of the voter. All ballots must be mailed to the membership on the same day and must clearly state the question or questions to be voted upon.

Section 6. All ballots received by return mail postmarked within thirty (30) days from the postmarked date of mailing the ballots shall be counted; all returned ballots bearing a later postmarked date shall be void. The returned ballots must not be opened until the said thirty (30) day period has elapsed and must be opened within one (1) week thereafter, after which the President and/or the Administrative Committee (Article IX) and/or the Executive Board must take immediate action to implement the majority vote.

Section 7. Results of all mail ballots may be announced by mail but must be announced at the next meeting of the Association and become a part of the minutes of that meeting.

Section 8. A majority vote of the Association, either in meeting assembled or by mail, shall be final and must be so implemented and neither an Officer nor the Executive Board nor the Administrative Committee may over-ride a majority vote of the Association.

ARTICLE VII DUES

- Section 1.** Dues may be set or changed only by vote of the membership at a Biennial Meeting. Once set, they will remain in effect until acted upon.
- Section 2.** Dues become payable upon election to any class of membership and the initial payment shall cover that part of the year in which the member or associate is elected. Dues will be pro-rated. No resignation may be accepted unless all current and arrear dues are paid in full.
- Section 3.** Retired, semi-retired or emeritus Regular Members shall pay either the minimum Regular Membership dues, or, at their individual discretion, the Regular dues scale applicable to their respective congregations. The Treasurer shall be empowered to waive part or all of the Regular Membership dues of retired, semi-retired or emeritus Regular Members where warranted.
- Section 4.** "Annually" as used in this Article VII shall apply to the civil calendar year from and after January 1, 1963.
- Section 5.** Any Member, Associate Member or Courtesy Member whose dues are one (1) year or more in arrears shall be con-

sidered to have terminated his or her Membership and shall thereafter not be entitled to any privileges.

Section 6. These dues shall entitle members to a copy of all publications of the Association.

ARTICLE VIII OFFICERS

Section 1. The Officers of this Association shall be President, First Vice-President, Second Vice-President, Administrative Secretary and Treasurer.

Section 2. All Officers shall be elected by the Association at Biennial Meetings (Article V, Section 1; Article VI, Section 1 and 2). Officers so elected shall take office immediately after said election.

Section 3. Officers shall be elected for a term of two (2) years (see Article VIII, Section 6).

Section 4. No Officer may be re-elected to the same Office more than once.

Section 5. In the event a Biennial Meeting of the Association is postponed or cancelled (Article V, Section 1) the term of Officers shall be automatically lengthened until the next Biennial Meeting.

Section 6. The term "two years" as used in Article VIII, Section 3, shall mean that period between one Biennial and the next Biennial thereafter.

ARTICLE IX ADMINISTRATIVE COMMITTEE

The Administrative Committee shall consist of the Officers of the Association (Article VIII, Section 1), and the immediate Past President of the Association as well as the Director of the Commission on Synagogue Management.

The Administrative Committee shall implement the decisions of the Board and/or the Association.

The President shall preside at all meetings of the Administrative Committee and shall call such meetings at his discretion.

ARTICLE X EXECUTIVE BOARD

Section 1. The Executive Board (hereinafter referred to as the "Board") shall have charge, control, direction and management of the affairs of the Association. Actions of the Board shall be subject to review by the Association.

Section 2. The Board shall be composed of five (5) Officers of the Association (Article VIII, Section 1), Fourteen (14) members elected by the Association in the manner hereinafter provided (Article XIII), for a period of four (4) years, Past President (Article X, Section 4), Honorary Board Members (Article X, Section 9) and Ex-Officio Members (Article XX, Section 3).

Section 3. No Board Member who has been elected to a full term shall be eligible for re-election as a Board Member in the same year as his term expires.

Section 4. At the expiration of his term or terms (Article VIII, Sections 2, 3 and 4) the outgoing President shall continue as a Member of the Board, with full voting powers, for four (4) years, provided he remains as a Regular Member of the Association.

Section 5. Article X, Section 3 shall not be construed as barring a Board Member from being elected at any time as an Officer. If he should be elected to an Office (Article VIII, Section 1), during his term as a Board Member, that Board position must be deemed vacant and another member of the Association appointed to fill this vacancy as hereinafter provided.

Section 6. Within thirty days after being informed of any vacancy on the Executive Board (except that of a Past-President) the President must appoint a member of the Association to fill the unexpired term of the vacating member of the Board. Such interim appointment shall not count against eligibility for election under Article VIII and Article X, Section 3.

Section 7. If it is not possible for the Executive Board to meet during the interval between meetings, its business may, at the discretion of the President, be conducted by mail, a summary of this correspondence then is to become a part of the Minutes of the Board, to be read at the next Regular Meeting of the Association.

Section 8. Upon written request of a majority of the members of the Board, the President must call a meeting of the Board under the same time and place rules as provided in Article V, Section 2, last sentence. Upon written request of a majority of the Board members, the President must take a vote by mail under the same rules as apply to the membership (Article VI, Section 4, 5, 6, 7 and 8) except that the words "Member of the Board" shall be read into every place in Article VI where the word "Member" or "Membership" appears.

Section 9. The Association may elect to Honorary Board Membership those of its Regular Members who comply with Article IV, Section 2 and 6 of this Constitution; such Honorary Board Members to have a voice and a vote on the Executive Board.

ARTICLE XI DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Association, of the Board and of the Administrative Committee. He shall appoint all Committees, shall call meetings and send out ballots by mail in accordance with this Constitution, and shall do all things usual and ordinary to the duties of a President. He may delegate to either of the Vice-Presidents the responsibility for the functioning of any Committee of the Association.

Section 2. The First Vice-President shall perform all the duties of the President in case of the latter's absence or disability and shall assume such other functions as may be delegated to him by the President, provided such functions are not in violation of any other provision of this Constitution.

Section 3. The Second Vice-President shall perform all the duties of the President in the case of the absence or the disability of the President and the First Vice-President and shall assume such other functions as may be delegated to him by the President, provided such functions are not in violation of any other provision of this Constitution.

Section 4. Should the office of the President become vacant for any reason during his term of office, the First Vice-President shall automatically become President and assume all duties pertaining to that office; the Second Vice-President shall

become First Vice-President, and they shall so remain until the next Biennial Meeting of the Association. Should the office of First Vice-President become vacant for any reason during his/her term of office, the Second Vice-President shall automatically become First Vice-President and assume all duties pertaining to that office. Such interim periods shall not be counted as a "term" under Article VIII, Section 4.

Section 5. The Administrative Secretary shall keep the Minutes of the proceedings of all meetings of the Association, the Executive Board and the Administrative Committee, and report these proceedings at the proper times. He/she shall keep the vital statistics, and such other documents and papers as are essential to the management of the Association. He/she shall conduct all the correspondence of the Association and shall notify the members of all regular and special meetings in the manner provided.

Section 6. The Treasurer shall bill and collect dues and have charge of all the funds of the Association and shall disburse them in accordance with the budget as approved by the Board. He/she shall furnish a financial statement to the Board and to the Association at its regular meetings, said statement to cover the period between meetings of the Association. He/she shall keep the membership rolls and shall submit to the President, upon request, the official roster of the membership. Any two officers may sign checks drawn on the funds of the Association.

Section 7. Should the office of Second Vice-President, Administrative Secretary or Treasurer become vacant for any reason during their respective terms of office, the President, within thirty (30) days thereafter, shall appoint a member of the Board to fill the unexpired term. Such interim period shall not be counted as a "term" under Article VIII, Section 4.

ARTICLE XII COMMITTEES

Section 1. The President shall appoint the Committees provided for in this Constitution and such other Committees as he may deem necessary, or as he may be directed by the Board.

Section 2. The Standing Committees shall serve until the following Biennial appointments. A report of all Committees shall be rendered at each Biennial Meeting.

Section 3. The President shall be an Ex-Officio Member of every Committee, except the Nominating Committee (Article XIII, Section 1).

Section 4. STANDING COMMITTEES

Membership Committee	Certification Committee
Professional Standards	Publication Committee
Constitution	

MEMBERSHIP COMMITTEE

It shall be the duty of the Membership Committee to:

1. Encourage all persons who may meet the requirements for any class of membership to affiliate themselves with the Association.
2. To welcome all new members and help to integrate them and encourage participation in the Association.

CONSTITUTION COMMITTEE

It shall be the duty of the Constitution Committee to:

1. Maintain an updated, complete and official copy of the Constitution of the Association.
2. Prepare and propose for adoption by the Membership all amendments required (a) to clarify existing provisions or (b) introduce new provisions as required for the governance of the Association and the accomplishment of its aims.

PROFESSIONAL STANDARDS COMMITTEE

It shall be the duty of the Professional Standards Committee to:

1. Promulgate professional standards for individual growth within the Association consistent with our stated purposes.
2. Encourage the Association to pursue the highest professional standards possible in order for it to reach its greatest potential for service to the Union and its constituent congregations.

CERTIFICATION COMMITTEE

It shall be the duty of the Certification Committee to:

Encourage members to pursue the Fellow in Temple Administration program and, as warranted, to recommend to the Joint Commission, changes which will keep the program challenging and relevant.

PUBLICATION COMMITTEE

It shall be the duty of the Publication Committee to:

Produce the NATA JOURNAL and other similar publications as may be authorized; is responsible for the appropriate indexing and distribution as directed.

ARTICLE XIII ELECTIONS

Section 1: A Nominating Committee of five (5) members shall be constituted not less than sixty (60) days before each Biennial for the purpose of nominating candidates for Officers and Board membership.

The Nominating Committee shall be constituted as follows:

- a) Two (2) members who are not officers or Board Members shall be elected from the regular membership at large by those in attendance and voting at the preceding Convention and Workshop Conference.
- b) Three (3) members shall be appointed by the President from among a slate recommended by the Officers of the Association.

The recommendation of the Nominating Committee shall be communicated to every member by mail not less than thirty (30) days in advance of the Biennial. Any twenty-five (25) members may submit additional nominations to the Chairperson of the Committee not less than ten (10) days in advance of the Biennial. The Nominating Committee shall report to the Biennial the names of all nominees, with its recommendations.

Section 2. The two year term to which Officers shall be elected shall be in accordance with Article VIII, Sections 3, 4, and 6 of

this Constitution. As the four year terms of Board Members (Article X, Sections 2 and 3) were staggered (nine elected at one Biennial Meeting and the other eight at the next Biennial) at the time of the adoption of this Constitution, this staggered method shall be continued, the proper number to be nominated and elected to fill the expiring terms at the adoption of this Constitution and the alternate numbers nominated and elected at the following Biennial.

Section 3. Interim appointment shall not make that member ineligible for election by the Association at the expiration of the interim term.

Section 4. The term "four years" as used in Article XIII, Section 2 and Article X, Section 2, shall mean that period between two Biennial Meetings occurring quadrennially.

ARTICLE XIV

REGIONAL AND METROPOLITAN CHAPTERS

Section 1. The Board shall have the power to grant to any group of three (3) or more members a charter as a Regional or Metropolitan Chapter. Each such Chapter shall abide by the following rules:

- a. Officers of a Chapter must be Regular or Senior Members of the Association.
- b. Membership in a Chapter need not be limited to members of the Association.
- c. No Constitution, By-Laws, Regulations or Rules of Procedure or Operations shall be enacted by a Chapter unless and until they have been approved by the Board of the Association.
- d. Dues set by each Chapter under its approved rules shall remain the property of the Chapter. No accounting shall be required by the Board of the Association, unless a petition be filed with it by a majority of the members of the Chapter.
- e. No member or group of members may use the name "National Association of Temple Administrators," the initials "NATA" or any variant thereof, nor utilize any logotype or distinctive emblem or design

in use by the Association, unless authorized so to do by the Board of the Association.

f. No Chapter may adopt any policies or make any pronouncements in conflict with this Constitution and/or decisions adopted by the Association or its Board.

g. This Article shall take effect at the close of the Regular Meeting of the Association to be held in 1965.

ARTICLE XV

ORDER OF BUSINESS

The conduct of meetings and affairs of this Association shall be in accordance with good parliamentary procedure. Where no specific designation is made herein for procedure and practice, it shall be in accordance with the latest revised Robert's "Rules of Order."

ARTICLE XVI

AMENDMENTS

Section 1. This Constitution may be amended at any Regular Meeting or any Special Meeting called for the purpose, by a vote of two-thirds (2/3) of the members then attending, provided that any proposed amendment shall have been communicated to every member by mail at least thirty (30) days prior to the Meeting at which it is to be considered.

Section 2. Any member may propose an amendment to the Constitution. It shall be communicated in writing to the Chairman of the Constitution Committee, through the Administrative Secretary, then considered by the Committee. If the Committee does not wish to recommend it to the Association, its decision must be put on the agenda for the next meeting of the Executive Board.

Section 3. No vote by mail may be taken on an amendment to this Constitution.

ARTICLE XVII QUORUM

Section 1. For any meeting of the Association a quorum shall be composed of thirty-six (36) members.

Section 2. A quorum of the Board shall be nine (9) members.

ARTICLE XVIII SUSPENSION AND RESIGNATION

The Board by majority vote shall have the power to suspend from membership for non-payment of dues or for conduct unbecoming the profession of Temple Administrator. A member may resign at any time provided his dues are paid in full, including the year in which his resignation is to take effect.

ARTICLE XIX BOARD OF CERTIFICATION

Section 1. The Association shall jointly sponsor with the Union of American Hebrew Congregations and the Central Conference of American Rabbis a Board of Certification for Temple Administrators whose purpose shall be to establish standards for certification, and to award its Certificate of Fellowship to those candidates who have complied with the requirements for certification and have successfully passed its examinations.

Section 2. The Association's members on the UAHC-NATA-CCAR Board of Certification shall consist of the President of NATA, the Chairman of the NATA Certification Committee and a Regular Member of the Association appointed by its President.

ARTICLE XX RELATIONSHIP TO UNION OF AMERICAN HEBREW CONGREGATIONS

Section 1. The Association recognizes that its primary purpose, as a National Affiliate of the Union, is to strengthen the Union and to serve the cause of Judaism.

Section 2. The Association shall not enact any rules or regulations for the administration of its affairs which are inconsistent with the Constitution of the Union or with any decision of the General Assembly of the Union.

Section 3. The Chairman of the Board of Trustees, the President, the Administrative Secretary of the Union and the Director of the Joint Union-Central Conference of American Rabbis Commission on Synagogue Management shall be Ex-Officio Members of the Board of the Association.

Section 4. The Associate and/or Assistant to the Director of the Joint Commission on Synagogue Management shall be deemed an Ex-Officio Member of the Association. The Director of the Commission shall, at his discretion request his Associate or Assistant to represent him at meetings of the Board of the Association and/or the Association's Administrative Committee.

Section 5. In the event that the Association shall hereafter appoint an Executive Secretary, he shall be considered a member of the staff of the Union.

Section 6. The Association shall submit its budget to the Budget Committee of the Union for the approval of those amounts to be appropriated by the Union for the Association.

Section 7. The Association shall not adopt any resolution on a matter of general public interest or institute any new policy or initiate any project without consultation with the Chairman of the Board of Trustees or the President of the Union, or their designated representatives.

Section 8. In the event that mutually satisfactory conclusions cannot be reached as a result of the above consultations, such matters shall be referred for a decision to a committee of five, two of whom shall be appointed by the Chairman of the Board of Trustees of the Union, two by the President of the Association, and the four so appointed shall select the fifth member from among the Board of Trustees of the Union, who shall act as an impartial arbitrator.

Section 9. The Association shall make a written report of its activities to the Board of Trustees of the Union each year.

ARTICLE XXI—EFFECTIVE DATE

This Constitution shall supersede all previous Constitutions of the Association and shall become in full effect immediately after its adoption at the Regular Meeting of the Association in San Diego, California in October 1985.

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RELATIONSHIP TO UNION OF
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RABBI ALEXANDER M. SCHINDLER • UNION OF AMERICAN HEBREW CONGREGATIONS
PRESIDENT 838 FIFTH AVENUE NEW YORK, N.Y. 10021 (212) 249-0100

January 3, 1989
26 Tevet 5749

Mr. Myron E. Schoen
87-10 51st Avenue 6-V
Elmhurst, NY 11373

Dear Myron:

Please pardon the delay in responding to your recent note and the copy of the December 12, 1988 minutes of the Board of Certification for Temple Administrators. I was in Chicago for the NATE Convention and then spent a few days in Westport to work on a number of up-coming speeches and sermons on my schedule.

In consultation with Allan Goldman, who makes all UAHC committee appointments, it was determined that at this time Joe Bernstein should be a representative to the Board of Certification. Even as you served in that role when you directed the Department, Joe should have the responsibility now that he is in charge of Synagogue Management. And, of course, our two remaining delegates are Dan Diamond and Paul Vanek. I'm sure you will agree we must maintain their role in the work of the Board.

Allan has written to Dan Diamond to appoint Joe Bernstein to the Board. While I can appreciate your great desire to serve, I fear it will not be possible, at least in any official manner. I have, therefore, suggested to Ilene Herst that you be maintained on the mailing roster for the Board and be invited to meetings as a guest. We have a few such cases on the Union Board of Trustees, including a Board widow who expressed a desire to be invited. We are pleased to have such guests, and while they do not vote they are more than welcome to be participants in our discussions. You might wish to follow a similar course with the Board of Certification.

Rhea and I join in sending warm good wishes to you Charlotte and the family for the coming New Year.

Sincerely,

Alexander M. Schindler

January 3, 1989
26 Tevet 5749

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87-10 51st Avenue 6-V
Elmhurst, NY 11373

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Rhea and I join in sending warm good wishes to you @harlotte and the family for the coming New Year.

Sincerely,

Alexander M. Schindler

Alex,

Please see page 3, Section VIII

Warm regards.

Algo

C O N F I D E N T I A L
UAHC-NATA-CCAR
BOARD OF CERTIFICATION FOR TEMPLE ADMINISTRATORS
Minutes of Meeting
December 12, 1988

PRESENT; Shirley M. Chernela, F.T.A., Dr. Daniel E. Diamond,
Rabbi Fred J. Neulander, A. Marshall Rosen, F.T.A.,
Myron E. Schoen, F.T.A., and Rabbi Gerald I. Weider

I. Dr. Diamond welcomed Rabbi Neulander to his initial meeting and informed the Board that both Mrs. Ilene H. Herst, F.T.A., and Dr. Paul M. Vanek had expressed their regrets at not being able to attend this session.

II. Mr. Schoen reported the following results of the examinations given on October 28 and 30, 1988 in Orlando, Fl., in conjunction with NATA's annual convention:

A. Candidate F-88-1 passed Hebrew reading exam. Must submit acceptable thesis to be certified as F.T.A.

B. Candidate F-88-4 passed Hebrew reading exam. Must submit acceptable thesis to be certified as F.T.A.

C. Candidate F-88-5 passed Hebrew reading exam. Having passed all the exams and submitted an acceptable thesis on "Marketing the Synagogue in the Community", it was moved and voted unanimously that Fern M. Kamen, Temple Jeremiah, Northfield, IL., be certified an F.T.A.

D. Candidate S-88-4 passed the four administrative area exams. The Secretary is to advise NATA that Mark E. Greenstein, Washington (D.C.) Hebrew Congregation, has met the requirements to be a SENIOR member.

E. Candidate F-88-6 received a passing grade in six (6) exams and submitted an acceptable thesis titled, "A Review: The Abandonment of the Jews: America and the Holocaust-1941-45" by David S. Wyman. The candidate received a FAIL in the "Office and Personnel Practices" and "Jewish History, Including the History of Reform Judaism" exams. Following extended discussion the Board voted to require the candidate to re-take those two (2) exams. The Secretary was asked to relay to the candidate the reasons for the examiner's inability to give a passing grade on two exams.

The Secretary was requested to place on the cover of the exam books in the future that candidates should write legibly so that examiners can give proper weight to the candidates's answers.

III. Ms. Chernela advised that NATA's 1989 Summer Institute would take place June 18-22. Martin Halpern, Cong. B'nai Jeshurun, Short Hills, N.J., and Valerie Slotkin, Cong. Emanu-El, N.Y.C., have completed arrangements to hold the institute on the campus of Montclair (N.J.) State College at a very reasonable rate. Mr. Schoen's first draft of the lecture schedule was discussed and Rabbi Weider volunteered to be the instructor on Monday morning, June 19 and Rabbi Neulander offered to be the instructor on Tuesday morning, June 20. Ms. Chernela will complete arrangements for the balance of the faculty.

IV. Rabbis Neulander and Weider recommended that the following changes be made in the Judaic requirements for F.T.A. certification effective with the examinations to be given in conjunction with NATA's New Orleans convention, October 1989:

A. On the bottom of page 6 of the current brochure, under "THE EXAMINATIONS" that exam 6) be titled "Reform Jewish Practices, Customs, Ceremonies and Liturgy".

B. That 6)1) on page 5 be eliminated

C. That 6)2) be eliminated and in its place there be a 7), "The ability to read prayers in Hebrew, from Reform prayerbooks."

D. That exams 5) and 6) each allow one and a half (1 1/2) hours for completion.

The rabbi's recommendations were approved unanimously and the Chair expressed the Board's appreciation for their efforts.

V. Mr. Schoen was asked to begin the process of revising the F.T.A. brochure to reflect the changes adopted at the session on August 24 and December 12, 1988. In so doing he is to consult with NATA to assure that the cost be minimal while attempting to retain the attractive format of the present brochure.

VI. It was deemed essential that the Board's "Suggested Reading List" and the sheet of "Sample Exam Questions" be up-dated and aligned with the new exam titles. After discussion it was agreed that:

A. The NATA Board members would assume the responsibility to up-date both the reading list and the sample questions covering the three administrative/management exams as outlined on page 2 of the Board's minutes of August 24, 1988.

B. That Rabbis Neulander and Weider would do the same for the Jewish content exams as adopted at this session.

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VII. Rabbi Weider inquired as to whether NATA had acted on the suggestion he made at the August 24, 1988 meeting in regard to instituting an additional requirement, "a paper of 1,000 words on a matter relating to Reform Jewish life," for SENIOR members. In the absence of Mrs. Herst, it was not possible to provide a definitive answer.

VIII. Dr. Diamond distributed the December 9, 1988 letter he received from Mrs. Herst indicating that she was appointing Dr. Mark W. Weisstuck, F.T.A., to replace A. Marshall Rosen, F.T.A. The letter also refers to the "appointment" of the Board of Certification's secretary when Mr. Schoen's "term ends June 1989 and so we can make the appointment after June 1989".

Dr. Diamond explained that prior to Mr. Schoen's retirement on July 31, 1987 as Director of the Joint Commission on Synagogue Management, he, Mr. Schoen, served on the Board by virtue of his position (page 2 of the certification brochure). His successor as Director of the Commission did not assume the post until January 1, 1988. In addition, Mr. Schoen's successor was not an F.T.A, and had served as a Temple Administrator for less than a year. As a result, as indicated in the minutes of the Board's meeting on February 2, 1988: "Dr. Diamond noted that the UAHC, the CCAR and NATA had asked Mr. Schoen to continue on the Board following his retirement as Director of the Joint Commission on Synagogue Management on July 31, 1987. It was then moved, seconded and unanimously voted that Mr. Schoen continue to serve as Secretary of the Board. It was also moved, seconded and unanimously voted that Dr. Diamond continue as Chairman of the Board and Ms. Chernela as Vice-chair."

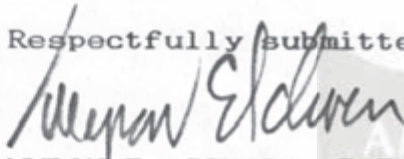
Dr. Diamond indicated that the president of the UAHC would be consulted as whether he wished Mr. Schoen to continue to serve on the Board. He also noted that the Chair, Vice-chair and Secretary have been elected by the members of the Board for an unspecified term.

Mr. Schoen expressed chagrin at the request of NATA's Administrative Committee that his service on the Board and as its Secretary be terminated in June 1989. He indicated he would await the decision of the UAHC but that in the meantime he would continue to carry out the duties of the Secretary. Unless NATA wished otherwise, he will continue to assist in developing the program for NATA's June '89 institute.

IX. It was agreed that the next meeting of the Board would be held on Monday, August 28, 1989 at Temple Shaaray Tefila in New York City.

X. Dr. Diamond expressed appreciation to the members of the Board for their efforts and on their behalf thanked Shirley Chernela and Temple Shaaray Tefila for their gracious hospitality.

Respectfully submitted,



MYRON E. SCHOEN, F.T.A.
Secretary





איחוד
ליהדות
מתקדמת
באמריקה

Union of American Hebrew Congregations

PATRON OF HEBREW UNION COLLEGE—JEWISH INSTITUTE OF RELIGION
838 FIFTH AVENUE, NEW YORK, N.Y. 10021 (212) 249-0100 CABLES: UNIONUAHC

Nata

December 29, 1988
21 Tevet 5749

Dr. Daniel Diamond
11 Washington Mews
New York, NY 10003

Dear Dr. Diamond:

It has come to my attention that there is discussion concerning the UAHC representatives to the NATA Board of Certification. I know that Myron Schoen continued to serve beyond the date of his retirement and that you and Dr. Paul Vanek also represent the Union on this Board.

At this point in time, I feel that the director of the UAHC Department of Synagogue Management should be one of our delegates to the Board of Certification. Thus, by means of this letter I write to confirm that I have asked Joe Bernstein to join with you and Paul as UAHC delegates. It is also my understanding that you will continue to serve as chairmah of the Board of Certification for Temple Administrators.

With kindest greetings and best wishes for the coming New Year, I am

Sincerely,

Allan B. Goldman
UAHC Chairman of the Board

cc: Mr. Joseph Bernstein
Ilene Herst, President, NATA
Rabbi Alexander M. Schindler

Chairman
Allan B. Goldman
President
Rabbi Alexander M. Schindler
Honorary Chairmen
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Donald S. Day
Immediate Past Chairman
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Norma Levitt
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Albert Vorspan
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Treasurer
Melvin Merians
Associate Treasurer
Norman D. Schwartz
Secretary
Lillian Maltzer

Eddie Miller

October 22, 1987

Al Vorspan

NATA RESOLUTION

- 1/ I spoke to Bob Cohen and asked him to change REFORMED to REFORM in the Resolution --- as we are still trying to reform....
- 2/ I don't like second-class citizenship and feel the same way about membership in organizations. HBut, since membership in NATA can lead to participation in the work of allied organizations such as the UAHC we really have to work something out to avoid non-Jews coming on to the Board of NATA and the Union etc.

Since associate membership permits administrators to be part of the NATA Pension Plan I believe non-Jews should be given associate membership and thus we can avoid insult and injury (to pride) when someone comes thru the ranks to top leadership -- straight out honest from the very beginning is the best path to follow as far as I am concerned! It's somewhat like having a child marry a non-Jew -- II don't think you should be married by clergy but I welcome you into the family.....I'll go to your wedding --- but let it not be religious. I welcome you to NATA, I know you appreciate our honesty in saying this is an organization of Jewish administrators but we do welcome you as an associate, we do welcome you into our Pension Plan and we expect and want your participation in our work , etc.

MEMORANDUM

From Al Vorspan

To Rabbi Alexander Schindler, Rabbi Daniel B. Syme,
Arthur Grant, Joe Bernstein

Copies Edie Miller

Subject NATA

Date 10/20/87

Apparently the issue of non-Jewish administrators is still boiling in NATA. The leadership is supporting the attached policy Article IV, Sec.9. The opposition says this is discriminatory, maybe illegal and suggests either tabling in favor of a movement-wide study or an amendment (see attached) which would accept non-Jewish administrators as Associate Members with no vote or right to hold office but full pension rights.

Both sides invoke the UAHC on their side. What is our position and, if not, what should it be? Please reply quickly.

Thanks.





Stephen Wise Free Synagogue

30 West 68th Street, New York, N.Y. 10023 Telephone: 212-877-4050

EXECUTIVE OFFICES

June 17, 1987

Mr. Harold Press, FTA
280 May Street
Worcester, Mass. 01602

Dear Harold:

Thank you for sharing with me your May 19, 1987 memo which enclosed a legal opinion concerning a proposed amendment to the NATA constitution.

Mr. Kasakoff indicates that in his opinion the following proposed amendment would not be in violation of the Civil Rights Act of 1964:

"only senior members who are Jewish may be officers of the Association. Only regular and senior members who are Jewish may be members of the Executive Board. Only regular and senior members may participate in the NATA/Rabbinical Pension Board pension plan."

As I have stated in the past, it is my opinion, shared by others, that this proposed Amendment to the NATA Constitution is discriminatory, if not legally, certainly morally. It further seems to me that rather than solving a problem, we are further exacerbating a problem which we of the Reform Movement should, and must, face.

It is clear to me that an organization which is an affiliate of the Union of American Hebrew Congregations that has a primary purpose of strengthening the Union and serving the cause of Judaism, would only want those who are Jewish to be members of their National organization. By having a constitutional article which would prohibit non-Jews from becoming regular or senior members of NATA, we would in my opinion, be stating unequivocally that we are an organization of Reform Jewish Synagogue Administrators. We should not under any circumstances be dictating to a local synagogue that they cannot hire a non-Jew. By all means, if this is the desire of the local synagogue, so be it. We have many

different categories of membership, and I would suggest that a non-Jewish administrator should be extended associate membership in NATA, which would also permit this individual to qualify for inclusion in the Rabbinical Pension Board pension plan.

Should we adopt this proposal, it would eliminate the need for a proposal which would specifically say that only senior or regular members who are Jewish could be officers and/or members of the Executive Board.

I respect the detailed research that Mr. Kasakoff has undertaken in our behalf, but we Jews have always lived, not only by legality, but by the strongest sense of morality -- to do unto others as you would want them to do unto you. For thousands of years we have fought discrimination,, legally and morally, so that our people could have a better life. How can we as a Jewish organization, bar a non-Jew who would be accepted as a regular or senior member, from becoming an officer or a member of the Board of Trustees of our Association. It seems to me that it's much easier, and much more honest, to say "this is a Jewish membership organization."

As I understand our constitution, I have the privilege of filing with our Administration Secretary, an Amendment to the Constitution for consideration at our next Annual meeting. I wish to do so now, using you as the method of transmitting this resolution to Dennis Rice.

The resolution is as follows:

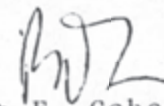
"the National Association of Temple Administrators, being a national affiliate of the Union of Hebrew Congregations, accepts for membership those members of the Jewish faith serving Reformed Congregations in the U.S. and Canada. Non-Jews employed by member congregations as administrators will be accepted in membership as an associate member, with the right to participate in the Rabbinical Pension Plan."

I would hope that this proposed resolution will be forwarded to, and acted upon, by Dennis as prescribed by the Constitution so that the members of NATA, when they meet in Chicago in October, will be able to examine more than one point of view.

Again, I want to thank you for keeping me informed of this issue.

With all good wishes.

Sincerely,


Robert F. Cohen
Executive Director

PROPOSED AMENDMENTS SUBMITTED BY THE CONSTITUTION COMMITTEE TO ALL REGULAR AND SENIOR MEMBERS OF NATA FOR CONSIDERATION AT THE PLENARY SESSIONS TO BE HELD AS PART OF OUR 46TH ANNUAL WORKSHOP AND CONVENTION IN CHICAGO, ILLINOIS IN OCTOBER, 1987.

The following proposed amendment is the recommendation of our AD HOC Committee on the Role of the Non-Jewish Administrator in NATA. The Committee was created by President Press at the recommendation of the Executive Board and was reported to the plenary in January, 1987. The original recommendation is attached.

President Press, following a recommendation made at the last plenary, did secure a written legal opinion stating that NATA will not be violating the law with this proposal amendment.

ARTICLE IV MEMBERSHIP

Section 9 Only Senior Members who are Jewish (proposal insertion) may be Officers of the Association. Only Regular and Senior Members who are Jewish (proposal insertion) may be members of the Executive Board. All Regular and Senior Members may participate in the NATA - Rabbinical Board Pension Plan. The last sentence is intended to make the language of the current provision grammatically correct in view of the proposed amendment.

The following amendment is proposed to reflect the proposal that dues shall be based on salary of administrators and not the budgets of congregations they make.

ARTICLE VII DUES

Section 3 Retired, semi-retired or emeritus Regular or Senior (addition) Members shall pay one-quarter of the lowest rate established on the dues scale, or at their individual discretion, the dues established for their income level (proposed).

The following proposed amendment is intended to correct an omission in wording when the size of the elected Executive Board members changed from 17 to 14. (see Article X, Section 2)

ARTICLE XIII ELECTIONS

Section 2 The first sentence referring to Officers would remain as is. The second sentence would be changed to read as follows: "seven Board Members shall be elected for four year terms at one Bienniel and seven more Board Members shall be elected for four year terms at the next Bienniel in compliance with Article X, Sections 2 & 3.

Nota

July 16, 1987
19 Tammuz 5747

Ms. Ilene Herst, F.T.A.
1100 East Hyde Park Blvd.
Chicago, IL 60615

Dear Ilene:

As I told your predecessor Harold Press (when I chanced to be in Worcester and conversed with him) it has been the procedure of the Union and its Affiliates to allow non-Jews to become full members with voting rights but without extending them the right to be members of the board and officers. This is the procedure which was adopted by Sisterhood many, many decades ago and which is the recommendation made by the Union to congregations when they ask for model constitutions.

Let me add only that these policies were adopted by the individual Affiliates and by the Commission on Synagogue Administration. They were not considered by the Union or the Biennial. In other words they constitute precedent but lack the force of law.

As I understand it the recommendations of your special committee on this subject are in harmony with the Union's approach.

It was nice seeing you at the Board meeting. With warm good wishes,
I am

Sincerely,

Alexander M. Schindler



National Association of Temple Administrators

AN AFFILIATE OF THE UNION OF AMERICAN HEBREW CONGREGATIONS
838 Fifth Avenue, New York, NY 10021 (212) 249-0100



OFFICERS

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280 May Street
Worcester, MA 01602

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1100 East Hyde Park Blvd.
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Second Vice President:

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4144 Chase Avenue
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250 East 79th Street
New York, NY 10021

Executive Board:

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Marcia Goldman
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Barry E. Kugel, F.T.A.
Robert Mills
Alvin Platt
Betty Sheiner
Louise A. Sperling
Si Wachsberger
Marvin S. Walts, F.T.A.

July 13, 1987

Rabbi Alexander Schindler, President
UAHC
838 Fifth Avenue
New York, N. Y. 10021

Dear Alex:

It is no secret that NATA has been concerned about the role a non-Jewish Administrator would play in in NATA and in the broader aspects of our work for the Reform movement through the UAHC. It is because of my own personal concern and the problem that confronts me as the incoming President and the members of NATA that I write to you.

We need to have input from the UAHC as to its position on this matter. As an affiliate, we must represent the policy of the UAHC. Am I looking for a way to "cop out?" No, only a way to present a positive stand and possibly a manner in which we can attempt to bring all concerned to an understanding.

Thanks, as always, for your help. I look forward to hearing from you.

Sincerely,

Ilene H. Herst, F. T. A.

NATA

July 14, 1987
17 Tammuz 5747

Dr. Daniel E. Diamond
Board of Certification for
Temple Administrators
838 Fifth Avenue
New York, N.Y. 10021

Dear Daniel:

I have your letter of July 8th suggesting that Myron Schoen be asked to continue to supervise the FTA program. I think this is a fine idea which will be a boon not just to NATA but also to Myron. Retirement is a difficult period for anyone and any indication that one continues to be needed is to the good.

It occurs to me however, that it would be inappropriate for me to make this request of Myron. After all Myron will be retired from the Union staff and I have absolutely no claim upon him. This request therefore, since it comes from NATA, should be made by NATA. May I respectfully suggest therefore that you write Myron directly. I am absolutely confident that he will be happy to continue to be involved.

With warm good wishes, I am

Sincerely,

Alexander M. Schindler



444

National Association of Temple Administrators

Board of Certification for Temple Administrators

838 Fifth Avenue, New York, N.Y. 10021

212-249-0100

CHAIRMAN:

Dr. Daniel E. Diamond

VICE CHAIRPERSON:

Elaine M. Flynn, F.T.A.

SECRETARY:

Myron E. Schoen, F.T.A.

MEMBERS OF THE BOARD:

Samuel P. Goldstein, F.T.A.

Rabbi Howard R. Greenstein

Harold Press, F.T.A.

Dr. Harold J. Tragash

Rabbi Gerald I. Weider

July 8, 1987

Rabbi Alexander M. Schindler, President
Union of American Hebrew Congregations
838 Fifth Avenue
New York, N.Y. 10021

Dear Rabbi Schindler:

As you are aware on August 1st Myron Schoen will be retiring from the UAHC. Since its inception 25 years ago Myron has served as Secretary of the Board of Certification of Temple Administrators. It is my understanding that Myron's successor or successors have not been selected and are not likely to be by the time of his retirement. This creates a problem for the Board of Certification.

The Board depends heavily upon Myron to conduct its affairs. This includes the organization, staffing and implementation of Professional Institutes for temple administrators, the preparation, giving and grading of examinations for the FTA and NATA's Senior Designation examinations, the calling of meetings of the Board of Certification, answering inquiries on the FTA designation and publicizing at appropriate times the opportunity to prepare for and take the FTA and NATA's senior examinations.

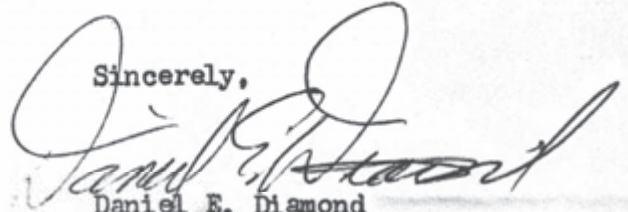
This is a particularly active period in the Board's history. At its winter meeting this year seven (7) FTA's were certified--the largest number for any given year except for the early period of the program. In addition, the Board confirmed NATA's Senior Designation on successful candidates and reviewed the records of other FTA applicants. A successful Board of Certification/NATA Professional Institute was just completed on the campus of Lake Forest College in Illinois. Several of the participants took the FTA and NATA Senior Designation examinations. The Board will need to follow-up, evaluate, and act on these candidates.

Rabbi Schindler:

2.

Therefore I request that Myron Schoen, if he is willing, be asked to continue as Secretary of the Board of Certification of Temple Administrators after August 1st. Myron should remain as Secretary until the U.A.H.C., the C.C.A.R. and NATA determine how they wish to permanently resolve this matter.

Sincerely,



Daniel E. Diamond
Chairman



Note

NATIONAL ASSOCIATION of TEMPLE EDUCATORS

AN AFFILIATE OF THE UNION OF AMERICAN HEBREW CONGREGATIONS



July 02, 1987

05 Tammuz, 5747

Ms. Edith J. Miller,
Assistant to the President
Union of American Hebrew Congregations
838 Fifth Avenue
New York City, New York 10021-7064

Dear Edie-

Just a note to thank you for the letter to the IRS from Bob Koppel. It should more than suffice.

I couldn't agree with you more about the lines on the bottom: approved by subordinate. I, too, found it offensive but was simply following the IRS guideline example of how such letter should be written, etc. To them, "subordinate" and "affiliate" are the same...what do they know about semantics?

Again, thanks for the letter and the constitutions.

Warmest wishes and

Shalom,

Richard M. Morin, R.J.E.
Executive Secretary
707 Summerly Drive
Nashville, Tennessee 37209-4218
(615) 352-0322



National Association of Temple Administrators

AN AFFILIATE OF THE UNION OF AMERICAN HEBREW CONGREGATIONS
838 Fifth Avenue, New York, NY 10021 (212) 249-0100



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Robert Mills
Alvin Platt
Betty Sheiner
Louise A. Sperling
Si Wachsberger
Marvin S. Walts, F.T.A.

DATE: May 19, 1987

TO: NATA Administrative Committee
Rabbi Alexander M. Schindler
Mr. Albert Vorspan
Mr. Darragh K. Kasakoff, Esq.
Mr. Robert Cohen
Constitution Committee

FROM: Harold Press, FTA

I am pleased to enclose a legal opinion written by Mr. Kasakoff concerning the role of The non-Jewish Administrator in NATA. The conclusion is that our proposed amendment to the Constitution limiting election to the Executive Board to regular and senior members who are Jewish and election as an Officer to senior members who are Jewish is legal.

Mr. Kasakoff is a friend and a member of Temple Emanuel. His time and efforts to do the research and to write the opinion at my request is greatly appreciated.

I did tell Mr. Kasakoff that his suggestion on page 4 was not possible because Congregations will admit non-Jewish spouses as members.

The Constitution Committee will now prepare the amendment to our Constitution for proper distribution to our membership.

file

SAUL A. SEDER
JOHN F. BUCKLEY
OF COUNSEL

SEDER & CHANDLER
ATTORNEYS AT LAW

SAMUEL SEDER
(1918-1964)

HAROLD SEDER
BURTON CHANDLER
J. ROBERT SEDER
DARRAGH K. KASAKOFF
MARVIN S. SILVER
HOWARD N. GORNEY
ELAINE M. LUCAS
JOHN F. MURPHY
DAWN E. DURKIN
BETH C. SCHUSTER

BURNSIDE BUILDING
339 MAIN STREET
WORCESTER, MASSACHUSETTS 01608

April 28, 1987

TELEPHONE
(617) 757-7721

Harold Press, F.T.A.
President, National Association
of Temple Administrators
c/o Temple Emanuel
280 May Street
Worcester, MA 01602

Dear Harold:

You have requested my opinion as to whether it is lawful for the National Association of Temple Administrators (NATA) to amend Article IV, Section 9 of its Constitution to read:

Only Senior Members who are Jewish may be officers of the Association. Only Regular and Senior Members who are Jewish may be members of the Executive Board. Only Regular and Senior Members may participate in the NATA-Rabbinical Pension Board Pension Plan.

I understand the facts to be as follows:

NATA is a National Affiliate of the Union of American Hebrew Congregations (Union) and as such, NATA has as a primary purpose the strengthening of the Union and serving the cause of Judaism. NATA's purposes are to foster Reform Judaism and its religious, cultural and social activities in Reform Houses of Worship; to bring together Professional Temple Administrators of Reform Temples for such cooperative effort as may enable each member more effectively to fulfill his function in service to the temple; to disseminate administrative information and suggested procedures to its members and to the member congregations of the Union; to provide and encourage proper and adequate preparation and training of professional temple executive directors and to keep its present members abreast of modern and efficient procedures; to formulate and seek to establish professional ideals and standards; and to maintain the dignity of the position of the temple executive.

NATA is a non-profit organization so defined and exempted by the IRS; is not open to the public for membership; and its Officers and Executive Board members are unpaid volunteers.

SEDER & CHANDLER
ATTORNEYS AT LAW

Harold Press, F.T.A.
April 28, 1987
Page 2

NATA's policy is to accept as a member any person who a congregation says is that congregation's full time administrator. During the past few years, a number of congregations have hired non-Jews as temple administrators. Non-Jewish temple administrators have become members of NATA. The President of NATA is an ex officio member of the Union's Executive Board and Board of Trustees. Other NATA officers as well as members of NATA's Executive Board are asked to represent NATA on a variety of Committees and Commissions of the Union.

Many items of a particularly Jewish nature are often discussed and voted upon by NATA Officers and Executive Board members, such as should religiously proscribed foods be served at certain functions, what Jewish position should be taken on abortion, etc. Because of this, there is concern within NATA about whether Officers and Executive Board members should be limited to persons who are Jewish.

In my opinion, the proposed amendment is Article IV, Section 9 of NATA's Constitution would not violate any federal civil rights laws.¹

The only federal civil rights laws that are applicable are the provisions of the Civil Rights Act of 1964, as amended, which prohibit discrimination in employment and in places of public accommodation. Federal law², prohibits an employer from limiting, segregating, or classifying his employees or applicants for employment in any way which would deprive them of employment opportunities because of an employee's religion except under certain limited circumstances.³

¹ I note that Regional and Metropolitan Chapters of NATA are permitted. Article XIV. Inasmuch as there are 50 States, all of which have their own civil rights laws which may differ from the federal law, I offer no opinion whether the amendment violates any State's civil rights law.

² 42 U.S.C. Sec. 2000e et seq.

³ 42 U.S.C. Sec. 2000e-1.

SEDER & CHANDLER
ATTORNEYS AT LAW

Harold Press, F.T.A.
April 28, 1987
Page 3

NATA's Officers and Executive Board members are not employees of NATA under the federal statute. An "Employee" is "an individual employed by an employer". While courts generally construe the term "employee" broadly, members of boards of directors are not employees.

NATA is not an employer of its Officers or Executive Board members under the federal statute either. An "employer" is a person engaged in an industry affecting commerce who has fifteen or more employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year, but an employer does not include a bona fide private membership club which is exempt from taxation under Section 501(c) of the title 26 of the U.S. Code. Setting aside the question of whether NATA is "an industry affecting commerce" or in "commerce" or has employees, it seems clear that NATA would, in any event, fall within the scope of the statutory private club exemption. A private club is one not open to the general public one in which the members exercise control over internal procedure, particularly as regards admission of new members, and one not supported by public funds.

Even assuming for the sake of argument that NATA was covered by the federal statute prohibiting religious discrimination in employment, NATA would still be exempt by reason of the following special religious exemption:

"This title shall not apply ... to a religious corporation, association, educational institution, or society, with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities."

As noted above, federal law also prohibits religious discrimination in any place of public accommodation,⁴ except under certain limited circumstances⁵. This law, however, does not apply to a private club or other establishment not, in fact, open to the public.

⁴ 42 U.S.C. Section 2000(a) et seq.

⁵ U.S.C. Section 2000(a)(e)

SEDER & CHANDLER
ATTORNEYS AT LAW

Harold Press, F.T.A.
April 28, 1987
Page 4

I found no decided case involving an organization even remotely like NATA. Most cases involve organizations like the "Y", the Elks, Rotary and the like. Federal courts in determining whether a private club is exempt consider the selectiveness and procedure of the group in admission of members, the degree of membership control over internal procedure, whether the organization advertises to attract members, whether the organization has made substantial changes to avoid the impact of the Civil Rights legislation, and the extent of use of group facilities by non-members.

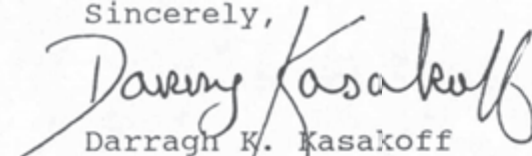
NATA does not open its membership to the public, nor does it mass mail materials to the public inviting membership. It is a small, closely knit religiously based organization, comprised solely of members who are administrators of Reform temples of the Union. It is doubtful too that NATA operations could be classified as "affecting interstate commerce" as required under federal law since an organization must affect Interstate Commerce, or be involved in some type of State action before the federal statute will apply.

A final thought. Although it is my opinion that the desired amendment is permitted under federal law, I would suggest that rather than blatantly mandate that only Jews can be Officers and Executive Board members, that instead you phrase the limitation in this manner:

No person shall be eligible to be an Officer or an Executive Board member unless s/he is a member in good standing of a constituent Congregation of the UAHA and so designated in writing by the President or a Vice President of the Congregation.

I trust the above is responsive to your request. If you need any additional assistance or information, please let me know.

Sincerely,


Darragh K. Kasakoff

DKK:slo

NATA

February 6, 1987
7 Shevat 5847

Harold Press, F.T.A.
President, NATA
280 May Street
Worcester, MA 01602

Dear Harold:

I acknowledge your letter of January 30 with thanks. I want you to know how delighted I am with the growth and maturation of NATA which it reflects, in that you have determined to assume all details relating to your own administration, including placement.

The administrative separation from the staff of the Union, of course, does not import that we, that is to say the Union, are not ready to help you in every possible way, ready, if needed, to establish any kind of joint instrumentality on a lay level.

Obviously, I want to reassure you on your apprehension concerning the choice of successor to Myron. He will be most difficult to replace, as we all know, but obviously we are determined to reach the "highest level of professionalism" in his successor, both because this is what we need and also because anything less would hardly do honor to the high standards Myron has set.

With every good wish and warm regards, I am

Sincerely,

Alexander M. Schindler

cc: Mr. Arthur Grant
Dr. Harold Tragash



National Association of Temple Administrators

AN AFFILIATE OF THE UNION OF AMERICAN HEBREW CONGREGATIONS
838 Fifth Avenue, New York, NY 10021 (212) 249-0100



*take note of Placement
regarding procedures
assume him on
just for
successor*

OFFICERS

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HAROLD PRESS, F.T.A.
280 May Street
Worcester, MA 01602

First Vice President:

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1100 East Hyde Park Blvd.
Chicago, IL 60615

Second Vice President:

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15500 Stephen S. Wise Drive
Los Angeles, CA 90077

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4144 Chase Avenue
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250 East 79th Street
New York, NY 10021

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Robert Mills
Alvin Platt
Betty Sheiner
Louise A. Sperling
Si Wachsberger
Marvin S. Walts, F.T.A.

January 30, 1987

Rabbi Alexander M. Schindler
President, UAHC
838 5th Ave.
New York, New York 10021

Dear Alex:

Thank you very much for your letter sent to NATA, through the hands of Myron, which was well received when I read it at the joint convention.

A number of significant steps were taken by NATA at this convention. A great deal of thought and effort went into considering the impact that the retirement of Myron Schoen will have on both NATA and the UAHC. I am pleased to enclose a copy of the report of the Strategic Planning Committee dealing with that issue, which was unanimously passed at the Plenary Session. In essence, it states that NATA will engage its own Placement Director on a part-time basis. We also encourage the UAHC to look for the highest level of professionalism in the successor to Myron, and to encourage the Office of Synagogue Administration to be of even greater service to the UAHC and its member congregations.

In the future, NATA has resolved to assume all duties related to its own administration. I believe NATA is maturing as an organization and has moved forward in the direction which you and I talked about in your office over a year ago. NATA also reaffirms the strong support of UAHC.

Cordially,

Harold Press, President

cc: Dr. Harold Tragash, Chairman, Committee of Synagogue Management
Arthur Grant
NATA Administrative Committee
Joseph Boston, FTA, Sub-Committee Chairperson
Stephen Breur, Chairman, NATA Placement Committee

Enclosure

HP/mep

REPORT
NATA Strategic Planning Committee
January 15, 1987

It was announced a year ago that Myron Schoen, Director of the Office of Synagogue Management of the UAHC, would be retiring on August 1, 1987. Following that announcement, Harold Press, NATA President, had a meeting with Rabbi Schindler, President of the UAHC, regarding NATA's future relationship with that office. Rabbi Schindler indicated that it would be preferable for NATA to no longer operate its Placement Office out of that office, but would operate its Placement Office elsewhere as is the case with the CCAR, NATE, and the ACC. He also indicated that the Office of Synagogue Management would be spending less time on direct NATA business than it has in the past. None of this should be taken to mean that the relationship between the UAHC and NATA is any less cordial or cooperative than in the past, but rather is the result of a restructuring of the Office of Synagogue Management. In fact, NATA has been asked for its suggestions regarding that restructuring.

As a result of that meeting, a NATA Strategic Planning Committee was formed which included two subcommittees, one on NATA's relation to the Office of Synagogue Management and the second on the future of the NATA Placement Office. The subcommittees as well as the overall committee met in March, 1986, and again in January, 1987, producing the recommendations which follow, and which were approved by the NATA Executive Board at its most recent meeting.

The members of the Strategic Planning Committee are:

Office of Synagogue Management	NATA Placement Office
Subcommittee:	Subcommittee:
Shirley Chernela, Chairperson	Joe Boston, Chairperson
Doris Markoff	Elaine Flynn
Dennis Rice	Al Platt
Steve Breuer	Buddy Lieberman
Henry Fruhauf	Ilene Herst
Bill Ferstenfeld	David Stuart
Sandy Cohen	
Norman Fogel	
Mark Weisstuck	
Alan Karpel	
Sissy Sperling	

Report of the Office of Synagogue Management Subcommittee

NATA hereby expresses its deepest gratitude to Myron Schoen and the Office of Synagogue Management under his tenure as Director in nurturing NATA to organizational maturity and Temple Administration to professional status.

NATA, having reached that maturity, resolves to assume all those duties related to its own administration. Those duties shall be the responsibility of the NATA Executive Board.

NATA believes that the Office of Synagogue Management of the UAHC must primarily provide the highest level of expert resource to UAHC congregations. Temple administration is a complex and demanding profession. To understand its manifold problems, relationships, and methodology requires work experience as well as expertise. The Director will have to serve as a source of information, professional research, congregational and collegial consultation.

Therefore, it is resolved that the position of Director of the Office of Synagogue Management would best be filled at a level commensurate to NATA's highest standards, preferable by an experienced Temple Administrator. In this manner, its excellence and professional recognition will be maintained.



Report of the NATA Placement Office Subcommittee

The subcommittee on Placement met and determined its recommendations for the establishment of a Placement Office, such recommendations being reported to and approved by the Strategic Planning Committee, and thereafter being reported to and approved by the Executive Board on March 29, 1986. Those recommendations are:

- (1) That NATA continue to have a Placement Office and a Placement Director.
- (2) That the Placement Committee be made a standing committee of NATA.
- (3) That the Placement Director be engaged on a contract or fee basis and not as an employee of the association.
- (4) That the Placement Director be engaged and terminated by majority vote of the Executive Board.
- (5) That there be a Search Committee to recommend to the Executive Board candidates for the Placement Director position.
- (6) That the Search Committee be composed of the chairperson of the Placement Committee, the Officers and Immediate Past President of the association, and two members of the Executive Board appointed by the President.
- (7) That following the engagement of a Placement Director and upon the recommendation of the Placement Committee, the Executive Board shall by majority vote determine the continuation or termination of the engagement of the Placement Director at the end of the first year of service and at the end of every two years thereafter. This provision does not establish any term of office for the Placement Director, but only a mandatory vote by the Executive Board at the intervals stated. The aforementioned notwithstanding, the Executive Board may terminate the engagement of the Placement Director at any time, just as the Placement Director may resign at any time in accordance with whatever terms of engagement have been established between the Executive Board and the Placement Director

The subcommittee then met in conjunction with the overall committee to develop recommendations for procedures for the Placement Office, such recommendations being reported to and approved by the Executive Board on January 10, 1987. Those recommendations are:

- (8) That the position of the Placement Director be placed in the association constitution in broad terms, specific duties being part of the terms of engagement established between the Executive Board and the Placement Director.
- (9) That the Placement Office shall be located as determined by the Placement Director.
- (10) That an initial budget to operate the Placement Office is suggested as follows:

(a) Placement Director's Remuneration.....	\$ 3,000
(b) Office Expenses.....	3,500
(c) Use of Office Space.....	3,000
Total.....	\$ 9,500

(11) That fees be established to help fund the Placement Office and to increase the stature of that office, such fees being processing fees, as follows:

- (a) Application by a UAHC member congregation. \$ 50
- (b) Application by any other congregation. \$100
- (c) Application by a NATA Senior or Regular Member. \$ 0
- (d) Application by anyone other than a NATA Member \$100

The ability of the applicant to pay this fee would be taken into consideration.

These fees to be for a twelve month period.

(12) That procedures shall be adopted by the Placement Director to continue the practice of:

- (a) Circularizing all open positions to the entire NATA Senior and Regular membership.
- (b) Forwarding the applications of all those desiring to be candidates for a position to those congregations requesting placement service.

(13) That the NATA president shall, in consultation with the Placement Director, appoint regional representatives who will assist the Placement Director.



Nata

February 2, 1987
3 Shevat 5747

Mr. Myron E. Schoen
UAHC
838 Fifth Avenue
New York, NY 10021

Dear Myron:

I'm glad you are feeling better and hope you'll not overdo things.
Stay off your feet as much as you can!

Thanks for the wonderful report on the Convention Workshop Program
of NATA and NASA. The documents are interesting and you have given
my many helpful insights on the work of your Department, NATA'S work,
and future plans. I am grateful for the full and comprehensive report.

With warm good wishes, I am

Sincerely,

Alexander M. Schindler

MEMORANDUM

*Frank Liles
help me register*

From Myron E. Schoen
To Rabbi Alexander M. Schindler
Copies Al Vorspan, Rabbi Daniel Syme, Arthur Grant and Dr. Harold Tragash
Subject NATA's 45 Convention Workshop Program

Date 1/21/87

This convention had many significant aspects. First, it was the second joint gathering with NASA, the Conservative administrators. Attendance was over 200; approximately 100 from each organization. There was daily worship and remarkably well attended; a complete schachris service from Gates of Prayer one morning led by a NATA member! And note that the agenda for NATA's plenary sessions is headed, "45th Convention and Worship Program"!

Alex, NATA formally adopted your suggestion that upon my retirement on 7/31/87 they disengage their placement service from the UAHC's Department of Synagogue Management -- see page 3 & 4 of the "Report, NATA Strategic Planning Committee, January 15, 1987". The budget, item 10, was exactly as I recommended. I opposed the establishment of all fees (see item 11) but was unsuccessful except that they did defeat the payment of a fee by a UAHC congregation for use of the placement service (item 11(a)).

In order to pay for the establishment of an independent placement office, NATA took two steps:

1. Changed its dues structure to one based upon its member's salaries instead of congregational budgets--see "NATA Proposed 1988 Membership Dues". This can not go into effect until 1988 because of a constitutional provision.
2. Put \$5,000.00 into 1986-87 budget for Placement--see "NATA Proposed Budget, 10/1/86-9/30-87".

Also enclosed is my annual report on the activities of the NATA Placement Service which indicates success in helping congregations in 48% of the placements handled. This compares to only 39% last year.

NATA has continued its practice of undertaking and publishing its biennial salary surveys. As the enclosed copy indicates both men and women have made considerable progress. At the same time it reveals the evergrowing number of women being hired by our congregations. This development makes ever more essential that NATA continue its in-service professional training institutes. It did vote to ask the UAHC-NATA-CCAR Board of Certification for Temple Administrators to give the F.T.A. exams immediately following the annual professional institutes (in addition to giving them at the annual convention) and I'm certain the Board will agree to this when it meets on 2/26/87. At this convention eight (8) NATA members took the F.T.A. exams as compared to three (3) last year.



At NATA's convention two years ago there was a "floor fight" at the plenary on the status of non-Jewish NATA members. At this convention it was resolved peacefully and intelligently and in line with the UAHC Outreach Program as a model. It recognized that UAHC congregations had the right to choose their administrators; that NATA had an obligation as a UAHC affiliate to accept them as members and afford them all the privileges; but there will be a constitutional amendment saying that non-Jews can not be elected as officers or serve on NATA's Executive Board.

Alex, Harold Press announced that he and Bill Ferstenfeld, NATA's 2nd V.P., were appointed to the UAHC's committee on the future of the Department of Synagogue Management. But he could give the plenary no further information. In turn, I had to indicate that I had no developments to report. In that connection, please note page 2 of the "Report: NATA Strategic Planning Committee" on their "Office of Synagogue Management Subcommittee".



NASA/NATA CONVENTION

January 11-15, 1987
Red Lion's LaPosada Resort Hotel
Phoenix, Arizona

Theme: The Administrator's Role in the Decade Ahead

SUNDAY JANUARY 11

8:00 A.M.	F.T.A. Examinations	Seco 1
8:30 A.M.	NATA Administrative Committee Breakfast	Goldwater
9:00 A.M.	Introduction to Hebrew	Seco 3
10:00 A.M.	F.S.A. Examinations	Seco 2
10:00 A.M. to 4:00 P.M.	Registration	Covered Patio
12:00 P.M.	NASA Executive Board Luncheon Meeting NATA Executive Board Luncheon Meeting	Navajo Mohave
4:00 P.M.	NATA New Member Reception Host: Harold Press, F.T.A. Temple Emanuel, Worcester, MA	NATA Presidential Suite
	NASA New Member Reception Host: Harvey Brown, F.S.A. Beth Torah, North Miami Beach, FL	NASA Presidential Suite
5:00 P.M.	Afternoon/Evening Service	Hayden
5:45 P.M.	Buses Depart from Hotel	
6:00 P.M.	Opening Dinner Convention Chairmen: Steven Greene, Temple Beth Am, Margate, FL Dennis J. Rice, F.T.A., Temple Beth Sholom, Miami Beach, FL	Temple Beth Am
10:00 P.M.	Hospitality Suite	NATA Presidential Suite

MONDAY JANUARY 12

7:30 A.M.	Morning Service	Hayden
8:15 A.M.	First-Timers Breakfast Chairmen: Murray Knopf, Temple Samuel Or-Olam, Miami, FL Dennis J. Rice, F.T.A., Temple Beth Sholom, Miami Beach, FL	Apache/Maricopa
9:00 A.M.	Exhibitors Area Open	JoshuaTree/Palo Verde
10:30 A.M.	"The Insurance Crisis" Speaker: Kenneth A. Bock, Insurance Service Inc. Chairman: Harvey Brown, F.S.A., Beth Torah Congregation North Miami Beach, FL	Mohave/Navajo
	Buses leave for Spouse Program	Shopping and lunch in Old Scottsdale

12:00 P.M.	Luncheon Greetings from the National Association of Church Business Administrators William D. Sinclair, President Keynote Address: Dr. Theodore Barkin, M.S.W., Ed.D Consultant to the U.S. Department of Education Professor of Sociology, Glendale College "Interpersonal Relations" Chairman: Ralph Birnberg, Temple Beth El, Hollywood, FL	Apache/Maricopa
2:15 P.M.	NASA Plenary NATA Plenary	Mohave Navajo
5:00 P.M.	Afternoon/Evening Services Dinner and Evening Free (see list of restaurants)	Hayden
10:00 P.M.	Hospitality Suite Open	

**TUESDAY
JANUARY 13**

>>> RETREAT <<<

8:00 A.M.	Orientation Breakfast Morning Services Chairmen: Jacob Berger, Park Synagogue, Cleveland, OH Beth Cohen, Temple Sinai, Washington, DC Max Feder Memorial Lecture Speaker: Prof. Gary Tobin Director, Jewish Studies, Brandies University, Waltham, MA Chairman: Harold Press, F.T.A., Temple Emanuel, Worcester, MA	Apache/Maricopa
10:30 A.M.	Buses depart for Spouse Program Action Items Beige - Source of Income Blue - Membership Red - Source of Income White - Membership Green - Source of Income Silver - Membership Chairmen: Rhoda Myers, Congregation B'nai Jacob, Woodbridge, CT Ralph Birnberg, Temple Beth El, Hollywood, FL	Wrigley Mansion Navajo Saguaro Cholla Otillo Goldwater Hayden
12:30 P.M.	Luncheon	Apache/Maricopa/Mohave
1:30 P.M.	Shop Talks (running concurrently at 1:30, 2:20 and 3:10) Custodial Tools Speaker: Larry Trope, F.S.A., Congregation Beth Sholom, Kansas City, MO Computers - small congregations Speaker: Glenn S. Easton, F.S.A., B'nai Israel Congregation, Rockville, MD Computers - large congregations Speaker: Joseph Boston, F.T.A., Temple Israel, Memphis, TN Bulletins & Publicity Speaker: Jan Baron, Congregation B'nai Amoona, St. Louis, MO Dues Speaker: Mark Jacobson, The Temple, Atlanta, GA Endowment Speaker: Thomas Jablonski, F.S.A., Congregation Shaarey Zedek, Southfield, MI Security Speaker: Henry Fruhauf, F.T.A., Congregation Emanu-El, New York, NY	Covered Patio Goldwater Navajo Otillo Hayden Saguaro Cholla

Office Equipment

Speaker: Gerald Taub, Temple Emanu-El, Miami Beach, FL

Apache/Maricopa

5:00 P.M.

Afternoon/Evening Services

Hayden

5:45 P.M.

Board buses for ride to the "Rawhide Ranch" for dinner and evenings entertainment

10:00 P.M.

Hospitality Suite Open

**WEDNESDAY
JANUARY 14**

7:30 A.M.

Morning Services

Hayden

8:15 A.M.

NATA Breakfast

Apache

Speaker: Vivian Mendeles,
Administrator, Rabbinical Pension Board
Chairman: Barry E. Kugel, F.T.A., Central Synagogue, NY

8:30 A.M.

NASA Breakfast

Maricopa

9:30 A.M.

Energy Conservation

Mohave/Navajo

Speaker: Representatives of the Philadelphia
Interfaith Coalition for Energy
Chairman: Thomas Jablonski, F.S.A., Congregation Shaarey Zedek, Southfield, MI

10:45 A.M.

Tax Laws - Charitable Giving

Mohave/Navajo

Speaker: Kenneth A. Haber
Development Director, University of Arizona
Chairman: Melvin Weisblatt, Temple Emanu-El, San Jose, CA

12:00 P.M.

Luncheon

Apache/Maricopa

1:30 P.M.

Buses leave for tour of Phoenix, Scottsdale and Heard Museum

5:00 P.M.

Afternoon/Evening Services

Hayden

Dinner and Evening Free (see list of restaurants)

**THURSDAY
JANUARY 15**

7:30 A.M.

Morning Services

Hayden

8:30 A.M.

Breakfast

Apache/Maricopa

9:30 A.M.

NATA Plenary
NASA PlenaryNavajo
Mohave

12:00 P.M.

Luncheon

Pool Patio

1:30 P.M.

Personal Management

Mohave/Navajo

Speaker: Evan Morgenstern
Vocational and Personal Therapist, Phoenix, AZ
Chairman: William Ferstenfeld, F.T.A., Keneseth Israel, Elkins Park, PA

3:00 P.M.

NASA Board of Governors meeting

Saguaro

5:30 P.M.

Buses leave for Closing Banquet

Temple Beth Israel

10:00 P.M.

Hospitality Suite Open

PROGRAM COMMITTEE

Steven Greene, F.S.A., Temple Beth Am, Margate, FL, NASA Chairman
Dennis J. Rice, F.T.A., Temple Beth Sholom, Miami Beach, FL, NATA Chairman

Ralph Birnberg, Temple Beth El, Hollywood, FL
Jacob Berger, F.S.A., The Park Synagogue, Cleveland Heights, OH
Harvey Brown, F.S.A., Beth Torah Congregation, North Miami Beach, FL
Joseph Boston, F.T.A., Temple Israel, Memphis, TN
Shirley Chernela, F.T.A., Shaaray Tefila, New York, NY
Beth Cohen, Temple Sinai, Washington, DC
Sanford Cohen, F.S.A., Washington Hebrew Congregation, Washington, DC
Filomena DiFiore, Temple Beth El, Boca Raton, FL
Sandy Fine, Temple Beth Hillel, North Hollywood, CA
Elaine Flynn, F.T.A., Temple Emanu-El, San Jose, CA
Enid Kam, Temple Sinai, Atlanta, GA
Fern Kamen, Temple Jeremiah, Northfield, IL
Ray Kaufman, Congregation Emanu-El, Houston, TX
Arthur Knopfmacher, Temple Beth Torah, Tamarac, FL
Mike Lowenstein, F.S.A., Congregation Beth Tfiloh, Baltimore, MD
Carol Marshall, Congregation Solel, Highland Park, IL
Estelle Michaelson, Temple Judea, Coral Gables, FL
Myrna Retsky, Temple Shalom, Colorado Springs, CO
David Stuart, Temple Beth Am, Miami FL
Gerald Taub, Temple Emanu-El, Miami Beach, FL

LOCAL ARRANGEMENTS

Robert Sokol, Congregation Beth El, Phoenix, AZ
Melvin Weisblatt, Temple Emanu-El, San Jose, CA

VENDORS

Norman Pollak, Temple Zion Israelite Center, Miami FL

BUDDY PROGRAM

Murray Knopf, Temple Samuel Or Olom, FL

NASA NATIONAL OFFICERS

President	Harvey Brown, F.S.A., Beth Torah Congregation, North Miami Beach, FL
First Vice President	Thomas Jablonski, F.S.A., Congregation Shaarey Zedek, Southfield, MI
Second Vice President	Rhoda Myers, F.S.A., Congregation B'nai Jacob, Woodbridge, CN
Third Vice President	Harold Bernstein, F.S.A., Beth El Congregation, Minneapolis, MN
Secretary	Lawrence Trope, F.S.A., Beth Shalom Congregation, Kansas City, MO
Treasurer	Bernard Panzer, F.S.A., East Midwood Jewish Center, Brooklyn, NY
Honorary President	Leonard H. Smith, F.S.A., Valley Beth Shalom, Encino, CA

NATA NATIONAL OFFICERS

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Second Vice President	William Ferstenfeld, F.T.A., Keneseth Israel, Elkins Park, PA
Treasurer	Norman Fogel, F.T.A., Stephen S. Wise Temple, Los Angeles, CA
Administrative Secretary	Dennis J. Rice, F.T.A., Temple Beth Sholom, Miami Beach, FL
Immediate Past President	Shirley Chernela, F.T.A., Temple Shaaray Tefila, New York, NY

REPORT
NATA Strategic Planning Committee
January 15, 1987

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- (5) That there be a Search Committee to recommend to the Executive Board candidates for the Placement Director position.
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Tctal.....	\$ 9,500

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- These fees to be for a twelve month period.
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- (13) That the NATA President shall, in consultation with the Placement Director, appoint regional representatives who will assist the Placement Director.



NATIONAL ASSOCIATION OF TEMPLE ADMINISTRATORS

PROPOSED

1988 MEMBERSHIP DUES

SALARY (NOT INCLUDING PENSION OR OTHER BENEFITS)	MEMBERSHIP DUES
UP TO 19,999	\$100
20,000 - 29,999	\$150
30,000 - 39,000	\$200
40,000 - 49,999	\$250
50,000 - 59,999	\$300
60,000 - 69,999	\$350
70,000 AND UP -	\$400
ASSOCIATE, COURTESY OR GENERAL MEMBERSHIP	\$ 50

CURRENT DUES SCHEDULE

MINIMUM ANNUAL MEMBERSHIP DUES

ASSOCIATE OR COURTESY MEMBERSHIP	\$25 or more
CONGREGATIONAL BUDGET UP TO \$200,000	\$50 or more
CONGREGATIONAL BUDGET UP TO \$250,000	\$75 or more
CONGREGATIONAL BUDGET UP TO \$300,000	\$100 or more
CONGREGATIONAL BUDGET UP TO \$350,000	\$125 or more
CONGREGATIONAL BUDGET UP TO \$400,000	\$150 or more
CONGREGATIONAL BUDGET UP TO \$400,000	\$175 or more
CONGREGATIONAL BUDGET UP TO \$450,000	\$200 or more

NATIONAL ASSOCIATION OF TEMPLE ADMINISTRATORS

PROPOSED BUDGET

OCTOBER 1, 1986 - SEPTEMBER 30, 1987

<u>INCOME</u>	<u>ACTUAL TO -</u> <u>9/30/1985</u>	<u>BUDGET</u> <u>1985-86</u>	<u>PROPOSED</u> <u>BUDGET</u> <u>1986-87</u>
DUES.....	\$24,020.20	\$23,500.00	\$24,000.00
INTEREST.....	5,014.12	5,000.00	3,500.00
CERTIFICATION.....	75.00	75.00	75.00
CONVENTION.....	1,122.70	- - 0 - -	- - 0 - -
MISC.....	15.00	- - 0 - -	- - 0 - -
TOTAL INCOME	\$30,247.03	\$28,575.00	\$27,575.00

<u>EXPENSES</u>			
CERTIFICATION.....	207.75	500.00	300.00
JOURNAL.....	7,789.06	8,000.00	8,000.00
ADMINISTRATIVE EXPENSE.....	15,460.35	17,000.00	17,000.00
POSTAGE & MAILING.....	1,190.63	900.00	1,200.00
SUPPLIES & STATIONERY.....	648.54	1,000.00	1,000.00
TELEPHONE.....	339.71	500.00	400.00
AWARDS & PLAQUES.....	599.88	800.00	750.00
COMMISSION ON SYNAGOGUE ADMINISTRATION.....	3,000.00	3,000.00	3,000.00
PRESIDENT'S ADMINISTRATIVE EXPENSE.....	371.73	1,000.00	500.00
CONVENTION.....	1,000.00	1,000.00	1,000.00
PROFESSIONAL INSTITUTE.....	2,439.95	3,000.00	3,000.00
PLACEMENT (SEE FOOTNOTE).....	- 0 -	- - 0 - -	5,000.00
MISC.....	100.00	- - 0 - -	- - 0 - -
TOTAL EXPENSES	\$33,147.60	\$36,700.00	\$41,150.00
SURPLUS OR (DEFICIT)	<2,900.57>	<8,125.00>	<13,575.00>

NOTE: THE PLACEMENT BUDGET FOR 1986-87 IS FOR ONLY A 4-MONTH PERIOD. A FULL YEAR'S BUDGET (1987-88) IS ESTIMATED AT \$11,000.00.



National Association of Temple Administrators

AN AFFILIATE OF THE UNION OF AMERICAN HEBREW CONGREGATIONS
838 Fifth Avenue, New York, NY 10021 (212) 249-0100



PLACEMENT SERVICE

Administrator:
MYRON E. SCHOEN, F.T.A.
838 Fifth Avenue
New York, NY 10021

Chairperson:
ILENE HERST, F.T.A.
1100 E. Hyde Park Blvd.
Chicago, IL 60615

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FRANK L. SIMONS, F.T.A.
5725 Walnut Lake Road
W. Bloomfield, MI 48033

DAVID STUART
5950 No. Kendall Drive
Miami, FL 33156

TO: NATA Members
FROM: Myron E. Schoen, F.T.A.
DATE: Placement Report, March 25, to December 31, 1986

A. Placements Completed

1. Amy Merrians (Madden) to Temple Israel, New Rochelle (Acting Adm.)
2. Ilene Herst, F.T.A., to North Shore Congregation Israel, Glencoe, IL
3. Melvin Weissblatt to Temple Emanu-El, San Jose, Ca.
4. Elaine Flynn, F.T.A., to Peninsula Temple Sholom, Burlingame, Ca.
5. Edwin A. Kohen to Temple Kol Ami, Plantation, Fl.
6. Bernard Medintz to Ansche Chesed, N.Y.C. (Conservative)
7. David Shriner-Cahn to Temple Beth El, Great Neck, N.Y.
8. Herbert M. Maistelman to Temple Beth El, Birmingham, Mi.
9. Alvin Platt to Temple Emanuel, Beverly Hills, Ca.
10. Ernest Abbit, F.T.A. to Temple Beth Israel, Phoenix, Az.

B. Positions filled by Congregations From Other Sources

1. Temple Beth Sholom, Santa Ana, Ca. *
2. Temple Sinai, Tenafly, N.J. *
3. Temple Judea Mizpah, Skokie, IL. * Serane Blatt
4. Temple Isaiah/Jewish Community Center, Palm Springs, Ca. (Conservative)
5. Temple De Hirsch Sinai, Seattle, Wa. - Arthur Siegal
6. Temple Israel, Miami, Fl. - Theo. Weinreich
7. K.A.M. Isaiah Israel, Chicago, IL. - Delores Sanders
8. Central Synagogue, N.Y.C. - Lucy Ashenberg (Ass't to Barry Kugel)
9. Temple Beth Elohim, Brooklyn, N.Y.
10. Beth Emet-The Free Synagogue, Evanston, IL - Jill Randall
11. Leo Baeck Temple, Los Angeles, Ca. - Richard Silverstein
12. Main Line Reform Temple, Wynnewood, Pa. - Shirley Haas retired
13. Temple Sinai, Roslyn Heights, N.Y. - Eleanor Friedman

C. Congregations Currently Pabeled

1. Temple Judea, Tarzana, Ca. - Betty Sheiner retiring
2. K.K. Bene Israel/Rockdale Temple, Cincinnati, Oh. - Successor to Bess Greene
3. Congregation Emanuel, Houston, Tx. - Ray Kaufman retiring
4. Temple Beth Am, Miami, Fl. - Dave Stuart retiring
5. Shearith Israel Congregation, Dallas, Tx. - (Conservative)
6. Congregation Beth El, La Jolla, Ca. (Conservative)

*not circulated nationally-Congregation will not pay interview/relocation expense

NATIONAL ASSOCIATION OF TEMPLE ADMINISTRATORS
TREASURER'S REPORT - 12 MONTHS
AS OF SEPTEMBER 30. 1986

<u>INCOME</u>	ACTUAL TO - 9/30/1986	ACTUAL TO - 9/30/1985	BUDGET - 1985-86
DUES.....	24,326.84	24,020.20	\$23,500.00
INTEREST.....	2,669.63	5,014.12	5,000.00
CERTIFICATION.....	75.00	75.00	75.00
CONVENTION.....	1,677.42	1,122.70	- - 0 - -
MISC.....	15.00	15.00	- - 0 - -
TOTAL INCOME	\$ 28,758.89	\$ 30,247.03	\$28,575.00
<u>EXPENSES</u>			
CERTIFICATION.....	25.20	207.75	500.00
JOURNAL.....	8,120.12	7,789.06	8,000.00
ADMINISTRATIVE EXPENSE.....	18,823.84	15,460.35	17,000.00
POSTAGE & MAILING.....	1,202.92	1,190.63	900.00
SUPPLIES & STATIONERY.....	3,419.90	648.54	1,000.00
TELEPHONE.....	312.77	339.71	500.00
AWARDS & PLAQUES.....	890.50	599.88	800.00
COMMISSION ON SYNAGOGUE ADMINISTRATION.....	3,000.00	3,000.00	3,000.00
PRESIDENT'S ADMINISTRATIVE EXPENSE.....	- - 0 - -	371.73	1,000.00
CONVENTION.....	1,197.95	1,000.00	1,000.00
PROFESSIONAL INSTITUTE.....	1,731.15	2,439.95	3,000.00
MISC.....	- - 0 - -	100.00	- - 0 - -
TOTAL EXPENSES	\$ 38,724.35	33,147.60	\$36,700.00
SURPLUS OR (DEFICIT)	< 9,965.46 >	< 2,900.57 >	< 8,125.00 >

NATIONAL ASSOCIATION OF TEMPLE ADMINISTRATORS
MEMBERSHIP REPORT
AS OF SEPTEMBER 30, 1986

As of -
September 30, 1986

S Senior	52
R Regular	102
RR Retired Regular	29
C Courtesy	55
A Associate	8
ExO Ex Officio	4
H Honorary	1
G General	8
	<hr/> 259

As of -
September 30, 1985

S Senior	58
R Regular	96
RR Retired Regular	26
C Courtesy	49
A Associate	7
ExO Ex Officio	4
H Honorary	1
G General	8
	<hr/> 249

The Association's membership as of September 30, 1985 stood at 249, thus a net gain of 10 members.

NEW MEMBERS - 30

R Joe Abrams, Temple Emanu-El, Dallas, TX
C Roberta Aronovitch, Shaarey Zedek Synagogue, Winnipeg, Canada
C Judith V. Aronson, Shir Chadash, Encino, CA
C Marlene Benjamin, Congregation Bethaynu, Pepper Pike, OH
C Harold A. Bernstein, Beth El Synagogue, Minneapolis, MN
R Serane Blatt, Temple Judea Mizpah, Skokie, IL
R Janet Bronitsky, Congregation Albert, Albuquerque, NM
R Beth Cohen, Temple Sinai, Washington, D.C.
C Dr. Edwin Cohen, Temple Beth Abraham, Oakland, CA
R Suzanne Collins, Temple Solel, Hollywood, FL
R Judith Freeman, Congregation Beth El, Berkeley, CA
R Barbara Goldman, B'nai El Congregation, St. Louis, MO
R Monika I. Hamburger, Congregation Rodeph Sholom, NY
C Harry Hauser, North Shore Jewish Center, Port Jefferson, NY
R Sandra Heinig, Congregation Beth Ahabah, Richmond, VA
R Richard Katz, Temple Sholom, Chicago, IL
C Roy L. Kern, Temple Neve Shalom, Metuchen, NJ (Rejoin)
C Larry Leibowitz, Congregation Beth Am, Cleveland Hts., OH
C Alan Levinson, San Francisco, CA
A Amy Merians, Temple Israel of New Rochelle, New Rochelle, NY (Rejoin)
C Norman S. Pollack, Temple Beth Israel, Sunrise, FL
C Gloria Polsky, Beth Israel Synagogue, Winnipeg, Canada
R Sydell Sandy, Beth El Hebrew Congregation, Alexandria, VA
C Ike Shalom, Ohev Shalom, Marlboro, NJ
R Eva E. Shapiro, Temple Israel, West Bloomfield, MI
R Richard Silverstein, Leo Baeck Temple, Los Angeles, CA
R Lynn Simon, Congregation Sherith Israel, San Francisco, CA
R Stuart Simmons, Wilshire Blvd Temple, Los Angeles, CA
R Judy Teplitsky, Temple Israel of Gr. Cleveland, Mayfield Hts, OH
RR Helena Medoff, Huntington Beach, CA (Rejoin)

NATIONAL ASSOCIATION OF TEMPLE ADMINISTRATORS

45TH CONVENTION AND WORSHIP PROGRAM

Scottsdale, Arizona

AGENDA FOR PLENARY SESSIONS

Monday, January 12, 1987 - 2:15 P.M. &
Thursday, January 15, 1987 - 9:30 A.M.

- ✓ 1) Call to Order
- ✓ 2) Approval of Minutes of 44th Biennial Convention. .Norman Fogel, F.T.A.

REPORTS

- ✓ 3) President's Report.Harold Press, F.T.A.
- ✓ 4) Convention ReportDennis J. Rice, F.T.A.
- ✓ 5) Treasurer's Report.Norman Fogel, F.T.A.
- ✓ 6) Membership ReportNorman Fogel, F.T.A.
- ✓ 7) Placement CommitteeIlene Herst, F.T.A.
- ✓ 8) N.A.T.A. Journal.Robert Mills
- ✓ 9) Management ManualSi Wachsberger
- ✓ 10) Professional Development.Sandy Fine
Report on 1986 Leadership Institute
- ✓ 11) T.A.P.P. Program.Mark Jacobson
- ✓ 12) F.T.A. Program.Elaine Flynn, F.T.A.
- ✓ 13) Future Conventions
November 13-17, 1988 (11/30-12/3) .Orlando, Florida
? , 1989New Orleans, Louisiana
- ✓ 14) Ad Hoc Committee on
Role of Non-Jewish Administrator. . .Elaine Flynn, F.T.A.
- ✓ 15) Commission on Education.Melville Olsberg, C.A.M.
Canadian Council of Liberal Congregations
- ✓ 16) Rabbinic Pension BoardBarry Kugel, F.T.A.
- ✓ 17) N.A.T.A. Salary SuveryDoris Markoff
- ✓ 18) Resource Bank.Marvin S. Walts, F.T.A.
- ✓ 19) Ad Hoc Committee on Nominating Committee Procedures. . .Fern Kamen
- ✓ 20) Election of 2 Members by Plenary
to the 1987 Nominating Committee . .Harold Press, F.T.A.
- ✓ 21) Strategic Planning CommitteeShirley Chernela, F.T.A.
Sub Committees
a) Office of Synagogue Administration. .Shirley Chernela, F.T.A.
b) PlacementJoseph Boston, F.T.A.
- ✓ 22) Proposed New Dues StructureNorman Fogel, F.T.A.
- ✓ 23) Proposed Budget for 1986-1987Norman Fogel, F.T.A.
- ✓ 24) Commission on Outreach.Elaine Flynn, F.T.A.
- 25) Old Business
- 26) New Business
- 27) Adjourn

SURVEY OF SALARY AND OTHER REMUNERATION,
EMPLOYMENT AND WORKING CONDITIONS
OF

TEMPLE ADMINISTRATORS

1986-87

* * * * *

NATIONAL ASSOCIATION OF TEMPLE ADMINISTRATORS

An Affiliate of The

UNION OF AMERICAN HEBREW CONGREGATIONS

838 Fifth Avenue

New York, New York 10021

Preparation and Analysis by
Doris P. Markoff, Chairman
NATA Salary Committee
December 1986

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A. INTRODUCTION

This is the eleventh survey of the National Association of Temple Administrators serving Reform congregations in the United States and Canada. Similar studies were made in 1959, 1962, 1965, 1967, 1968, 1971, 1974, 1977, 1979 and 1983. These surveys were undertaken in response to specific requests for the UAHC Commission on Synagogue Administration, the NATA Placement Service, for the information of NATA members, for congregations wishing to refer to current, accurate data when determining a fair level of remuneration and fringe benefits for their present and prospective administrators, and for those who may be considering Temple Administration as a career.

For the purposes of this survey, questionnaires were sent to 144 Regular Members of NATA. A total of ninety-three responses were tabulated and analyzed in this study. Of the tabulated responses, forty-eight were from males and forty-five were from females. None of the responses were from anyone serving in the dual capacity of administrator and educator.

The questionnaires for this report were completed between August 1986, and October, 1986. The data collected primarily reflects the 1986-87 budgets of the congregations involved.

In an effort to facilitate the development of the report, certain data in the ninety-three responses was placed in a computerized program. The results of which are to be seen in some of the tables included in this report.

Since this is only the second such effort at computerizing this report, there are still a number of improvements which are needed in any future program. Any and all suggestions for improvement are most welcome, and should be addressed to the NATA Salary Survey, c/o The Commission on Synagogue Administration, 838 Fifth Avenue, New York, New York 10021.

A sample of the survey questionnaire which contained twenty-eight questions follows. Suggestions for improvements of this form are also welcome and should be addressed to the NATA Salary Survey at the address indicated above.

The material dealt with in this survey is of a personal and sensitive nature. All possible care was taken in the assembling, analysis, and presentation of the data to preserve confidentiality of the administrators and congregations involved.

8. Does congregation pay for your Social Security coverage.....YES _____
NO _____

9. Expenses congregation pays for you and your spouse's attending meetings:

	For You Only	For You & Spouse	You Pay	Cong Pays
(a) NATA Convention ()	()		% = \$ _____	% = \$ _____
(b) UAHC Biennials ()	()		% = \$ _____	% = \$ _____
(c) Regional Biennials ()	()		% = \$ _____	% = \$ _____
(d) Other Meetings ()	()		% = \$ _____	% = \$ _____

Total congregation pays..... \$ _____

10. Does the dollar amount the congregation budgets for your attending meetings vary from year to year? Yes () No ()

11. Expenses congregation pays for your professional development (for example, school tuitions, textbooks, seminar fees, etc., but do not include NATA convention expenses)..... \$ _____

12. Dues congregation pays for your membership in professional organizations (please specify):

(a) _____ ...\$ _____
 (b) _____ ...\$ _____
 (c) _____ ...\$ _____
 (d) _____ ...\$ _____

Total congregation pays.....\$ _____

13. Your other expenses congregation pays not previously listed (please specify):

_____ ...\$ _____
 _____ ...\$ _____

14. Dues and fees from which you are exempt:

Item	Yes	No	Item	Yes	No
(a) Temple dues.....	()	()	(g) Cong lunch/dinners.....	()	()
(b) Sisterhood dues.....	()	()	(h) Sisterhood lunch/dinners..	()	()
(c) Brotherhood dues.....	()	()	(i) Brotherhood lunch/dinners.	()	()
(d) Sunday School fees.....	()	()	(j) _____..	()	()
(e) Hebrew School fees.....	()	()	(k) _____..	()	()
(f) Couples Club fees.....	()	()	(l) _____..	()	()

15. Number of member units in your congregation..... _____

B. AVERAGE GROSS EARNINGS

The definition of gross earnings, as used in this report, is earnings that include all sums reported as salary, expense allowance, car allowance, housing allowance, annual bonus, and any additional emoluments. It does not include congregational contributions for pension, life insurance, hospitalization or major medical insurance, disability insurance, or other insurance premiums. In those cases where salary is divided among more than one source (e.g. congregation and cemetery), the salary was considered as a single combined figure.

The reporting sample consisted of forty-eight (48) male and forty-five (45) female temple administrators. The total sample consisting of ninety-three (93) responses is sixty-five percent of the total temple administrator population of one hundred forty-four. See Table 1a for gross earnings reported for this survey.

Average gross earnings derived from the 93 responses which included both male and female administrators was \$41,873. Average gross earnings for males was \$50,779 and for females \$32,374. See Table 1b for high, low, and average gross earnings.

Unlike the last survey which was done three years ago which showed an increase in gross earnings for females of 51.1 percent and males 24.0 percent, this survey shows a close percentage increase for both males and females. The overall increase for males is 30.4 percent and for females 32.7 percent. On an annual basis the increase is 10.1 percent for males and 10.9 percent for females. See Table 1c for a comparison of gross earnings from survey year to survey year.



Table 1c: Average Gross Earnings Compared Survey Year to Survey Year

<u>Survey Year</u>	<u>Previous Survey</u>	<u>Gross Erngs Male</u>	<u>% Rise</u>	<u>Annual % Rise</u>	<u>Gross Erngs Female</u>	<u>% Rise</u>	<u>Annual % Rise</u>	<u>Gross Erngs Male & Female</u>	<u>% Rise</u>	<u>Annual % Rise</u>
1986-87	3 Yrs	50,779	30.4	10.1	32,374	32.7	10.9	41,837	24.1	8.0
1983-84	4 Yrs	38,926	24.0	6.0	24,401	51.1	12.7	33,714	37.3	9.3
1979-80	3 Yrs	31,380	24.1	8.0	16,146	27.0	9.0	24,551	15.1	5.0
1976-77	3 Yrs	25,282	16.0	5.3	12,704	15.5	5.1	21,343	10.5	3.5
1974	3 Yrs	21,790	21.0	7.0	10,994	13.3	4.4	19,299		
1971	3 Yrs	18,000	16.1	5.3	9,700					
1968	1 Yrs	15,500	3.6	3.6						
1967	2 Yrs	14,950	15.0	7.5						
1965		13,000								

Table 2a: Congregational Size Compared to Gross Earnings

Group	Number of Members		Male		Female		Male & Female		
			Gross Earnings Range	Number	Gross Earnings Range	Number	Gross Earnings Range	Number	
1.	Under	-	249	NONE	0	15,000 - 18,000	1	15,000 - 18,000	1
2.	250	-	499	27,000 - 44,000	3	17,500 - 30,000	6	17,500 - 44,000	9
3.	500	-	749	25,520 - 43,000	3	14,200 - 46,000	18	14,200 - 46,000	21
4.	750	-	999	36,800 - 55,812	6	27,000 - 49,985	10	27,000 - 55,812	16
5.	1,000	-	1,249	31,900 - 56,160	7	25,000 - 35,000	5	25,000 - 56,160	12
6.	1,250	-	1,499	33,200 - 77,500	6	40,211 - 54,000	2	33,200 - 77,500	8
7.	1,500	-	1,749	37,000 - 68,000	9	36,000 - 36,275	2	36,000 - 68,000	11
8.	1,750	-	1,999	48,300 - 62,103	6	64,000 - 64,000	1	48,300 - 64,000	7
9.	2,000	-	2,249	54,420 - 82,500	3	NONE	0	54,420 - 82,500	3
10.	2,250	-	2,499	54,286 - 66,000	2	NONE	0	54,286 - 66,000	2
11.	2,500	-	Over	58,000 - 85,000	3	NONE	0	58,000 - 85,000	3
				48					93

Table 3a: Congregational Budget Compared to Gross Earnings

GROUP	Congregational Budget		Male		Female		Male & Female	
			Gross Earnings	Number	Gross Earnings	Number	Gross Earnings	Number
			Range		Range		Range	
1.	Under -	199,999	25,000-27,999	1	17,000-30,999	4	17,000-30,999	5
2.	200,000 -	299,999	NONE	0	NONE	0	NONE	0
3.	300,000 -	399,999	25,000-27,999	1	24,000-31,999	4	24,000-31,999	5
4.	400,000 -	499,999	28,000-44,999	1	19,000-28,999	2	19,000-44,999	3
5.	500,000 -	599,999	31,000-55,999	5	24,000-35,999	7	24,000-55,999	12
6.	600,000 -	699,999	33,000-55,999	5	27,000-35,999	6	27,000-55,999	11
7.	700,000 -	799,999	32,000-49,999	3	25,000-33,999	4	25,000-49,999	7
8.	800,000 -	899,999	36,000-46,999	3	35,000-35,999	1	35,000-46,999	4
9.	900,000 -	999,999	44,000-54,999	5	40,000-48,999	1	40,000-54,999	6
10.	1,000,000 -	1,099,999	57,000-57,999	1	36,000-49,999	3	36,000-57,999	4
11.	1,100,000 -	1,199,999	NONE	0	40,000-40,999	1	40,000-40,999	1
12.	1,200,000 -	1,299,999	37,000-56,999	4	30,000-48,999	2	30,000-56,999	6
13.	1,300,000 -	1,399,999	53,000-68,999	3	54,000-64,999	2	53,000-68,999	5
14.	1,499,000 -	1,499,999	NONE	0	NONE	0	NONE	0
15.	1,500,000 -	Over	41,000-84,999	15	36,000-36,999	1	36,000-84,999	16
TOTAL				47		38		85

Table 4a: Years as a Temple Administrator Compared to Gross Earnings

GROUP	NO. OF YRS. AS AN ADMINIS.	MALE		FEMALE		MALE & FEMALE	
		GROSS EARNINGS RANGE	NUMBER	GROSS EARNINGS RANGE	NUMBER	GROSS EARNINGS RANGE	NUMBER
1.	0 - 5	25,000 - 66,999	13	14,000 - 64,999	19	14,000 - 66,999	32
2.	6 - 10	32,000 - 61,999	8	17,000 - 48,999	15	17,000 - 61,999	23
3.	11 - 15	37,000 - 70,999	8	24,000 - 54,999	6	24,000 - 70,999	14
4.	16 - 20	33,200 - 82,999	8	18,000 - 20,999	1	18,000 - 82,999	9
5.	21 - 25	55,812 - 55,999	1	33,000 - 35,999	1	33,000 - 55,999	2
6.	26 - 30	36,600 - 77,999	6	36,000 - 49,999	3	36,000 - 77,999	9
7.	31 - 35	54,600 - 68,999	2	NONE	0	54,000 - 68,999	2
8.	36 - 40	53,950 - 84,999	2	NONE	0	53,000 - 84,999	2
9.	41 - Over	NONE	0	NONE	0	NONE	0
TOTALS			48				93

Table 5a: Years in Present Position Compared to Gross Earnings

Group	Years in Present Position	Male		Female		Male & Female	
		Gross Earnings Range	Number	Gross Earnings Range	Number	Gross Earnings Range	Number
1.	0 - 5	25,000 - 82,999	23	14,000 - 64,999	23	14,000 - 82,999	46
2.	6 - 10	32,000 - 70,999	13	17,000 - 35,999	11	17,000 - 70,999	24
3.	11 - 15	40,000 - 68,999	3	24,000 - 49,999	9	24,000 - 68,999	12
4.	16 - 20	30,000 - 77,999	3	18,000 - 18,999	1	18,000 - 77,999	4
5.	21 - 25	55,000 - 57,999	2	NONE	0	55,000 - 57,999	2
6.	26 - 30	44,000 - 62,999	2	41,000 - 41,999	1	41,000 - 62,999	3
7.	31 - 35	54,000 - 54,999	1	NONE	0	54,000 - 54,999	1
			<u>47</u>		<u>45</u>		<u>92</u>

TABLE 6a: EDUCATION COMPARED TO GROSS EARNINGS

SALARY	MALE					FEMALE					MALE & FEMALE				
	HS	BA	MA	PhD	TOTAL	HS	BA	MA	PhD	TOTAL	HS	BA	MA	PhD	TOTAL
0,000 - 14,999	0	0	0	0	0	1	0	0	0	1	1	0	0	0	1
15,000 - 19,999	0	0	0	0	0	2	0	2	0	4	2	0	2	0	4
20,000 - 24,999	0	0	0	0	0	1	2	0	0	3	1	2	0	0	3
25,000 - 29,999	0	2	1	0	3	5	6	0	0	11	5	8	1	0	14
30,000 - 34,999	0	2	2	0	4	4	6	1	0	11	4	8	3	0	15
35,000 - 39,999	1	2	0	0	3	1	2	2	1	6	2	4	2	1	9
40,000 - 44,999	1	1	2	1	5	1	2	0	0	3	2	3	2	1	8
45,000 - 49,999	1	2	6	0	9	3	1	0	0	4	4	3	6	0	13
50,000 - 54,999	1	4	2	0	7	1	0	0	0	1	2	4	2	0	8
55,000 - 59,999	0	3	3	1	7	0	0	0	0	0	0	3	3	1	7
60,000 - 64,999	0	3	0	0	3	0	0	1	0	1	0	3	1	0	4
65,000 - 69,999	0	1	2	0	3	0	0	0	0	0	0	1	2	0	3
70,000 - 74,999	0	1	0	0	1	0	0	0	0	0	0	1	0	0	1
75,000 - Over	1	2	0	0	3	0	0	0	0	0	1	2	0	0	3
TOTALS	5	23	18	2	48	19	19	6	1	45	24	42	24	3	93

Table 7a: Number of Employees Compared to Gross Earnings

SALARY	MALE								FEMALE								TOTAL MALE & FEMALE
	0- 4	5- 9	10- 14	15- 19	20- 24	25- 29	30- Over	TOTAL	0- 4	5- 9	10- 14	15- 19	20- 24	25- 29	30- Over	TOTAL	
0,000-14,999	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	1
15,000-19,999	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	4	4
20,000-24,999	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	3	3
25,000-29,999	1	0	1	0	0	0	0	3	0	10	0	1	0	0	0	11	14
30,000-34,999	0	1	3	0	0	0	0	4	1	6	3	1	0	0	0	11	15
35,000-39,000	0	1	1	0	0	1	0	3	0	4	0	1	0	1	0	6	9
40,000-44,999	1	0	3	1	0	0	0	5	0	2	1	0	0	0	0	3	8
45,000-49,999	0	1	7	0	0	0	1	9	0	1	3	0	0	0	0	4	13
50,000-54,999	1	0	0	4	1	1	0	7	0	0	1	0	0	0	0	1	8
55,000-59,999	1	1	2	1	2	0	0	7	0	0	0	0	0	0	0	0	7
60,000-64,999	0	0	0	3	0	0	0	3	0	0	0	1	0	0	0	1	4
65,000-69,999	0	0	0	1	1	0	1	3	0	0	0	0	0	0	0	0	3
70,000-74,999	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1
75,000-Over	0	0	0	0	0	1	2	3	0	0	0	0	0	0	0	0	3
TOTALS	4	5	17	10	4	3	5	48	5	27	8	4	0	1	0	45	93

Table 7b: Number of Employees Compared to Gross Earnings Male & Female

TOTALS	9	32	26	13	4	4	5	93
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Table 8a: Number of FTA Members compared to Gross Earnings

SALARY	MALE			FEMALE			MALE & FEMALE		
	Y	N	TOTAL	Y	N	TOTAL	Y	N	TOTAL
0,000 - 14,999	0	0	0	0	1	1	0	1	1
15,000 - 19,999	0	0	0	0	4	4	0	4	4
20,000 - 24,999	0	0	0	0	3	3	0	3	3
25,000 - 29,999	0	3	3	0	11	11	0	14	14
30,000 - 34,999	0	4	4	0	11	11	0	15	15
35,000 - 39,999	0	3	3	2	4	6	2	7	9
40,000 - 44,999	1	4	5	1	2	3	2	6	8
45,000 - 49,999	2	7	9	2	2	4	4	9	13
50,000 - 54,999	2	5	7	1	0	1	3	5	8
55,000 - 59,999	3	4	7	0	0	0	3	4	7
60,000 - 64,999	1	2	3	0	1	1	1	3	4
65,000 - 69,999	1	2	3	0	0	0	1	2	3
70,000 - 74,999	0	1	1	0	0	0	0	1	1
75,000 - Over	3	0	3	0	0	0	3	0	3
TOTALS	13	35	48	6	39	45	19	74	93

K. HOSPITALIZATION AND MAJOR MEDICAL INSURANCE

All 93 administrators in the sample responded to the question regarding the providing of hospitalization and/or major medical insurance by their congregations.

Eleven (11) had no medical insurance provided by their congregations. The remaining eighty-two (82) had medical insurance where the congregation paid 100% or 50% or another percentage of the annual premium. See Table 10 below for similar data.

Table 10: MEDICAL INSURANCE PREMIUMS

	TOTAL SAMPLE	MALE	FEMALE
SAMPLE SIZE	93	48	45
% CONGREGATION PAYS			
None	11.9 11	8.3 4	15.6 7
50 Percent	3.2 3	4.2 2	2.2 1
100 Percent	81.7 76	81.2 39	82.2 37
Other Percent	3.2 3	6.3 3	0.0 0
RESPONSE SIZE	93	48	45

M. VACATIONS

Because administrators have frequent evening and weekend responsibilities, extended vacation periods prevail. Of the 92 administrators responding, only 6 had less than three weeks vacation. Seventy or 75.3% had four weeks vacation, up from 57 or 62.6% in the last survey. The next survey should compare length of vacation to length of time in present position.

Table 12: VACATIONS

		TOTAL SAMPLE	MALE	FEMALE
SAMPLE SIZE		93	48	45
VACATION LENGTH				
One week		0.0	0.0	0.0
		0	0	0
Two weeks		5.4	2.0	8.9
		5	1	4
Three weeks		12.9	6.3	20.0
		12	3	9
Four weeks (1 month)		75.3	87.5	62.2
		70	42	28
Over four weeks		5.4	4.2	6.7
		5	2	3
RESPONSE SIZE		92	48	44

O. PROFESSIONAL ASSOCIATION DUES PAID BY CONGREGATIONS

Those receiving the survey questionnaire were asked to specify those professional organizations whose dues were paid by their congregations. The responses were divided into four categories (a) NATA-National Association Temple Administrators (b) PATA-Professional Association Temple Administrators (c) NACBA-National Association Church Business Administrators (d) Other-any other professional organization.

Of the 93 in the sample, only 73 administrators responded that their congregations paid their NATA dues, leaving 20 who pay the NATA dues themselves.

Seven administrators responded that their congregations paid their PATA dues. PATA is composed primarily of administrators in the state of California. Five (5) administrators reported their congregations paid their NACBA dues. Thirty-seven (37) administrators reported belonging to a variety of other organizations whose dues are paid by their congregations. See Table 14 below.

Table 14:

PROFESSIONAL ORGANIZATION DUES PAID BY CONGREGATION

		TOTAL SAMPLE	MALE	FEMALE
(a)	SAMPLE SIZE	93	48	45
	NATA	78.5	85.4	71.1
	RESPONSE SIZE	73	41	32
(b)	PATA	7.5	10.4	4.4
	RESPONSE SIZE	7	5	2
(c)	NACBA	5.4	8.3	2.2
	RESPONSE SIZE	5	4	1
(d)	Other	39.8	39.6	40.0
	RESPONSE SIZE	37	19	18

Q. PROFESSIONAL DEVELOPMENT COSTS PAID BY CONGREGATIONS

With the rapid rate of change in office equipment, business procedures and employee relations, it is necessary for the Temple administrator to keep abreast of these types of changes through seminars, technical school courses, university courses, etc. Such study accrues to the benefit of the congregation as well as to the professionalism of the Temple administrator.

Of the 93 in the sample, only 27 administrators responded that their congregations pay the expenses or part expenses of such professional development. See Table 16 below.

Table 16:

PROFESSIONAL DEVELOPMENT COSTS PAID BY CONGREGATION

		TOTAL SAMPLE	MALE	FEMALE
SAMPLE SIZE		93	48	45
Yes		29.0	39.6	17.7
		27	19	8
No		70.9	60.4	82.2
		66	29	37
RESPONSE SIZE		93	48	45

S. EXEMPT DUES AND FEES WITHIN THE CONGREGATION

The administrator is obligated to attend the meetings and dinners of the Temple. He or she is often obligated and also often invited to attend the meetings and dinners of the auxiliary organizations of the Temple. The obligations arise from the administrator's responsibility for the Temple's business and financial management, building maintenance and use, etc. The invitations arise not simply from his position, but from a caring attitude and a concern for the congregation as a whole.

These obligations together with a respect for the administrator's position have led congregations and auxiliaries to grant administrators exemption from various dues and fees. See Table 18 below.

Table 18:

EXEMPT DUES AND FEES

		TOTAL SAMPLE	MALE	FEMALE
	SAMPLE SIZE	93	48	45
Temple		83.8	85.4	82.2
	RESPONSE SIZE	78	41	37
Sisterhood		41.9	35.4	48.8
	RESPONSE SIZE	39	17	22
Brotherhood		44.0	62.5	24.4
	RESPONSE SIZE	41	30	11
Sunday School		44.0	52.0	35.5
	RESPONSE SIZE	41	25	16
Hebrew School		41.9	47.9	35.5
	RESPONSE SIZE	39	23	16
Couples Club		26.8	33.3	20.0
	RESPONSE SIZE	25	16	9
Cong. Meals		82.7	89.5	75.5
	RESPONSE SIZE	77	43	34
Sisterhood Meals		74.1	83.3	64.4
	RESPONSE SIZE	69	40	29
Brotherhood Meals		62.3	79.1	44.4
	RESPONSE SIZE	58	38	20

U. INCOME INCLUDED IN GROSS EARNINGS WHICH IS NOT SALARY

As was mentioned in the section titled "Average Gross Earnings" the definition of gross earnings is the total of all sums reported as salary, expense allowance, auto allowance, housing allowance, annual bonus, and any additional emoluments.

Of the 93 administrators in the sample, 47 reported that their gross earnings included salary only. The remaining 46 reported that their gross earnings included in addition to salary, one or more other sources of income. See Table 20 below for those other sources of income which are included in gross earnings.

Table 20:

INCOME SOURCES OTHER THAN SALARY
INCLUDED IN GROSS EARNINGS

<u>OTHER SOURCES OF INCOME</u>	<u>ADMINISTRATORS</u>
(a) Auto Allowance.....	26
(b) Expense Allowance.....	19
(c) Wedding Income.....	4
(d) Cemetery Income.....	3
(e) Other Sources of Income.....	6