

Shamus Guidelines

Before Services (Arrive 30 minutes prior to service)

Second Shamus may be present. Please ask him/her to hand out just the books and if possible Torahs during the Torah service—after the Torah scroll is taken out of the ark and after the hakafah has passed you.

- (Saturday Morning B'nai Mitzvot Only) get basket from front office and place on front table with information handouts. These are made up by the family and should be distributed by them — a child or young person works best at the door.
- (Friday night only) Light the center candle and leave it burning.
- Check with rabbi (or lay-leader) about which prayer book will be used and what participants he/she needs and fill out the shamus report. This needs to be done prior to service starting and with enough time to have participants meet with the Rabbi for review.
- Recruit participants from people in the foyer. (Jewish for the Torah Service - other parts can be non-Jews, English Reader, Ark openers)
- Push the book cart outside of the sanctuary and place the small wooden table outside the sanctuary as a second distribution center for books and supplements.
- Put fresh water glasses in the two bima lecterns-place one in each for Wendy & the Rabbi and two under the Torah reading table for the B'nai Mitzvah students, when needed. Hand out appropriate siddurim and supplements.
- Check in with Wendy to see if she has music hand-outs or wants the supplements.
- Watch for cell phones, cameras & electronic equipment. Politely tell people they may not use these on Shabbat or during services if necessary.

During Services

- During the Lecha Do Di, open both doors when the community turns around to bow toward the doors.
- Monitor the door for decorum, respectfully asking people to wait until people are seated (when others are standing for prayers and when the ark is open.)
- Pass out the Plauts (red or blue cover) after the ark is open and the hakafah has passed your location. You can ask the Second Shamus to assist. Eyeball the Michamocha dance route, to make sure it is clear (& for the Hakafah.) Check the EXIT doors for clearance. Move chairs if necessary.

After Services

- Wave book at the Rabbi to remind congregation to return books to book carts.
- Open sanctuary doors with doorstops.
- Return Plauts to the top shelves of the bookcase.
- Return Siddurim to book cart.
- Return supplements to box, which goes on bottom shelf of bookcase, walk around the sanctuary to pick up any ones left behind.