

# What is NATA?

**NATA IS THE NATIONAL ASSOCIATION OF TEMPLE ADMINISTRATORS.**

As an affiliate of the URJ (Union for Reform Judaism); NATA is the professional organization for those who serve synagogues as executives, administrators or managers.

NATA, founded in 1941, has grown from a mutual support fellowship to an international resource offering a variety of services, programs and support to colleagues and congregations.

NATA is dedicated to improving the management of Judaism's key institution: the synagogue.

**NATA National Office / Placement Services • P.O. Box 936 • Ridgefield WA 98642  
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AN AFFILIATE OF OUR UNION



# NATA

## Mission Statement

### The purposes of NATA shall be:

- To stimulate interest in a career in professional administration;
- To provide educational opportunities for administrators so as to enable them to more effectively fulfill their responsibilities;
- To disseminate administrative information and suggested procedures to NATA members and to the member congregations of the URJ;
- To foster Reform Judaism and its religious, cultural and social activities in our Reform houses of worship.

## Continuing Education

Annual workshops and conventions feature the latest information on management techniques concerning facilities, finance, fundraising, membership, office systems, personnel and public relations.

Resident seminars, held annually, provide in-depth courses on topics related to all areas of synagogue administration, Judaic studies and Hebrew instruction. All these programs offer participants valuable opportunities for networking, fellowship and professional growth.

## NATA Awards

NATA annually recognizes members who have performed extraordinary service. There are three service award categories: the Myron E. Schoen-Service to Judaism, the Service to Community, and the Service to NATA. Nominations are made by temple presidents, rabbis and colleagues. The recipients are announced and honored at the annual NATA convention.

## Certification Program

A Fellow in Temple Administration, or FTA, is awarded to NATA members who have passed rigorous certification training, including five exams and the writing of a professional thesis.

NATA has also established a category of membership referred to as Senior Member. This status denotes that a temple administrator has embarked on the certification process, and has completed a portion of the requirements needed to achieve an FTA.

A detailed pamphlet on this program is available through our webpage and the NATA office.

## Professional Placement Services

NATA offers a placement service for congregations seeking candidates to fill new or existing administrative positions. Every position is circulated to all NATA members. There is no charge for URJ-affiliated congregations. Executive directors, temple administrators or individuals seeking to enter the field may join NATA Placement Services and receive the monthly newsletter of open positions throughout the nation.

## NATA Consulting Service

This service is offered by NATA in conjunction with the URJ Ida & Howard Wilkoff Department of Synagogue Management. URJ member congregations are assisted in such areas as: personnel, management, office procedures and equipment, public relations, finance, fundraising, membership, budgeting, technology and organizational structure.

NATA members with longtime professional expertise in temple management work with congregations, board members and appropriate personnel. Recommendations or referrals to enhance operations are provided after consultation. Fees are waived for URJ members.

### Consulting Services

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## Resources To URJ Congregations

Through the Ida & Howard Wilkoff Department of Synagogue Management, an extensive collection of documents, forms and articles on a broad range of topics related to synagogue administration are available for the use of NATA members and URJ congregations.

## NATA Journal

An outstanding professional publication that is published several times a year, the NATA Journal features articles relating to administration of the synagogue reflecting current best practices. The NATA Journals are available through the NATA website.

## NATA Schmooze

An e-mail newsgroup available only to NATA members, this newsgroup provides a daily exchange of information, questions and answers on issues of temple administration between temple administrators.

## Workshops

At regional and national biennials, NATA members serve as expert leaders and resource faculty in workshops conducted during URJ meetings, where they provide firsthand experience and written materials for attendees.