

Guidelines for the Chazan

These guidelines must be read by every Chazan before assuming the Amud.

1. The Chazan must be capable of enunciating the words properly and projecting his voice so that the entire shul is able to hear him. He must maintain a steady, though not hurried, pace in the tefila. The Chazan must move his lips for all of the tefila, silent or otherwise.
2. Every Chazan must be attired in a collared shirt, long pants, and shoes. If sandals or open shoes are worn, the Chazan must also wear socks. On Shabbos and Yom Tov, the Chazan should wear a tie and/or jacket.
3. The Chazan must wear a talis for all minyanim including Ma'ariv.
4. The Chazan must adhere to the nusach of the minyan in all circumstances, including his own personal Shemona Esrei. Therefore, the Chazan must say Baruch Hashem L'olam during weekday Ma'ariv, even if his personal minhag is not to say it. Likewise, the Chazan must recite V'Shamru during Kabbalas Shabbos.
5. There must not be any repetition of words by the Chazan throughout the berachos of Shema and the repetition of Shemona Esrei.
6. The Chazan must say the following sections of korbanos: Korban HaTamid, Eizehu Mekoman, and Rabbi Yishmael.
7. The Chazan should wait for the Rabbi to finish his silent recitation of Shema before saying Hashem Elokeichem Emes and his silent recitation of Shemona Esrei before beginning the repetition of Shemona Esrei or Kaddish, as appropriate. In the event that the Rabbi is not present, the Chazan should wait for a signal from the Gabbai.
8. The Chazan must say the words Ga'al Yisrael before the beginning of the silent Shemona Esrei aloud, and not lower his voice at all.
9. The Chazan could say Hashem Sefasai Tiftach aloud in the repetition of the Amidah.
10. The Chazan must say all of Kedusha aloud, in its entirety, including Nekadesh, Kadosh, Baruch, and Yimloch. Additionally, the Chazan should say the pasuk of Kedushah slightly overlapping the recitation of the Tzibur.
11. The Chazan must say Modim aloud in its entirety and begin his recitation with the Tzibur.
12. The Chazan must sit for his recitation of Tachanun.
13. The Chazan must say the Kedusha of Uva L'tzion aloud.
14. On Friday night, the Chazan must say Magen Avos aloud in its entirety after the Tzibur has concluded its recitation.

