

## **BoBi (Board member On the Bimah) Responsibilities: 2018-2020**

Each Board Member is assigned as the BoBi to two Friday-evening Services a year, in general. It is your responsibility to find a substitute if you are not able to cover your assigned date. Let Joan Poulin ([jsspoulin@gmail.com](mailto:jsspoulin@gmail.com)) know of any assignment changes so BoBi announcements are e-mailed accordingly.

### **Purpose:**

- 1) To be responsible for the overall feeling of warmth and welcoming within our *kihilah kedosha* (sacred space) on Shabbat;
- 2) To instill a greater sense of family as people walk into the sanctuary at a Friday night service;
- 3) To help Board Members feel a greater sense of ownership of Temple Beth Am;
- 4) To provide another opportunity for us to recognize our Board Members;
- 5) To avert any "locking-up" issues that had taken place on Friday nights.

### **Responsibilities of the BoBi – Arrive 30 minutes early**

1. **Check in** upon arrival with the Rabbi, Cantor and oneg host family. See if the oneg family has any questions prior to the start of services. **Make sure the door to the downstairs classrooms is locked.**
2. **Usher** – **Prior to the beginning of services greet congregants at the door. Ten minutes after the beginning of services lock the door and take a seat in the front row. If latecomers arrive, they will ring the bell. Go to the office and use the video monitor to verify the identity of the latecomer(s) and use the buzzer to grant entry.** After services begin, help people find seating, if needed. **Please sit near the door to the hallway in order to keep people from walking in front of the bimah and/or from entering or exiting while the congregation is standing.** The BoBi may need to enlist the help of others to bring in chairs from Gloria Hall if there is a large congregation that night.
3. **Presentation of the Announcements** – A script will be emailed to you from the Corresponding Secretary. BoBi announcements include a "Thank you" to our oneg hosts, upcoming Temple events and other relevant Temple Beth Am/community notables. Sometimes the BoBi will present the gifts to the B'nai Mitzvah child (based on if the family has chosen another member to present the gift). Contact the Rabbi on Thursday to find out.
4. **Securing the Building** – The BoBi must walk throughout the building and ensure the following:

### **DOWNSTAIRS**

- 1) Check the classrooms and throw out any cups, plates, etc. that children may have left;
- 2) Check the Summit Street door to make sure it is pulled securely shut (upstairs alarm will also detect if windows/doors are open);
- 3) Check that the thermostat/heat is turned down in back classroom;
- 4) All the lights are off.

### **MAIN FLOOR**

- 1) Ask the Rabbi and/or the Cantor to lock up and alarm the sanctuary and office and to make sure that the door from the Sanctuary to Church Street is properly secured.
- 2) All cups, plates, etc. are thrown out in Gloria Hall and kitchen;
- 3) Check that the oneg host family has washed, dried and put away all kitchen items (nothing in dish drainer, please) and has not left any food;
- 4) The kitchen door is tightly closed;
- 5) The air conditioning (if applicable) is off;
- 6) Bathroom lights and water are off; Especially check that vanity lights in ladies room are off.
- 7) All the lights on the main floor are off;
- 8) The panic bar on the parking lot door is secure (popped-up position). There is a key for that lock on top of the refrigerator;
- 9) Alarm is armed prior to leaving the synagogue.