**Service Manager Instructions**

Thank you for managing services while Rabbi Ed is away. All the davening and leyning roles will be assigned, and you will be told in advance who’s doing what. You will be calling page numbers, giving directions, and making sure everything runs smoothly.

**Pseukei D’Zimra**

Welcome everyone.

“We begin with Mah Tovu on p. 101 at the top.”

After “aneini b’emet yishecha” on p.101, or if the leader does not say it wait a few seconds and then say:

“Please rise and turn to p. 103 for the morning brachot.”

At bottom of p. 104: “Please be seated.

Service leader davens through to p. 106.

After “Aneini bemet yishecha,” or if they don’t say it, wait a few seconds and then:

After p.106 at the bottom,

* IF MINYAN: “We turn to p. 107 for Torah passages. We’ll recite the blessing together at the top of p. 107 and then choose from among the passages from 107-110.”

Service leader will conclude with Aleph or Bet concluding paragraph on p. 110.

After concluding passage on p. 110, “We turn to p.111 for Kaddish D’Rabbanan. Mourners and those observing Yahrzeit, please stand.”   
After Kaddish D’Rabbanan: “Please be seated.”

Then, Shaliach Tsibur will chant Ps.92 on p.112.

From First 1 Elul until Simhat Torah: “p.113, Psalm 27 for the season of repentance.”

Then, “Please turn to p. 120 for Psalm 30.”

Then, “Mourner’s Kaddish p. 121, Mourners and those observing Yahrzeit please stand.”

Then, please stand for Baruch She-amar, p.122

After p.106 at the bottom,

* IF NO MINYAN: please stand and turn to p.122 for Baruch She-amar

After Baruch She’amar, “We turn to p. 131”

After p. 132 last line “כי לעולם חסדו, “ “Please be seated.”

Service leader davens through p. 140.

After p. 140, Page announcement: “Ps.150 on p. 141”

Top of p. 142: “Please stand.” Shaliach Tsibur davens through end of 144.

After P. 144, IF THERE WASN’T A MINYAN BEFORE AND ONE HAS ARRIVED BY NOW, FOLLOW THESE INSTRUCTIONS. [IF THERE HAD BEEN A MINYAN EARLY ON, THEN IGNORE THIS SECTION AND CONTINUE WITH NISHMAT KOL CHAI ON P.145.]

“Please turn back to p. 107 for Torah passages. We’ll recite the blessing together at the top of p. 107 and then choose from among the passages from 107-110.

Service leader will conclude with Aleph or Bet concluding paragraph on p. 110.

After concluding passage on p. 110, “We turn to p.111 for Kaddish D’Rabbanan. Mourners and those observing Yahrzeit, please stand.”

After Kaddish D’Rabbanan: “Please be seated.”

Then, Shaliach Tsibur will chant Ps.92 on p.112.

From First 1 Elul until Simhat Torah: “p.113, Psalm 27 for the season of repentance.”

Then, “Please turn to p. 120 for Psalm 30.”

Then, “Mourner’s Kaddish p. 121, Mourners and those observing Yahrzeit please stand.”

For all circumstances: “Please be seated and turn to p.145 for Nishmat”

**Shacharit**

p.147, baal shaharit takes over for שוכן עד.

p. 148 at top: “Please rise for yishtabach."

p. 148:

* IF MINYAN: baal shaharit recites Hatzi Kaddish and Barechu.  
  After Barechu on p.149: “Please be seated.”
* IF NO MINYAN: skip Hatzi Kaddish and Barkhu   
  “We turn to p.150 for Yotzeir.”

Service leader davens through p. 158.

p. 158 after הי ימלוך לעולם ועד,

“After Tsur Yisrael, we will daven the shaharit Amidah individually from p.159-166. Please rise.”

DURING TEN DAYS OF REPENTANCE: “WHEN YOU DAVEN THE AMIDAH, LOOK OUT FOR THE SPECIAL INSERTIONS AND ADDITIONS FOR SHABBAT SHUVAH.”

When you sense that most everyone in the room has finished the silent Amidah, say:

“If you’ve finished your recitation of the silent Amidah, please turn back to p.159 for the reader’s repetition.”

[Note: If no minyan at point of repetition of the amidah, wait until a minyan arrives.]

After Kedusha on bottom of p. 161 (“haEl haKadosh”), “You may be seated.”

Service leader davens through p. 165.

After Sim Shalom on p. 165,

“Please turn to p. 167 for Kaddish Shalem.”

Top p.168 “Please stand for the Torah service on p.168.”

**Torah Service**

The Service Coordinator finds all people for aliyot, so you don’t have to.

You don’t need to make intros to every Aliyah as Rabbi Ed does, but you should announce page numbers either for every Aliyah or every second one.

Make sure you have a chumash to follow along in the reading and announce pages.

After the fifth Aliyah is called up,

“We will now recite the mishebeirach for cholim. If you have a name you would like to add, please stand in your place and recite that name when indicated by the gabbai.”

After the 7th aliyah, before the maftir,

“Please rise for hatzi kaddish.”

After hatzi kaddish, “Please be seated.”

After hagba and glilah,

“I ask everyone who has had an aliyah today to please stand in your place for a mi shebeirach.”

Announce the page of the haftarah.

After the haftarah, “turn in your siddurim to p.176 for יקום פורקן”. Baal Musaf comes up.

After ונאמר אמן at bottom of p. 178,

* If bentching Rosh Chodesh,   
  “Please turn to p. 180 and rise for Birkat HaChodesh”  
  Have the Torah holder rise as well and stand next to the baal musaf.
* If regular week,  
  “Please turn to p. 181 for Ashrei.”   
  If there’s no kid to do Ashrei, the baal musaf will do it.

After the Torah is put back in ark and we finish singing Etz Hayim Hi on p. 184,

“Please turn back to p. 177 for the Prayer for Our Country which we will recite together in English, followed by the Prayer for the State of Israel.”

After the Ark is closed, sing “Lo Yisa Goy.”

Call up the darshan to do the dvar torah.

**Musaf**

After the dvar torah,

“We turn to p. 184 for Hatzi Kaddish.”

After Hatzi Kaddish,

“The musaf amidah, beginning on p. 185, will be recited out loud through the end of kedusha and then we will continue individually through the end on p. 192.”

DURING TEN DAYS OF REPENTANCE: “WHEN YOU DAVEN THE AMIDAH, LOOK OUT FOR THE SPECIAL INSERTIONS AND ADDITIONS FOR SHABBAT SHUVAH.”

When you sense that most people have finished,

“Please turn to birkat cohanim on p. 191.”

After the conclusion of Sim Shalom,

“Please turn to Kaddish Shalem on p.203.”

After Kaddish Shalem,

“We now call up the president of the congregation for announcements.”

[Note: There may be a substitute for the president; you should find out before the service, or ask at this time.]

After the president, if service is during the school year:

“We now invite up our shinshinim to share their 60 seconds of Israel.”

[Someone might have to be sent to the back room to fetch them. Shinshinim are not present during the summer.]

After the shinshinim speak, check if there are kids to lead [usually there aren’t any in the summer]. If there are kids,

“We invite up our children to come up to lead us in closing songs. Ein Keloheinu is found on p. 204.”

At end of Ein Kelohenu, give a moment for people to start Amar Rabi Elazar and then come in at the red arrow with “Lmaan achai v’rey’ai” or, if kids are present, the kids sing “Lmaan achai v’rey’ai.”

Turn back to p. 111 for Kaddish D’Rabbanan. Mourners and those observing yahrzeit, please rise.”

Recite Kaddish D’Rabbanan.

“Please rise for Aleinu on p. 205.”

After Aleinu,

“Mourners, please remain standing for Mourner’s Kaddish on p. 207.”

No children’s blessing when Rabbi Ed is absent.

After Mourners Kaddish,

“Please turn to p.77 for Kiddush.”

The service coordinator will have found someone to lead Kiddush, who will come up to the bimah.

After Kiddush,

“We turn to p. 211 for Adon Olam.”

Lead Adon Olam, whatever tune you like.

Say “Shabbat Shalom!”

Thank you!