

INSTRUCTIONS FOR FRIDAY NIGHT GREETERS or 11 Simple Steps to a Good Shabbat Service

ARRIVE EARLY - Please arrive 20 minutes before services start

Handicapped Entrance - Door Alert System

**This Pager-Receiver system is attached to the bell near the wooden doors.
When that door bell is pressed, the signal will activate the Pager-Receiver (buzz & vibrate).**

- **The Pager-Receiver and these instructions are now kept in a small box in the hallway cabinet between the Sanctuary doors - right cabinet, right side toward the back of cabinet**
 - **Please take Pager-Receiver from box and carry for the duration of the event.**
 - **The sign out / return form in the box should be completed for each use and returned to the box (including Friday night ushering).**
 - **The person responsible for the Pager-Receiver should return it to the box in the hallway cabinet and initial the form in the box, before leaving the building after the event.**
 - **When the Pager-Receiver is activated, please go to the wooden doors to assist anyone waiting to enter. Should a person in a wheel chair need entry assistance it may be necessary to also use the second door. The second door will have to be unlatched (latch can be seen at the top and / or bottom once one door is open).**
 - **Once the person has entered, please insure the second door, if used, is re-latched before you leave the area.**
 - **Don't forget to return the buzzer to the box in the cabinet and initial the form in the box.**
1. CHECK KIDDUSH CUPS - Check the table on the Bimah near the Torah stand to make sure that the Kiddush cups have wine in them. Caretaker usually does this. If the wine cups are not there or empty, please find Joey (our caretaker) to advise him (cell – 201-993-3860). He may be anywhere in the building including upstairs. Also, check the small plastic wine cups. They should be on two trays. If the cups are empty, please tell Joey or please fill them. A very small portion of the cups get apple juice. The rest of the cups get wine to be distributed to the congregation upon singing “Oseh Shalom”. Usher will distribute wine from one tray to one side of the congregation and select a person in the congregation to distribute wine from the other side of the congregation. After the Kiddush, Usher will collect the small plastic cups.
 2. LIGHT CANDLES - While on the Bimah, light the single candle that is used for lighting the Shabbat candles (right side of Bimah as you face the Ark). Use the lighter provided on the Bimah.
 3. OFFER HONORS - You'll find the honors on two index cards on the counter outside the Sanctuary. The one for opening the Ark for the **Barechu** should be given first since it is early in the service. Check the **yahrzeit** list on the back of the Order of Service. As you greet worshippers, be alert for people who have **yahrzeits** that night. Offer the cards to the first two **yahrzeit** observers you recognize. If you don't recognize one or both, give the honor(s) to congregants whom you recognize as “regulars” at services or someone you feel should be honored. Try to finish this task before the service begins.
 4. HAND OUT ORDERS OF SERVICE - Hand an Order of Service to every worshipper entering the Sanctuary. Welcome newcomers to our Temple. If we're using the alternative service (“Service of the Sacred”), the **alternative machzurim** will be stacked on the counter. Give a copy to each worshipper along with the Order of Service.
 5. CLOSE DOORS - When the Rabbi and Cantor ascend the Bimah, close the front doors to the Sanctuary and stand near the rear door (you may stand inside). Leave this door open so latecomers may enter the Sanctuary at any time except when the congregation is standing. Hold latecomers at the door, and let them enter when everyone sits down. *Rear doors should remain open for security.*
 6. LATE-COMERS - On nearly all Friday nights, latecomers stop arriving by the time the **Shema** is read. You can sit down near the rear of the Sanctuary and enjoy the rest of the service. Please try to notice and control any problems (noisy people etc).
 7. THE KIDDUSH - When the Rabbi announces the **Kiddush**, move quickly to the table on the Bimah by the Torah stand. Give a **Kiddush** cup to the Rabbi, Cantor, Bar or Bat Mitzvah child, and Bimah guests, in that order. If any cups are left, step down from the Bimah and offer them to the child's parents in the front row. Otherwise, stand to the side of the Bimah. After the **Kiddush**, collect the cups, return them to the table, and take your seat.
 8. OPEN DOORS - After the Rabbi blesses the congregation at the end of the service, open the front and rear doors to the sanctuary. If the alternative service was used, check the Sanctuary to make sure none of the **booklets** were left inside. Place them in the boxes atop the counter and store the boxes in the cabinets under the counter.
 10. LARGE PRINT BOOKS AND AUDIO ENHANCEMENT AIDES are in the right hand cabinet in the hallway.
LIGHTER WEIGHT SHABBAT ONLY EDITION BOOKS are in the bookrack in the back of the pews.
 11. EAT - Now you're done. Enjoy the oneg. Thank you.