

PARENTS' USHERING RESPONSIBILITIES

It is the responsibility of bar/bat mitzvah parents to usher at a bar/bat mitzvah service prior to their own child's ceremony. This is usually, but not always, at the prior week's Shabbat morning service. During the months of December-February it may be two to four weeks before your own *simcha*. This requirement ensures that every bar/bat mitzvah service at Temple Emanu-El has enough ushers. Parents will receive an ushering memo stating the date, time, and location of the service at which they will be ushering. Please put this memo with your other important bar/bat mitzvah papers. If you are unable to be at this service, it is your responsibility to switch with another family. Parents should familiarize themselves with the ushering procedures (see below) to ensure proper synagogue decorum. The bar/bat mitzvah child should also attend the service with you.

INSTRUCTIONS FOR USHERING

Before the Service Begins:

Ushers should check in with Mike Kenny (our facilities manager), or one of his staff, upon arrival. As a general rule, the Sanctuary service begins at 10:30 a.m. and the Brody Chapel service begins at 10:45 a.m. However, on certain holidays and other occasions, services may start at different times; be sure to double check the starting time for the particular service for which you will be ushering. Please go to our website, www.tewnj.org, and go to the Calendar.

When people enter, wish everyone "Shabbat Shalom." Ask people to sit in the forward rows. Do not permit large groups of teens to sit together. They should be separated and seated throughout the Sanctuary or the Brody Chapel. Sit them in alternate rows in groups of 5 – 6 teens. This leaves room for other guests to sit among the teens. There are no "sides" as there may be at weddings; we seat guests wherever suitable space permits. For Sanctuary services, please ask everyone in the Gallery (the lobby area) to take a seat at 10:20 a.m. The Gallery and aisles must be cleared of guests for the Sanctuary service before 10:30 a.m. Guests in the Brody Chapel should be in their seats by 10:40 a.m.

When the Service Begins:

For Sanctuary services, please close the doors at 10:30 a.m. For services in the Brody Chapel doors should be closed at 10:45 a.m. **All ushers except one must be inside the Sanctuary or Brody Chapel at all times, and one adult usher must remain at the entryway to the Sanctuary or Brody Chapel, in order to welcome latecomers and allow entry at the appropriate times.**

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While the Service is in Progress:

Escort latecomers to free seats. Lead them to their seats – please do not let them roam. Once the service has commenced, worshippers should use the side aisles, rather than the center aisle, whenever possible to enter and exit the Sanctuary. Please hand latecomers a prayer book opened to the proper page. Wish everyone “Shabbat Shalom.”

PLEASE DO NOT admit worshippers during the following times:

- **when the cantor is singing**
- **when the congregation is standing**
- **during the silent prayer**
- **when the Ark is open**
- ***D’var Torah* (speech)**

Ask the guests waiting outside to remain quiet, so as not to disturb the service. Occasionally, a long line develops in the Gallery. If many people are waiting to enter, you may use your judgment and admit them even if the congregation is standing.

We welcome children to our service and are pleased to have them. If appropriate, make certain that children have prayer books. Ushers should be alert for children or teenagers who talk among themselves. Warn them once; if they ignore you, then please separate them.

Occasionally, families will bring infants to services. Tactfully, ask the parents to take a seat near the rear door and to kindly step out if the child disturbs the service.

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