

## Ushering Duties and Guidelines

### QUICK REVIEW

Please arrive FIFTEEN MINUTES PRIOR TO START OF SERVICES. All Jewish men ushering Shabbat mornings must wear a tallit as well as a kippah.

Pull b'nai mitzvah brochures and kippot from corner of James' desk in the office.

Put kippot in kippot holder by front door.

Distribute brochures to all attendees as they walk into the Sanctuary.

Watch as people walk in. All men must wear a Kippah. Jewish men should be wearing a tallit. All shoulders must be covered.

#### **Keep the door closed WHEN:**

- The Ark is open (curtains are open to reveal the Torah)
- The congregation is standing
- The Rabbi is giving her sermon
- The Torah is being read or the Haftarah is being chanted
- The bar/bat mitzvah child is giving his/her d'rash.

#### **You may make exceptions to the above rules in the following cases:**

- Parents with crying babies
- Anyone who is coughing, feeling ill, or in need of the restroom
- When the Torah is being carried around the sanctuary
- Between Torah readings (Aliyot)
- During the chanting of Hallel (occurs on certain holidays, and Rosh Chodesh)

#### **Remind congregants, if necessary, of Shabbat observances at CBE:**

- no smoking on synagogue grounds
- no writing
- no handling of money
- no phone calls
- no photography

#### **Be aware of the following:**

- **The security terminal on the right hand wall as you enter the lobby from outside has two emergency buttons which should be used in case of trouble.** Button A summons the fire department and button B summons the police. Ushers should locate this security terminal and the 2 lettered buttons.
- **An Automated External Defibrillator (AED) is stored in the bottom cupboard between the two tallit closets.** Know where this is in case of emergency.
- **Assistive Listening Devices are now on the bottom shelf of the lobby bookcase between the two tallit closets.** Ushers should familiarize themselves with the location of this box, in case a congregant or guest asks for one. Be sure it gets properly returned.
- **Other Items: Large print and Braille siddurim are available** and are kept on the bookshelf between the two tallit closets.
- **After the service ends:** Collect, sort & stack pamphlets. Do a quick visual check of the sanctuary; each chair should have two books underneath. Collect stray books, papers, etc.