

BAR/BAT MITZVAH USHERING GUIDELINES AND SERVICE INFORMATION 2010/2011

It is each family's obligation to assist and usher at Bar/Bat Mitzvah services. You have been assigned *two* dates; on one of these dates, you may be assigned to serve as Captain.

It is imperative that **each family be represented by two adults** (a Bar/Bat Mitzvah age or older child may be counted as one adult). Should you be unable to fulfill your obligations on the dates assigned, please call someone else on the list to switch dates (**we have included all usher's home numbers**), and then call the Temple office to inform us of the change. It is your responsibility to be sure the date is covered, as you would want at your own family's simcha.

Please be sure to read and familiarize yourself with accompanying guidelines prior to services, and feel free to call the Temple office if you have any questions.

USHERING DUTIES Please:

1. Arrive at Temple at least 45 minutes before services begin.
2. Two adults must stand near sanctuary entrance to greet guests and distribute service booklets for 20 minutes before services (10:10 - 10:30 am; or 5:10 - 5:30 pm), and then one usher should stand by the door (inside is fine) to greet "latecomers", show them to a seat and inform them of the page in the service.
3. Begin ushering family members and guests to their seats 10 minutes before services begin. Five minutes before the service is to begin, circulate through the sanctuary and lobby asking people to be seated.
4. If there are a large number of young guests, sit near and among the young guests (to maintain decorum; sit on an aisle so you can get up as needed. Watch for signals from the clergy).
5. One usher is to remain in the lobby throughout the service to admit latecomers, keep young guests from leaving the building without an adult, and keep noise levels down.
6. The person stationed inside the sanctuary door should keep congregants from entering or leaving the sanctuary when the congregation is standing, the Ark is open, the Torah is being taken from or returned to the Ark, when the Cantor is chanting, and when the Torah is being read.
7. Two or more ushers should prepare to serve the wine, white grape juice and challah (it will be prepared by the custodian) immediately after the service; **children and teens may not be served wine**. Wine must be removed to the kitchen and refrigerated immediately after

everyone has been served; **DO NOT LEAVE WINE OUT IN THE LOBBY, SOCIAL HALL OR KITCHEN.**

CAPTAIN'S (indicated in bold on the attached assignment schedule) **DUTIES.** Please:

1. Call Bar/Bat Mitzvah family/families one month prior to the service to find out the number of guests, the kind of kiddush planned, and if the family has any special requirements.
 - a. The Temple supplies wine, grape juice and challah for a regular Kiddush.
 - b. If the family is having an extended kiddush, check that rental arrangements were made in advance with the Temple Administrator. That arrangements have been made to remove leftover food, wine and paper supplies at the end of the kiddush.
 - c. Remind families to make arrangements with the office for video taping (video taping is \$36 and must be arranged in advance - you cannot bring and use your own tapes); services are not automatically recorded. Remind them to take books, speeches and gifts from the sanctuary at conclusion of services.
2. Call the Temple office to report the number of guests and the type of kiddush. The Temple office must have numbers to order the supplies for the standard kiddush.
3. Call the other families who are ushering two to four weeks ahead as a reminder.
4. Arrive at the Temple at least 45 minutes ahead of the service, introduce yourself to the Bar/Bat Mitzvah families and see if there is anything they need
5. Oversee other ushers to be sure they are fulfilling their responsibilities. Watch for special needs which may arise. Let clergy know where you will be positioned. Maintain periodic eye contact with the clergy during service in case they need some assistance.
6. Coordinate with custodians as necessary (he should work with the caterer or any other vendors).

GENERAL INFORMATION:

Assisted listening devices are in the drawer in the sound closet. Ask custodian at the front door for assistance. The custodian can also assist you with other building issues.

As representatives of Temple Beth Ami and hosts for the Bar/Bat Mitzvah families, ushers should greet members, guests and congregants who are attending services. A "Good Morning, Shabbat Shalom" or "Welcome to Temple Beth Ami" helps persons feel at home, more at ease with unfamiliar surroundings, and helps create the warmth and welcome we associate with our congregation and the observance of the Shabbat. A friendly greeting while distributing the service booklets will also encourage cooperation when giving seating instructions.