



THE JACOB RADER MARCUS CENTER OF THE
AMERICAN JEWISH ARCHIVES

**A Finding Aid to the
National Association of Temple Administrators
Records**

Manuscript Collection No. 201



Collection Summary

Title	National Association of Temple Administrators Records
Dates	1941-1991
Collection Number	MS-201
Repository	The Jacob Rader Marcus Center of the American Jewish Archives
Creator	National Association of Temple Administrators (U.S.)
Extent	3.2 linear feet (8 Hollinger boxes)
Language of the Material	English

Administrative Information

Biographical Sketch

The National Association of Temple Secretaries was formed by resolution of the Union of American Hebrew Congregations in April 1941. Seventeen secretaries, including founding President Irving Katz, of Temple Beth El, Detroit, Michigan were present for the first meeting April 29. The secretaries were professionals and volunteers. One day later, Katz had the official sanction of the UAHC.

The NATS became a part of the UAHC Commission on Synagogue Activities in 1942. The president of NATS served as an ex-officio member of the commission and the Director of the Commission became an ex-officio member of the NATS board. Following a resolution at the 1943 Biennial, NATS pledged itself to having a program with as much practical content as theoretical. They continued this emphasis in their yearly convention workshops and through the types of material produced by the Publications Committee (formed in 1943). Typical titles include Jacob Schwarz's Synagogue Forms and Irving Katz's Dues Increase Manual.

The organization formally changed its name to the National Association of Temple Administrators at Miami Beach, Florida in 1959. They also drafted the first version of a Code of Ethics and Standards. This was meant to be a guide not only for organizational members, but also temples who at that time had no administrator.

In 1962, NATA began in earnest to create a certification program for temple administrators. President Henry Jacobs was a strong supporter of the effort, although because of health problems he was unable to sit for the exam. Fifteen members passed the exam and earned the right to have "F.T.A." (Fellows in Temple Administration) after their signature on official NATA correspondence. The Board of Certification was an important committee for NATA.

In 2000, NATA had a membership of over 400. The organization maintains a website (<http://rj.org/nata>) to keep their membership informed on how to "improve the management of Reform Judaism's key institution- the synagogue." They continue to encourage the professional administrators through their annual conventions, workshops, consultations, placement services, publications and certification programs.

Scope and Content

The National Association of Temple Administrators (formerly called the National Association of Temple Secretaries) was formed as an agency of the Commission on Synagogue Activities of the Union of American Hebrew Congregations in 1941. They are active in the professionalization of temple administrators, sponsoring educational workshops, publications and a certification process. The records of this collection include correspondence, convention related materials, minutes and publications.

Arrangement

Organized into five (5) series: A. Administrative Records; B. Committee Records; C. Convention Records; D. Publications; E. Microfilm Records.

Terms of Access

The collection is open for use; no restrictions apply.

Terms of Reproduction and Use

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Preferred Citation

Footnotes and bibliographic references should refer to the National Association of Temple Administrators Records and the American Jewish Archives. A suggestion for at least the first citation is as follows:

[Description], [Date], Box #, Folder #. MS-201. National Association of Temple Administrators Records. American Jewish Archives, Cincinnati, Ohio.

Provenance Received from Irving Katz, Detroit, Mich.; Temple Beth El, West Bloomfield, Michigan; Howard B. Lazar, Hollywood, Calif., and other officers of the association; 1956-1997.

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Index Terms

Subjects Jews -- Societies, etc. / Reform Judaism
Corporate Names National Association of Temple Secretaries (U.S.) / Union of American Hebrew Congregations
Media Conference papers and proceedings / Microfilms / Minutes

Series A. Administrative Records, 1944-1984

Extent 0.6 linear feet (1.5 Hollinger boxes)

Scope and Content Note Material includes constitutions, correspondence of the President and Executive Secretary, the minutes of the Executive Board, membership lists and a bound volume of miscellaneous historical documents.

Arrangement The series is arranged alphabetically by topic, and chronologically within each folder.

Box and Folder Listing

Box 1. Folder 1. Constitutions, 1941-1982
Box 1. Folder 2. Correspondence, 1956
Box 1. Folder 3. Correspondence, 1957-1961
Box 1. Folder 4. Correspondence, 1962
Box 1. Folder 5. Correspondence, 1963
Box 1. Folder 6. Correspondence, 1964
Box 1. Folder 7. Correspondence, 1965
Box 1. Folder 8. Correspondence, 1966
Box 1. Folder 9. Correspondence, 1967
Box 1. Folder 10. Correspondence, 1968
Box 1. Folder 11. Correspondence, 1969
Box 1. Folder 12. Correspondence, 1970
Box 1. Folder 13. Correspondence, 1971
Box 1. Folder 14. Correspondence, 1974
Box 1. Folder 15. Correspondence, 1975
Box 1. Folder 16. Correspondence, 1977
Box 1. Folder 17. Executive Board minutes. Bound volume NATS Archives, Vol. 2, 1944-1956
Box 2. Folder 1. Executive Board minutes, 1960-1963
Box 2. Folder 2. Executive Board minutes, 1963-1966
Box 2. Folder 3. Executive Board minutes, 1967-1984

Box 2. Folder 4. Henry Jacob Memorial Fund correspondence, 1966-1968
Box 2. Folder 5. Histories, 1960-1964, undated
Box 2. Folder 6. Membership rosters, 1951-1977, undated
Box 2. Folder 7. Miscellaneous Documents. NATA Archives, Vol. 3, 1941-1949

Series B. Committee Records, 1962-1984

Extent 0.4 linear feet (1 Hollinger box)

Scope and Content Note Primarily consists of correspondence and committee rosters.

Arrangement The series is arranged alphabetically by committee name.

Box and Folder Listing

Box 2. Folder 8. Administrative Committee correspondence, 1968-1984
Box 2. Folder 9. Administrative Committee minutes, 1968-1984
Box 2. Folder 10. Board of Certification Committee bibliographies, exams, 1962-1977, undated
Box 2. Folder 11. Board of Certification Committee correspondence, minutes, 1961-1977
Box 3. Folder 1. Chapter Development Committee correspondence, 1967-1968
Box 3. Folder 2. Commemorative Projects Committee correspondence, 1968-1969
Box 3. Folder 3. Committee rosters, 1968-1969
Box 3. Folder 4. Committee on Israel correspondence, 1968-1969
Box 3. Folder 5. Constitutional Committee correspondence, 1967-1969
Box 3. Folder 6. Membership Committee correspondence, 1968-1969
Box 3. Folder 7. Placement Committee correspondence, 1967-1968
Box 3. Folder 8. Proceedings Committee correspondence, 1967-1968
Box 3. Folder 9. Professional Employers Standards Committee correspondence, 1967-1968
Box 3. Folder 10. Professional Training Committee correspondence, 1967
Box 3. Folder 11. Recruitment Programs Committee correspondence, 1968
Box 3. Folder 12. Research Studies Committee correspondence, 1967-1968
Box 3. Folder 13. Survey Committee correspondence, 1968
Box 3. Folder 14. Time and Place Committee correspondence, 1968

Series C. Convention Records, 1950-1984

Extent 1.2 linear feet (3 Hollinger boxes)

Arrangement

The series is organized into two (2) subseries: 1. Convention Files; 2. Convention Proceedings.

Subseries 1. Convention Files, 1946-1984

Extent 0.6 linear feet (1.5 Hollinger boxes)

Scope and Content Note Contains publicity, schedules, speeches, and correspondence relating the organization of the convention.

Arrangement The subseries is chronologically arranged.

Box and Folder Listing

Box 3. Folder 15. Institute for Temple Secretaries program, 1946

Box 3. Folder 16. Convention, 1950

Box 3. Folder 17. Convention, 1956-1959

Box 3. Folder 18. Convention, 1960-1961

Box 3. Folder 19. Convention, 1963

Box 3. Folder 20. Convention, 1964

Box 3. Folder 21. Convention, 1965

Box 3. Folder 22. Convention, 1966

Box 4. Folder 1. Convention, 1967

Box 4. Folder 2. Convention, 1968

Box 4. Folder 3. Convention, 1969

Box 4. Folder 4. Convention, 1970

Box 4. Folder 5. Convention, 1971

Box 4. Folder 6. Convention, 1972

Box 4. Folder 7. Convention, 1973

Box 4. Folder 8. Convention, 1974

Box 4. Folder 9. Convention, 1975

Box 4. Folder 10. Convention, 1976

Box 4. Folder 11. Convention, 1977

Box 4. Folder 12. Convention, 1978

Box 4. Folder 13. Convention, 1979

Box 4. Folder 14. Convention, 1980

Box 4. Folder 15. Convention, 1981

Box 4. Folder 16. Convention, 1982

Box 4. Folder 17. Convention, 1983

Box 4. Folder 18. Convention, 1984

Subseries 2. Convention Proceedings, 1941-1971

Extent 0.6 linear feet (1.5 Hollinger boxes)

Scope and Content Note Convention proceedings are the published booklets released by the UAHC after the convention was completed. There is also one folder of material relating to regional conventions.

Box and Folder Listing

Box 5. Folder 1. Convention proceedings. NATS Archives. Vol. 1, 1941-1956

Box 5. Folder 2. Convention proceedings. NATS Archives. Vol. 2, 1957-1962

Box 5. Folder 3. Convention proceedings, 1959-1960

Box 5. Folder 4. Convention proceedings, 1961-1966

Box 6. Folder 1. Convention proceedings, 1967-1971

Box 6. Folder 2. Reports and minutes of conventions. NATA Archives. Vol. 2, 1943-1966

Series D. Publications, 1950-1991

Extent 1 linear foot (2.5 Hollinger boxes)

Scope and Content Note This series contains a run of the NATA Quarterly (later the NATA Journal) and the Synagogue Research series co-sponsored by the UAHC.

Arrangement The series is arranged alphabetically by publication title.

Box and Folder Listing

Box 6. Folder 3. ABCs of Synagogue Administration. Schwarz, Jacob, undated

Box 6. Folder 4. Adventures in Synagogue Administration. Schwarz, Jacob, undated

Box 6. Folder 5. Convention manual, 1971

Box 6. Folder 6. Code of Standards for Temple Administrators, 1976

Box 6. Folder 7. Compilation volume including Double or Successive High Holiday Services; Addressograph and Temple Administration; Manual for Synagogue Bulletin Editors; Job Description and Personnel Practices, 1955-1957, undated

Box 6. Folder 8. Dues Increase Manual. Katz, Irving, undated

Box 6. Folder 9. Major Aspects of Synagogue Administration. Katz, Irving, 1958

Box 6. Folder 10. NATA Journal, 1977-1991

Box 6. Folder 11. NATA Quarterly. NATA Archives. Vol. 3, 1941-1956

Box 7. Folder 1. NATA Quarterly. NATA Archives. Vol. 4, 1950-1956

Box 7. Folder 2. NATA Quarterly. NATA Archives. Vol. 5, 1957-1972

Box 7. Folder 3. NATA Quarterly, 1962-1968

Box 7. Folder 4. NATA Quarterly, 1969-1971

Box 7. Folder 5. NATA Quarterly, 1972-1979

Box 7. Folder 6. Proposed Accounting System for Modern Synagogues. Noveck, Stanley, undated

Box 7. Folder 7. Report of Committee to Study Proportional Dues. UAHC, 1975

Box 7. Folder 8. Survey of Salaries, 1967-1984

Box 7. Folder 9. Surveys for UAHC, 1950-1957

Box 7. Folder 10. Synagogue Forms for Ready Reference, undated

Box 8. Folder 1. Synagogue Inventory and Appraisal. Schwarz, Jacob, undated

Box 8. Folder 2. Synagogue Reference Forms. 2nd Edition, 1954

Box 8. Folder 3. Synagogue Research. Compilation includes: Survey 1-Congregational Budgets and Membership Increases; Survey 2-Religious Surveys and Ceremonies; Survey 3- Congregational Boards and Committee; Survey 4- Temple Facilities and Their Uses and Surveys 5- Cemetery Operations and Their Procedures, 1956-1960

Box 8. Folder 4. Synagogue Research. Survey 6. Temple Finances and Membership Income, 1961

Box 8. Folder 5. Synagogue Research. Survey 7. The Temple Program and Temple Auxiliaries, 1964

Box 8. Folder 6. Synagogue Research. Survey 8. Senior Citizen Programs in Our Temples, 1966

Box 8. Folder 7. Synagogue Research. Survey 9. Communications and Public Relations Practices in our Temples, 1967

Box 8. Folder 8. Synagogue Research. Survey 10. Temple Finance and Reserve Funds, 1968

Box 8. Folder 9. Synagogue Research. Survey 11. Administrative Structure and Personnel Practices of our congregations, 1971

Box 8. Folder 10. Synagogue Research. Survey 12. Synagogues and the unaffiliated, 1972

Box 8. Folder 11. Temple Administrator, 1967

Box 8. Folder 12. Temple Management Manual, undated

Series E. Microfilmed Records, 1941-1956

Scope and Content Note These materials were taken from the six bound volumes of early National Association of Temple Secretaries Records titled NATS Archives.

Box and Folder Listing

Box MF-333. Folder Minutes; publications of the National Association of Temple Secretaries, 1941-1956

Box MF-3362 to MF-3363. Folder Bound volumes of the NATS. Includes convention proceedings; president reports and board minutes, 1941-1956