



## How to be an Usher for Shabbat Mincha/Maariv/Havdallah Services

We need ushers at Shabbat Services to ensure a quiet and respectful service. You will appreciate the efforts of the ushers on the day of your child's Bar or Bat Mitzvah just as you will be appreciated when it's your turn.

There are usually four ushers assigned to each service, allowing two to stand inside the sanctuary doors and two outside the doors in the lobby. The ushers inside the doors are responsible for closing and opening the doors throughout the service (see guidelines below). The ushers in the lobby are responsible for keeping the noise level low, especially when there are many people waiting to enter the sanctuary. Ushers may also roam about to ensure respectful behavior throughout the building, especially from children and teens.

- Remind people as they arrive to turn off and refrain from using all electronic equipment, including cell phones and cameras. Smoking and writing are also prohibited in the synagogue and on synagogue property during Shabbat.
- Ask all males to wear a kippah while inside the building.
- Tallit are not worn for Mincha/Maariv/Havdallah services
- All adult women should be asked to wear a head covering while in the sanctuary. Women who object may refrain.
- Females are asked that their shoulders be covered in the sanctuary. Shawls are available for loan in the lobby cabinets.
- Doors to the sanctuary must remain closed and entry restricted during:
  - Torah Service:
    - When the ark is open to take out the Torah (pages 229-230)
    - Recitation of blessings and reading from Torah, but allow people to enter in the brief periods *between* aliyot
    - Speeches (Bar/Bat Mitzvah, Rabbi, WJC Officer), but open doors briefly before & after the Bar/Bat Mitzvah speech
    - When the ark is open to return the Torah (page 232)
  - Mincha Amidah (pages 234-239), especially Kedushah (page 235)
  - Bar'khu (page 281)
  - Sh'ma (page 282)
  - Ma'ariv Amidah (page 286-291)
- Do not allow photographers or videographers to use their equipment until you are cued by the Rabbi that it okay to do so.

Too complicated? A good rule of thumb is to keep the doors closed whenever:

- The ark is open
- The congregation is standing
- Kaddish is being recited
- Someone is giving a speech or reciting a reading

Thank you in advance for serving as an usher at our Shabbat services.