

Defined Terms

- **Administrative Staff** The Administrator and other staff employed to perform work in the Community on membership, subscriptions and other administration
- **Assistant Rabbinic Staff** Any Rabbi or Rebbetzen working as such, in a Community, under any title (e.g. Assistant Rabbi; Rabbanit), but not including the Senior Rabbinic Staff or any [Ma'ayan](#)
- **Byelaws** The Byelaws of the United Synagogue (www.theus.org.uk/byelaws)
- **CRE** The Centre for Rabbinic Excellence offers training, skills enhancement, support and networking opportunities for the Rabbinic Staff of the United Synagogue
- **Chair** The elected executive leader of a Community (includes 'Joint Chair'; see below, *The Chair's Office*)
- **Community** The staff, leadership and members of the community to whose leadership the Chair is elected
- **Community Development Team** The department supporting United Synagogue Communities in Rabbinic recruitment, lay leadership, inclusion, strategy and best practice
- **Community Partner** Every Community has a Community Partner, an employee in the Community Development Team, who liaises with the Chair of the Community; the Community Partner is not an advocate, but will represent your views faithfully to colleagues at US Centre and can serve as an impartial fixer, hopefully helping to solve procedural or technical problems at US Centre, with a minimum of fuss
- **Education and Events Team** Head Office department who provides Jewish education through teaching, events, publications and online resources. They can help to arrange speakers and programmes for your Community and also work with Rabbinic teams. Tribe colleagues can assist with strategies for young people.
- **Executive** The collective term for the Honorary Officers of a Community, specifically the Chair, Vice-Chair, Financial Representative, Wardens and Women's Officer
- **FR** Financial Representative, who is responsible for budget-setting and Community finances and whose authority is set out in the Financial Representative's Protocols
- **HO** Honorary Officer: the Chair, Vice-Chair, Financial Representative, and each of the two Wardens, and the Women's Officer, are all Honorary Officers of the Community
- **HR** The Human Resources Department of the United Synagogue
- **HR Business Partner** A member of the HR Department who has specific responsibility to handle HR matters in detail, for a limited number of Communities; each Community has an allocated HR Business Partner
- **Job Description** The potential outline of a vacancy offered by the United Synagogue; the document may be amended before becoming finalised on the acceptance of an offer by a candidate. Every employee must have an up-to-date job description.

- Lay Mentor A lay member of a Community who volunteers to mentor Rabbinic Staff; the role is explained in the Lay Mentor Guidelines
- Membership & Administration This department is responsible for the provision and training of Administrative Staff working in Communities, and sometimes their line-management
- Rabbinic Staff All Rabbinic staff employed by a Community under whatever title (does not include any Ma'ayan)
- RCUS The Rabbinic Council of the United Synagogue: the professional association of the United Synagogue Rabbinate, whose key objective is to support and promote the well-being and success of Rabbis and their families within their local Communities and across the US as a whole
- RRUS The Rebbetzens' Representatives of the United Synagogue: this group aims to build a community of Rebbetzens and works together with RCUS
- SC The Selection Committee appointed by the Executive during the recruitment of Senior Rabbinic Staff
- SC Convenor The chair of the SC, who must not be a member of the Executive
- Senior Rabbinic Staff The employed senior (or only) Rabbi and Rebbetzen, or Rabbi only, of a Community
- Synagogue Council The elected or co-opted group of Community members with consultative and legislative functions within the Community, operating under the Byelaws (formerly known as the Board of Management)
- US The United Synagogue
- US Centre The professional staff based at US central office – 305 Ballards Lane, North Finchley, London N12 8GB
- US Council The governing body that must approve major decisions that affect the organisation; members of US Council are elected by Synagogue Councils every three years for a three-year term.
- US Trustees The elected trustees of the United Synagogue