

NATA Consulting Service Form

Request for Consultation for members of the
Union for Reform Judaism

Please print and complete the questionnaire to provide congregational information and to indicate congregational needs. Return this form to Dale Glasser, Director of the Office of Synagogue Management, URJ, 633 Third Avenue, New York, NY, 10017-6778 or email: synagoguemgmt@urj.org

Congregation: _____ President or Contact/Title _____

Address: _____ Telephone _____ Fax: _____ E Mail: _____

Number of Members: _____ Age of Congregation: _____

Name of Rabbi(s): _____

Staff (number and titles): _____

Does the congregation have a copy of the *Temple Management Manual*? __ Yes __ No

Circle area(s) that consultation is requested:

Membership

- Recruitment
- Retention
- Communication with Members
- Public Relations

Finance

- Dues Systems and Analysis
- Financial Controls
- Budgets and Financial Statements
- Fund Raising
- Capital Drives
- Endowment Funds

Organizational Structure

- Boards and Committees
- By-Laws
- Staff Roles and Structure
- Board Job Descriptions and Activities

Property Management

- Insurance
- Security
- Maintenance Systems
- Use of Facilities
- Catering
- Energy Conservation

Personnel

- Job Descriptions
- Personnel Policies and Manual
- Performance Evaluation
- Personnel Management
- Hiring Synagogue Professionals
- Transitions

Construction/Remodeling

- Planning
- Selecting Designers/Contractors
- Financing
- Controls

Technology

- Telephones
- Office Machines
- Computer Hardware
- Software

Other needs of our Congregation (Please be specific):