

Guidelines for Ushers at B'nai Mitzvah Services

Thank you for serving as an usher at an upcoming Bat/Bat Mitzvah service. Your presence provides an additional friendly and helpful face who is familiar with the congregation and our building, and can assist our guests while supporting the family. Each service typically has a representative from the Board and a sixth grade family serving together as ushers. Please be sure to introduce yourself to the other set of ushers and figure out how you want to divide the ushering duties as detailed below:

1. Please arrive at least 15 minutes in advance of the service start time; introduce yourself to the Bar/Bat Mitzvah family if you have not had the opportunity to do so before.
2. Greet and offer Siddurim (prayerbooks) to each guest, as well booklets if the family has made them. Ensure that adequate Kippot and Tallitot are available for those guests who choose to wear them. Siddurim, Kippot, and Tallitot can be found outside of both sanctuary entrances. If you are running low on something by your entrance, it is likely that more of them can be found by the other one.
3. Chumashim (books of Torah with commentaries) are typically distributed during the Torah service rather than when guests arrive. Please wait for Rabbi Josh to invite you to distribute the Chumashim at the appropriate point before doing so.
4. Try to be aware of empty seats so you can suggest potential seating for late arrivals.
5. If possible, divide time so that someone is monitoring both the Sanctuary entrance and the entrance from the Community Room.
6. Please sit in the back of the sanctuary for the entire service so you can monitor any situations that may need your attention. Also, be prepared to greet and give materials to guests who arrive late.
7. Please step in if friends of the Bar/Bat Mitzvah are becoming noisy or disruptive. Also please monitor the solarium to prevent them from changing the letters on the easel.
8. After services, pick up any additional papers, booklets, candy wrappers, etc., and tidy the Sanctuary. Please ensure that Siddurim and Humashim are returned to the bookcases after services keeping in mind that some guests may have placed them in the racks beneath the chairs.

Thank you for representing Or Hadash, and greeting the larger community in a warm and welcoming manner.