

Ner Yisrael Exec Roles - Job Description

Job title

Ner Yisrael Exec Role - Minyan Portfolio

Reporting line

Reporting to the Ner Yisrael Chairman

Role purpose

- To oversee the Gabbaim to ensure the smooth running of all minyanim in the shul.
- To manage the requests of the individual minyanim so as to maintain the balance between their needs and the Ner Yisrael community as a whole.

Principal contacts

- Working with the Ner Yisrael Exec Board members and attending the monthly Exec meetings
- Regular contact with gabbaim of each minyan, including organisation of a regular forum (known as Vaad Gabbaim)
- Liaison with the Rav as required

Key accountabilities

- To ensure minyanim across the Shul are running smoothly (although Gabbaim will take responsibility on normal weekdays and Shabbatot, assistance will be required on special days, such as to ensure Gabbaim are in place on Chaggim, Tisha B'av, Yamim Noraim etc)
- Responsibility for logistical considerations such as combining of minyanim on certain Chaggim days, optimal use of the different rooms across minyanim and children / youth services, logistics on special days such as Simchat Torah, Succot
- Implementation of initiatives to address broader minyan topics, such as decorum, service timings, funding of kiddushim
- Management of one-off issues on behalf of the Shul that affect the regular running of weekday and/or shabbat minyanim
- Development and implementation of a wider vision of the community and the role of each minyan within this vision

Tenure

- An elected role, subject to re-election every 2 years.

Qualifications

- Post holder will be a Full Member of Ner Yisrael