

Job Description – Minister, Wembley Congregation

Position Title:

Minister, Wembley Sephardi Congregation

Location:

Wembley Sephardi Synagogue

Employment Type:

Part-Time

Purpose of the Role:

To provide spiritual, pastoral, and community leadership for the Wembley Sephardi Congregation, including leading services, delivering sermons, and offering pastoral care.

Key Responsibilities:**1. Religious Leadership and Services**

- **Shabbat and Festivals:**
 - Lead religious services for all Shabbatot, High Holy Days, and Festivals.
 - High Holy Days include Rosh Hashanah and Yom Kippur.
 - Festivals include Pesach (first two and last two days), Shavuot (both days), Sukkot (first two days), Shemini Atzeret, and Simchat Torah.
- **Specific Duties:**
 - Lead or co-lead services in coordination with the synagogue committee.
 - Collaborate with the Senior Rabbi and Wembley Synagogue Chair to plan and assign responsibilities for High Holy Days.
 - Read from the Torah (Sefer Torah) during services.
 - Deliver sermons (Divrei Torah) on Shabbat and Festival mornings.

2. Pastoral Care and Community Support

- Dedicate the equivalent of one additional day per month to pastoral work, including:
 - **Life Cycle Events:**
 - Officiate at life cycle events for Wembley members or their next of kin, including shiva visits, funerals, stone settings, and weddings.
 - **Visitation and Outreach:**
 - Conduct hospital, home, or phone visits to support members in need.
 - Provide Bikur Cholim (visitation for the ill) as appropriate.
- Collaborate with the synagogue committee to identify and assist members requiring additional care and support.

Note: Life cycle events for non-members will be compensated separately.

3. Community Engagement

- Attend and support synagogue events and activities to foster a vibrant community.
 - Contribute to enhancing synagogue hospitality and welcoming initiatives.
 - Engagement with the youth
 - Offer additional education once a month (desirable)
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Support and Professional Development:

- **Engage in regular meetings and training sessions:**
 - Participate in Continuing Professional Development (CPD) programmes.
 - Meet regularly with the Senior Rabbi, both individually and as part of the wider ecclesiastical team, for guidance and support.
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Additional Considerations:

- The role requires flexibility to address the needs of the congregation in agreement with the synagogue committee.

We welcome applications from individuals who demonstrate a strong commitment to S&P Sephardi traditions, community engagement, and spiritual leadership.

Person Specification – Minister, Wembley Congregation

Essential Attributes

Education

- Demonstrate a high level of Jewish knowledge
- University graduate or similar
- Experience of the workplace (whether as a rabbi or in another capacity)
- IT literate

1. Religious Knowledge and Leadership

- Strong knowledge of S&P Sephardi Jewish traditions, halacha (Jewish law), and liturgy or demonstrate ability to learn
- Proficient in/ demonstrable ability to learn in leading services and Torah readings according to S&P Sephardi minhag (customs).
- Ability to deliver engaging and inspiring Divrei Torah (sermons) tailored to a diverse congregation.
- Skilled in performing life cycle events (e.g., weddings, funerals, shiva visits) with empathy and professionalism. Or willingness to be trained

2. Pastoral Skills

- Compassionate and approachable, with a strong commitment to pastoral care for members of all ages and backgrounds.
- Experience in Bikur Cholim (visiting the sick) and providing spiritual support to those in need.
- Effective at building relationships and supporting individuals during life's significant moments.

3. Communication and Interpersonal Skills

- Good public speaking and communication skills, with the ability to engage congregants
- Strong interpersonal skills to work collaboratively with the synagogue committee and members.
- Adept at maintaining confidentiality and exercising discretion in sensitive matters.

4. Community Engagement

- Enthusiastic about participating in synagogue and community events to strengthen communal bonds.
- Commitment to fostering an inclusive and welcoming environment within the congregation.
- Vision and creativity to help develop new initiatives that enhance community life.

5. Professionalism and Development

- Demonstrates reliability, flexibility, and a proactive approach to fulfilling the responsibilities of a part-time role.
 - Open to feedback and dedicated to ongoing professional development through CPD programmes and mentoring with the Senior Rabbi.
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Desirable Attributes

- Recognised Orthodox Semiha (desirable but not essential)
 - Previous experience in a similar ministerial or leadership role within a synagogue or Jewish community setting.
 - Familiarity with the Wembley Sephardi community or similar demographics.
 - Proficiency in Hebrew and understanding of Sephardi-specific piyyutim (liturgical poetry).
 - Interest or skills in enhancing synagogue hospitality or developing new programmes for members.
 - Ability to engage younger members and families through tailored outreach or programming.
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GENERIC DUTIES

- Committed to the aims of the S&P Sephardi Community and act as an ambassador for the organisation
- Comply with the S&P Sephardi Community's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors, or staff
- Work collaboratively with other colleagues across the organisation
- Carry out any other reasonable duties as requested by the Senior Rabbi, Chief Executive or the synagogue chair such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification outlines the key tasks and responsibilities of the post, which may be subject to change. Any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or the S&P Sephardi Community's operational procedures
- **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
- **Accordingly, a valid and current enhanced Disclosure and Barring S&P Sephardi Community will be required.**