



Todah Rabah

תודה רבה

Usher Corp

5779

2018-2019

Responsibilities For Usher Personnel

USHERS:

1. Call your team captain if you will not be available on your assigned date. Please give as much notice as possible so your captain can find a replacement.
2. Arrive on time and stay at your assigned post. Please remain outside of the service until a few minutes after the start of the service to assist congregants that arrive late.
 - Friday night Kabbalat Shabbat Service **by 6:45**
 - Friday night Sanctuary Service **by 7:20**
3. In case of emergency:
 - Notify a member of the Temple staff or the security guard on duty.
 - Be familiar with the locations of first aid, medical devices, and hearing equipment.
4. Dress appropriately. No jeans. Casual attire is fine for Kabbalat and outdoor services.
5. Greet our Congregants when they arrive, thank them for coming.
6. Assist congregants in locating seats if needed.
7. For Bar/Bat Mitzvah services, clear the atrium when the music begins.
8. Please remember that being an usher is a volunteer activity, but you are a necessary and appreciated part of the entire service. We encourage you to sit in the last row of seating during the service, so you are available in the event of an emergency.

TEAM CAPTAINS:

1. In addition to the items listed above:
 - Assign posts in advance of services to cover both the 7:30 pm Kabbalat Shabbat service and 8:00 Sanctuary Service.
 - Select one person to maintain the Yartzeit list. Neatly PRINT additions to the list and ask for both correct spellings and phonetic pronunciation. Use the highlighter provided to highlight names on the list.
 - Sign Confirmation attendance cards.
 - Ensure that all items needed for the service(s) i.e. hearing devices, Yartzeit list, announcements, pens, and highlighters, are on the tables when you arrive.

Usher Corp General information

1. Photographers must leave the Sanctuary/Chapel twenty (20) minutes prior to the start of each service. Most importantly, the Ark may only be opened by a member of the Clergy. If you see a photographer open the ark, please remind them of this rule.
2. As congregants and guests are entering the Sanctuary/Chapel, please remind them to silence their cell phone and/or other electronic devices.
3. Fill the four (4) lower sections of the Sanctuary first, then the two (2) center sections. These sections represent approximately 600 seats, which should be adequate for most services.
4. At the beginning of the service, the center doors should be closed. All entry and exiting should take place through the side door(s), which should remain open during the service.
5. If a congregant arrives once the service has begun, they should be seated near the rear of the Sanctuary/Chapel. If the congregation is standing, or, if the Ark is open, the entering congregant should remain standing in the back of the room until that portion of the services has completed. Once the Ark is closed, or the congregation has been seated, the entering congregant may take a seat.
6. At the beginning of the Adoration, the usher responsible of the Yartzeit list should deliver the Yartzeit list to the Bimah.
7. At the conclusion of the service, please reopen the center doors.
8. If you see anyone that looks out of place or suspicious, please alert a member of the security team that is on duty.