GUIDELINES FOR USHERING AT BAR/BAT MITZVAH SERVICE

These guidelines are intended to foster a warm welcoming environment for congregants and guests while ensuring a dignified and meaningful service:

*Before the Service*

1. Arrive by 10:00 a.m. Obtain the morning’s torah sheets and any other handouts from the Rabbi or Cantor.
2. At about 10:20 a.m. announce to those in lobby that services will begin soon,

and to please take a seat in the Sanctuary.

1. As people enter the Sanctuary, provide them with the torah sheets and handouts.

If it looks like there are not enough, give one per couple and ask that they share

1. Try to encourage congregants you know to seat themselves near and among friends of the Bar/Bat Mitzvah to lessen possible disruption from them.

*During the Service*

1. As the service begins, close and lock the left sanctuary doors and place the tallit rack in the lobby in front of these doors. (People will need to use the doors on the right during the service).
2. Please ensure no entry or exit from the Sanctuary during tallit presentation, Bar/Bat Mitzvah solo song, Torah or Haftorah reading or whenever the Congregation is standing.
3. One usher should be seated or standing by the doors inside the Sanctuary during the service.
4. Keeping a close eye on teenagers, requesting quiet, reminding them this is an important religious day for their friend, etc. are all appropriate measures if noise or disruption begins.
5. Request politely that parents remove noisy young children from the Sanctuary if necessary.
6. Lobby noise carries into the Sanctuary – request that those in the lobby refrain from excessive noise.

*After the Service*

1. As the final song is being sung, unlock and open both sets of doors, move tallit rack to the side. As people exit, collect any sheets or books if they have them, and wish a warm Shabbat Shalom to all.
2. Gather song sheets in Sanctuary after people have left, replace books in pew backs, and check for materials on floors or belongings left on pews. The Board Member on

Bima should assist you with this.

Thank you for your help in providing an orderly and ritually proper service for the Bar/Bat Mitzvah and family. Please contact the RTR Ritual Committee if you have any questions, concerns or suggestions about these ushering procedures.