

Mussaf
Yekum Purkan → End of Full Kaddish
(or through the end of Adon Olam
if you are asked to lead the final prayers following Full Kaddish).

At the end of the Brachot following the Haftarah, move towards the Shulhan (table) and stand next to the reader of the Haftarah. After the final Brachah, wait for the Gabbai to announce the pages and then chant out loud the four words “Yekum Purkan min sh’maya” (412 in Sim Shalom, 448 in Artscroll). You may stand “at ease.”

Read silently for the next THREE paragraphs; pick up again out loud at the words “V’chol Mi She’oskim...” towards the end of the third paragraph.

At the end of that paragraph, the Gabbai will lead the congregation in the prayers for Israel and America.

On the Shabbat preceding Rosh Chodesh, there is a blessing over the new moon. Following are instructions for that (tunes can be found at end of Side B):

1. After Prayers for States, Cong reads "Y'hi Ratzon" quietly,
2. Chazzan reads Yhi Ratzon out loud
3. Gabbai announces “Molad” – day and time of the new moon’s appearance
4. [In some Congs, Cong now reads Mi She'asah silently. In some, they skip it and only Chazzan says it out loud. Pause to allow them to say it; if they are not saying it, continue below...]
5. Chazzan Takes Torah, says "Mi She'asah Nisim" out loud followed by "Rosh Chodesh (name of month) yehiyeh b’yom (day of the week) haba alenu l’tovah" Cong then repeats "Rosh Chodesh (blank) yehiyeh..." and continues with Paragraph "Yichadshehu"
6. Chazzan then says "Yichadshehu" out loud.
7. Chazzan then gives Torah back to Torah holder, and we continue with Ashrei, below (we skip Av Harahamim on days we recite this).

Following those prayers, we continue with Av Harahamim (we often skip Av Harahamim; be sure to find out in advance whether it is said or not). 454 in Artscroll, 420 in Sim Shalom.

Continue with Ashrei

At the end of Ashrei, accept the Torah from the person who is holding it (hold the Torah on your right side); after reciting “Yehalelu...l’vado,” begin processional:

1. Head straight to the back of the room,
2. When you reach the back of the room, turn around, and head straight to the front of the room
3. Pass the shulhan on the right;
4. When you reach the Ark, hand the Torah to the person who is on Ark duty.
5. Once the Torah is resting in the ark, begin to sing “Etz Chayyim.”

When Etz Hayyim is complete and ark has been closed, proceed back to the table and – after Gabbai has announced the pages – begin the Half Kaddish.

At Kaddish, there is a tradition to stand with your feet together.

Call and Response in Kaddish (in reciting Kaddish, you should not wait for the congregation; just continue with your reading and let the congregation keep up with you):

1. After Rabbah – Cong will respond: AMEN;
2. After V’Imru – Cong: AMEN Y’HEH SHME RABBAH...ALMAYA.
3. After “D’kudsha” – Cong: BRICH HU;
4. After V’Imru – Cong: AMEN.

After you’ve finished Half Kaddish, begin the silent Amidah, taking three steps back, and then three steps forward. Say the Amidah with feet together the entire time (instructions for silent Amidah are same as in repetition, with the exception of the Kedushah and Birkat Kohanim, which are not recited in the silent Amidah. See below for more details).

To begin the repetition of the Amidah, wait for the Gabbai to signal that you should begin. When the Gabbai signals, take three steps back and then three steps forward.

As in silent Amidah, stand with feet together for entire repetition. At the very beginning of the Amidah, bend knees on “Baruch”; bow on “Atah” and straighten on “Adonai.” Continue out loud and repeat bowing sequence on the second brachah in the Amidah, “Magen Avraham.” [Please note that you do NOT bow on the brachot “Mehayeh HaMetim” “Ha’El HaKadosh,” “M’Kadesh HaShabbat” “HaMahazir Sh’chinato” and “HaM’varech et Amo Bashalom.”]

Between Sukkot and Pesach, say “Mashiv Haruach Umorid Hagashem.” Continue out loud until Kedusha, immediately following the Brachah “M’hayeh HaMetim.”

Kedushah:

1. After brachah “M’hayeh MaMetim” wait for the congregation to say the line “Na’aritzcha...V’Amar” before you repeat it.
2. When congregation is finished, read “Na’aritzcha...V’Amar.” At the end of that line there is a tradition to bow right, left and forward on the words “Zeh,” “Zeh” and “V’Amar.”
3. Wait for the congregation to say “Kadosh...K’vodo” and “K’vodo...Yomeru.”
4. When Congregation is finished, read “Kadosh...Yomeru” There is a tradition to rise on one’s toes on each of those words “Kadosh” in the second line of Kedushah.
5. Wait for Cong to say “Baruch...Mimkomo” and “Mimkomo...Omrin”
6. When Congregation is finished, read “Baruch...Omrin.” There is a tradition to rise to one’s toes on the word “Baruch” at the beginning of this line of Kedushah.
7. Wait for Cong to say “Shma...Ehad” and “Hu Elohenu...I’elohim”
8. When Congregation is finished, read “Shma...Ehad” and “Hu Elohenu...I’elohim”

9. Pause for a beat and read “Ani Adonai Elohechem” and “Uv’divrei...lemor”
10. Wait for cong to say “Yimloch...Haleluyah.”
11. When Congregation is finished, read “Yimloch...Haleluyah.” There is a tradition to rise to one’s toes on the word “Yimloch” at the beginning of this line of Kedushah.
12. After the line “Yimloch,” read “L’Dor Vador” through to the brachah “Ha’El HaKadosh.”

After Congregation responds “Amen” continue with “Tikanta Shabbat” through to the brachah “HaMahazir Sh’chinato.”

After the congregation says “Amen” to that Brachah, begin immediately to read the entire paragraph of “Modim Anahnu Lach” (the version that ends “Me’olam Kivinu Lach”) OUT LOUD. Bow on “Modim”; straighten on “Lach.”

Continue with “V’Al Kulam” through the brachah of “HaTov Shimcha ul’cha Na’Eh L’hodot.” On that brachah, bow as on the brachot before.

Following that Brachah, insert the Birkat Kohanim paragraph that begins “Eloheinu V’Elohei Avotenu.” After the word “Ka’amur” you will then read the tripartite blessing from the book of BaMidbar. After each part of the blessing, the congregation will respond “Ken Y’hi Ratzon.” There is a tradition to bow right on the first part, left on the second and forward on the third.

Continue with “Sim Shalom” through to the end of the Brachah, “HaM’varech et Amo Yisrael Bashalom.” Continue with Kaddish Shalem.

At Kaddish, there is a tradition to stand with your feet together.

Call and Response in Kaddish (in reciting Kaddish, you should not wait for the congregation; just continue with your reading and let the congregation keep up with you):

1. After Rabbah – Cong will respond: AMEN;
2. After V’Imru – Cong: AMEN Y’HEH SHME RABBAH...ALMAYA.
3. After “D’kudsha” – Cong: BRICH HU;
4. After V’Imru in each of the last four paragraphs – Cong: AMEN.
5. In Oseh Shalom, take three steps back, bow right, left and front.

If you are asked to continue, continue with Ein Kelohenu. You may stand “at ease” for the remainder of the service. The poem is read out loud and then the rest is read silently from “Pitum Hak’toret” until the beginning of the Kaddish D’rabanan. You read the last few verses before Kaddish D’rabanan out loud.

Kaddish D’rabanan is read by a Gabbai.

Then begin Alenu. The first paragraph is usually sung out loud; the last verse of the second paragraph is usually sung out loud.

We continue immediately with Anim Z'mirot. When ark is open, begin with first line and sing the whole poem responsively. When you get to the last line of the poem, read the next two lines quietly and then sing out loud "Mi Y'malel...t'hilato."

We then continue immediately with the Psalm for the Day, which is read quietly; read the last few lines out loud. Gabbai will then read Mourner's Kaddish.

Following Mourner's Kaddish, be seated. Announcements are made.

Begin Adon Olam when the announcements are completed. After Adon Olam, you are finished! ☺