

Suggestions for Letter to Congregation when Current Rabbi is Retiring and New Rabbi is Starting

- include a reminder of any upcoming farewell events for current rabbi and explain what it means if the current rabbi will have the title rabbi emeritus
- include start date and contact information for the new rabbi and information about any welcoming events
- explain how life cycle events will be handled going forward beginning on (start date of new rabbi) This can either be in a few sentences or you can use material from the document *Ethics Code and Guidelines for Rabbi and Rabbi Emeritus Life-Cycle Officiation and Pastoral Cooperation* which is in the Resources section www.reconplacement.org

If a few sentences you could write something like this: *For all life cycle events beginning (new rabbi start date) please contact Rabbi..... (new rabbi). If you want Rabbi (retiring rabbi) involved please make sure to communicate that to Rabbi (new rabbi). The two rabbis will work out the details.*

- You could end with good wishes to the retiring rabbi and with the hope that the new rabbi will be with you for many years