

## **JRC Instructions for B'nai Mitzvah Service Ushers**

*Please give a copy of these instructions to your ushers one week before the service*

***Thank you for agreeing to serve as an usher. Here is your job description:***

- **Plan to arrive by 9:30 am.** The service is scheduled to begin at 10 am. Ushers should remain in the lobby for approximately 20 minutes after the service begins.
- **Make sure that each person is directed to prayerbooks, kippot, tallit, and supplements (if provided).**
- **The service begins at 10 am. About 10 minutes beforehand, please ask guests to enter the Sanctuary and find seats so that the service may start on time.** If the B'nai Mitzvah family is still in the lobby, please ask them to greet their guests *inside* the Sanctuary to help facilitate a punctual start.
- **Photography is strictly prohibited during the service.** For videography, you can make arrangements with JRC in advance for your videographer to use JRC's closed circuit camera system.
- **Smoking is not allowed anywhere in the building or on JRC's grounds, including our front walk way, side yards and parking lot.**
- **There are coat racks on the 2nd and 3rd floors.** Please direct JRC members to the 2nd floor coat racks, as they are more familiar with the building than newcomers and the 3rd floor coat racks fill up quickly.
- **After the service, please help return books to shelves in the lobby.** If the family is having a luncheon at JRC, please also ask other guests to exit the sanctuary so that it may be prepared for the party.
- **For security reasons, please direct unknown strangers to a custodian or staff person on duty.**