

## **Saturday Morning Services** (shabbat/Gaebler section updated Nov 2017, Landmark instructions not yet up to date)

### **Where things are stored:**

Please refer to a separate document which describes where things are stored.

### **Setting up the Gaebler Living Room for Shabbat morning**

#### **Before Torah study, short version:**

A short version – when you have a good idea of what is needed and can use a reminder. More detailed instructions start on the next page.

- Sandwich board
- Ark, ark lights, Torah scrolls, yads
- Torah reading table (2 tikkunim, Torah blessings, ben gavra)
- Kippot, talitot, name tags
- Siddurim
- For kiddush: challah tray and cover, challah, wine, juice, wine cups, veshamru cards
- For Torah study: 3 triangle tables, chairs, Eitz Chatim books, other versions of the Chumash, blessings for before and after Torah study.

More detailed set-up instructions start next page

### **Clean-up: Gaebler, Landmark, or Atrium**

- Reverse all set-up steps
- Take garbage out to dumpsters by Isom House (only if there was a kiddush with food, no need to do it on Friday nights, see note below with details)
- Clean counters
- Don't forget to turn off the ark lights
- If you know how – Roll the Torah to where it needs to be next service
- If sound system was used, and you know how to do this – put away the microphones and turn off the sound system. Usually the person responsible for the sound system will do it.

**If we had a more elaborate kiddush** (we should not leave much food stuff behind) – Take garbage, recycling to the Isom House dumpster by going out of the Gaebler (directly outside where the fire pit and picnic table is) and walk down through the playground. The dumpsters are in a wooden enclosure – you are able to see them from outside of the Gaebler. The cleanup person could also take the trash with them and put it in their own garbage at home.

## Detailed instructions for setting up the Gaebler Living Room for Shabbat morning

Please refer to a separate document which describes where things are stored.

### Before Torah study:

- Put the Shaarei Shamayim **sandwich board** outside the Gaebler building entrance
- Roll the **ark** to the circle, by edge of the carpeted area in the center of the room
- Put the Torah reading related materials which are stored in the ark on a chair, to make room in the ark for the Torah scrolls.
- Get both **Torah** scrolls, and two yads (pointers for Torah reading). The yads are in a box on the upper shelf of the Torah storage cabinet; put the box they are stored in on the shelf under the Torah reading table. Put the Torah scrolls in the ark (old, bigger Torah on the left side when facing the ark). Hang yads from Torah scroll rollers, one on each Torah.
- (**Roll the Torah** if it's not already rolled and put it in the ark. It **is** usually rolled already)
- Turn on both lights switches of the ark. Set on medium. The switches are under the ark.
- Move the **Torah reading table** to the Gaebler, to the wall next to the fireplace (no cover needed with our new table!)
- Put the **tikkunim** (books to guide reading from the Torah scroll) on Torah reading table
- Put blessings for Torah service on Torah reading table
- Put the baskets of **kippot and tallitot** on the counter
- Put the **name-tag boxes** on the counter in the Gaebler
- (Put our **literature** and signup clipboard on the counter – we don't usually do this)
- Set out **small cups for grape juice/wine** and wine and grape juice. Wait to pour wine and juice into the cups until near the end of the service, when we know how many people we have. Also – they seep through if poured early...
- Take out **veshamru cards** (text for kiddush blessing), **Challah tray**
- Take out **challah** from refrigerator. (or freezer and defrost in the micro wave oven for 2 or 3 minutes – if no fresh challah). Cover with challah cover
- Arrange about 3 triangle tables together in the center of the room with about 10 chairs around them (FUS usually has the triangle tables already in place)
- Take out **blessings for before and after Torah study, chumashim (Eitz chayim books)**, and other books for Torah study from the cabinet. Put on the triangle tables.

### After Torah study, before the service:

- Move away the triangle tables that were used for Torah study.
- Pull chairs back to form a bigger circle.
- Put the **siddurim** (prayer books) onto the chairs
- (Put supplements on chairs (they may already be in the siddurim) )
- Put **chumashim (Eitz chayim books)** on the counter for the Torah service later

## **Setting up: Landmark Auditorium or Atrium Auditorium (not updated for 2015)**

To do before services:

- Bring to the Landmark:
  - Ark (including yad, blessing sheets, cover for when the Torah is out)
  - Torah (make sure it's rolled to the correct location)
  - Torah reading table
  - Siddurim (prayer books)
  - Special tablecloth for Torah reading table
  - Baskets of kippot and tallitot
  - Tikkun (book to guide reading from the Torah scroll)
  - Grape juice, wine, small cups, Kiddush cup
  - Challah, challah plate, challah cover
  - CSS literature
- Set up ritual items for the service
  - place siddurim on the table in back near entrance
  - Put the tallitot and kippot on the table in back near the entrance
  - Put the ark up front
  - Put the Torah reading table up front, off to the side
  - Put the tablecloth over the Torah reading table
  - Put the tikkun on the Torah reading table
  - Put everything for Kiddush and motzi in the Landmark kitchen and have it ready to bring out after the service
- Arrange our literature in the front when people walk in
- Put our nametag boxes out for when people walk in
- Take out the microphones, turn on the sound system, and do a mic check

## **Clean-up: Gaebler, Landmark, or Atrium**

To do after services:

- Reverse all set-up steps
- Don't forget to turn off the ark lights
- Roll the Torah to where it needs to be next service
- Recycle any loose papers that don't belong
- Put away the microphones and turn off the sound system

## **Clean up after a meal**

- Wipe off tables
- Wipe off tablecloths
- Wash any dishes that were used and return them to the cabinets
- Clean our large coffee pot
- Throw away trash into the large trashcans (don't need to take trash to a dumpster)
- Throw away large pieces of food on the floor (don't need to sweep)

- Make sure the place is clean and we haven't left any of our ritual or food items out
- You do not need to move or take down tables or chairs
- If there is leftover food that Shaarei Shamayim has purchased or that members do not want, please freeze it in the Gaebler freezer
- Bring all of our supplies back to the Gaebler and put them in their correct locations

## **Friday Night Services**

### **Gaebler Living Room**

To set out before dinner:

- Candles, holders, matches
- Kiddush cup, wine, juice, small cups
- Challah plate, challah, challah cover
- Benchers (small red prayer books in glass cabinets)
- Kippot
- Tablecloths
- Pitchers for water
- Cups for water
- Plates
- Utensils

To set up before services:

- Siddurim (adult or children's)

### **The Commons and Classrooms**

To bring from the Gaebler Living Room:

- All of the above except pitchers, cups, plates, and utensils which can be obtained from the Commons kitchen.

Clean up after a meal

- Wipe off tables
- Wipe off tablecloths
- Wash any dishes that were used and return them to the cabinets
- Clean our large coffee pot
- Throw away trash into the large trashcans (don't need to take trash to a dumpster)
- Throw away large pieces of food on the floor (don't need to sweep)
- Make sure the place is clean and we haven't left any of our ritual or food items out
- You do not need to move or take down tables or chairs
- If there is leftover food that Shaarei Shamayim has purchased or that members do not want, please freeze it in the Gaebler freezer
- Bring all of our supplies back to the Gaebler and put them in their correct locations