

North Shore Temple Emanuel

Rabbi Nicole Roberts MAHL
Rabbi Emeritus Richard G Lampert BA Hons



27 August 2019

To Whom it may Concern

This is to confirm that Cantor Edward Labow was employed by North Shore Temple Emanuel as Interim Cantor for the period 15 January 2018 to 30 June 2018, and 16 July 2018 through to 30 June 2019.

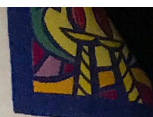
Effective May 2018, his role was modified to include the part time position of Director of Education of Meah Hebrew and Religion School.

A detailed position description is attached.

Sincerely,

Rabbi Nicole Roberts
Senior Rabbi

continued



Interim Cantor:

- Serving as Cantor for ritual and worship observances on Shabbat, Festivals, and High Holy Days, including musical accompaniment on guitar or piano, frequent sermon delivery (including 2 on High Holy Days), Torah and Haftarah *leyning* (and backup preparation for other readers), occasionally serving as *gabbai*; a number of services led solo as Shaliach Tzibbur (without Rabbi or choir), and contribution to holiday activity planning primarily with Senior Rabbi and Choir Director;
- Assisting with special service initiatives and occasional special festival programming including
 - Working in partnership with a congregant to present 2018 S'lichot program: "The Times, They Are A-Changing," featuring songs of protest;
 - Presenting a megillah reading on Purim, and composing new choral pieces for the occasion;
 - Preparing *b'nei mitzvah* class for involvement in Rosh Hashanah Shofar Service;
 - Working individually with 2 post *b'nei mitzvah* teens on Megillah reading for Purim and singing in High Holy Day Yizkor Service;
- Occasionally leading volunteer choir rehearsals in Choir Director's absence;
- Leading periodic activities for our Young Families Shabbat and Festival program;
- Conducting occasional funerals, *shiva minyanim*, and consecrations (unveilings) - sometimes solo and sometimes with other clergy;
- Teaching Adult Education sessions, such as the weekly Torah Study class on Shabbat mornings, Introduction to Judaism (conversion class co-taught with Senior Rabbi), occasional Lunch & Learn sessions after the Shabbat service, and study sessions on festivals, e.g., Tikkun Leil Shavuot, Selichot, Shabbat Shuvah;
- Co-teaching (with Senior Rabbi) weekly *b'nei mitzvah* class, focusing on Torah trop, for first 3 terms of 2018;
- Tutoring 2 *bar mitzvah* students (weekly for about 6 months each), and conducting occasional rehearsal;
- Assisting Senior Rabbi with quarterly *b'nei mitzvah* progress checks;
- Providing pastoral care, including hospital and nursing home visits;
- Assuming primary clergy duties during Senior Rabbi's holidays with some assistance from Rabbi Emeritus and Rabbinic Intern;
- Supporting Meah Hebrew and Religion School programme by assisting with Model Seder and Sunday *tefilah*;
- Teaching songs and leading dance activities in a bi-weekly half hour session with our on-site Preschool;
- Photographing Torah scroll to facilitate practice for Torah *leyners*, especially for our teen services;
- Performing at special concerts held at the shul and at nursing homes;
- Presentations for our seniors social group;
- Serving on Sydney's Progressive Beit Din approximately monthly;
- Representing the synagogue at events in the wider Jewish community, e.g., Israel appeal functions and the Progressive movement's regional biennial convention, including presentations at the 2018 UPJ Biennial, as well as Limmud;
- Frequent educating of groups that visit the shul, e.g., from high schools and other faith groups;
- Communications, including periodic newsletter articles and contributions to Progressive movement's *parashat ha'shavua* publication;

continued



Director of Education, Meah Hebrew and Religion School:

- Providing leadership and direction for the Meah K-6 program;
- Providing leadership and direction to teachers
- Development and outline, in consultation with congregants and leadership, of a Jewish studies curriculum as part of an ongoing school curriculum development;
- Providing key communication between the school and parents;
- Responding to parent feedback;
- Supervising teen volunteers (about 2 per term);
- Overseeing and ensuring all student reports are finalised;
- Organising special events, such as Grandparents Day, and Model Seder for 2019;
- Leading closing *siyyum*, and covering classes or *tefilah* if teachers or Senior Rabbi are absent;
- Review of existing and implementation of some new school safety procedures;
- Participating in the *shul*'s initial Early Childhood Engagement Channel meetings;
- Visits to summer and winter camps of Netzer, our Reform Zionist youth group, including design and implementation of children's programs presented;
- Meetings with Shaliach to coordinate Meah's interface with Netzer.