

USHERING GUIDELINES

Thank you for ushering on an upcoming Shabbat!

The tradition: Ushering fills the mitzvah of *haknasat orchim* – welcoming guests. This mitzvah began when Abraham and Sarah welcomed guests into their tent. You will continue this tradition by welcoming guests into our synagogue community.

Set up:

- o Please arrive at 8:40am.
- o Remove tallitot from the closet and place them in a neat pile on the lobby table.
- o If there are kippot and programs, put these out.
- o Take some time to familiarize yourself with rooms upstairs, coat area, bathrooms, etc.

Welcome: People's first experience with our community will be how you greet them as they enter.

- o Please smile and say something along the lines of "Shabbat Shalom. Welcome."

Kippot: All men are expected to wear a kippah.

We encourage women to cover their heads also – they may use the white lace head coverings or kippot.

Tallit: All Jewish men are expected to wear a tallit.

We encourage every Jewish woman to wear a tallit.

To help determine what you should ask:

- o For a man: "Here is a kippah, would you like a tallit?"
- o For a woman: "Head coverings are on the table. Would you like a tallit?"

Shabbat Etiquette:

- o Please remind everyone to turn off his/her cell phone.

Play Areas:

- o Any children who need to leave the sanctuary may go, **with adult supervision**, to the Library Classroom on the 3rd floor. This room is the only room designated as a play space. Please let parents know this is a classroom and that they should please put back all items before they leave.
- o Parents with infants may go upstairs to use the room across from the rabbi's office.
- o Children must be supervised at all times.

Prayer Books:

- o Siddurim (prayer books) are available under each seat.
- o Chumashim (Big red Torah books) are located under the seat in front of each person.

During the service you will assist with the following:

- o Help guests find seats
- o Close/open doors at appropriate times so as not to interrupt the service. As a general rule, the sanctuary doors should remain closed while the Ark **curtain** is open; i.e. Torah is being taken out or put back inside the Ark.
- o Bring grape juice, challah hand washing station into the sanctuary by 11:15 am.
- o During announcements please bring to the bimah: large Kiddush cup, one tray grape juice mini cups, hand washing station and challah tray with challah.

End of service: At the end of the service please wish congregants/guests a "Shabbat Shalom!"