

## **Temple Beth Rishon Ushering Guidelines** **Saturday Morning Shabbat Services:**

Specific challenges on Saturday morning services involve managing crowds, people unfamiliar with a Jewish house of worship or our services, and a lot of kids. Diplomacy is our paramount consideration.

### Before services:

1. Arrive at TBR 20 minutes prior to the scheduled start of the services:  
9:40 AM for 10:00 AM Service
2. Identify yourself to the head usher upon your arrival.
3. Introduce yourself to the B'nei Mitzvah family
  - Someone (head usher) should inquire about the Simcha marshmallows. Each family is allowed 25 wrapped marshmallows. Hard candy will not be permitted due to safety concerns. (Families have been made aware of this.) See below for distribution details.
4. Please wear your identifying tag with your leadership title. The tags are on the inside door of the tallit closet.
5. About 5 minutes before services begin, approach the young friends to welcome them. Remind them that they are in a house of worship and that proper respect is expected. Indicate that no cell phone use or text messaging is permitted. Be firm but friendly.
6. About 5 minutes before services,
  - Invite the B'nei Mitzvah family to be seated
  - Begin to invite all guests as soon as the B'nei Mitzvah family is seated, to enter the sanctuary. Greet everyone with *Shabbat Shalom* and Welcome. Hand each guest a program.
  - Encourage the young friends to seat themselves on the left side of the sanctuary near the doors for easy monitoring. If there is a double event another group can be seated at the far right of the sanctuary.
  - Indicate to all males, (Jewish or not) that wearing a Kippah in our sanctuary is a sign of respect.
  - Indicate that it is customary but not mandatory in our synagogue for all males who have had a Bar Mitzvah to wear a tallit.
  - Women are invited and encouraged to wear a head covering and a tallit.
  - If time permits, confirm those who will be called to the Bima are properly attired.  
Note: All those with an aliyah need head coverings and tallit. All those called to the Bima need only a head covering.
  - Important note: DO NOT confront anyone who prefers not to comply.
7. Remind all guests that photos are not permitted in the sanctuary and all electronic devices should be silenced. Their attention to these issues of courtesy and respect are appreciated.

### During services:

1. By 10:30 only one usher need remain outside the sanctuary to greet latecomers and monitor the noise level in the lobby. Note: the lobby is in full view from the Bima.

- 2.
3. All other ushers should be in the sanctuary, to maintain decorum during the service:
  - a. At least one usher should be stationed in front of the inside doors to monitor entry and exit from the sanctuary during services. Although common sense prevails, our guidelines are that no one enters or exits when the
    - Congregation is standing.
    - Rabbi is addressing the congregation.
    - Cantor is chanting a liturgical composition.
    - B'nei Mitzvah is leading the congregation.
    - Torah and Haftarah are read.
  - b. Other ushers inside the sanctuary should be stationed near the young friends. Remind them to wear their kippah and not to use electronic devices. Provide them with siddurs to encourage participation especially with English readings. Remind them to be respectful to the efforts of their friend on the Bima.
  - c. **Parent ushers should be encouraged to remain inside the sanctuary to help at the door as well as with the young guests. They are asked to usher as much to help as to familiarize themselves with the service.**
3. The Rabbi or Cantor will occasionally signal you with a request from the bima. Please be alert to this possibility.
4. During the lifting and dressing of the Torah (immediately after the Maftir portion is read) marshmallows are distributed. Often a young family member accompanies one usher during the distribution. Start distributing with the immediate family. An usher should help collect the marshmallows from the sanctuary as well as the Bima while the congregation is singing Siman Tov. Encourage young children to help.

At the conclusion of services:

1. Open the doors and remain nearby to collect and hang up the tallit.
2. Greet and congratulate the guests as they are exiting.
3. Direct all congregants and guests to the Kiddush or appropriate after services celebration.
4. Check with the head usher before you leave.