

## **GUIDELINES FOR SHABBAT MORNING USHERS**

1. Ushers should be at the synagogue 30 minutes prior to the beginning of the service. This time should be used to become familiar with the sanctuary, introduce yourself to the synagogue security staff and put the “handouts” (if applicable) and **Friday Night Beth Emet service sheets** into the prayer books. Ushers are asked to welcome worshippers with “Shabbat Shalom”. The *kipot* are located in the vestibule on the right.
2. **Hand all latecomers an open prayer book so they may join in the service at the appropriate page.**
3. If worshippers arrive with an infant or young child, please seat them on the aisle in the rear of the Sanctuary and ask them to be courteous enough to leave if the child becomes vocal and disturbs the service. You may have to remind them of this if the child is presenting a problem during the service. Families can use the Beit Midrash during the service.
4. **No one is to be admitted to the sanctuary while the Kabbalat Mitzvah is reading Torah, Haftarah or giving his/her D’var Torah.**
5. Ushers should not signal to one another in the Sanctuary.
6. Worshippers who disturb the service should be asked to maintain decorum. Do not overlook this, as it disturbs the entire congregation. Remember.....THEY, and not you, should be embarrassed. **One usher should sit in close proximity to the teens to maintain proper decorum, including the use of cell phones and other electronic devices.**
7. Participate in the services. You, too, are a worshipper. You do not need to stay in the lobby all morning. Save a seat for yourself near the door so you can watch through the window for latecomers and are able to monitor the door for those coming and going.
8. Ushers should be familiar with the location of exits, telephones, fire alarms and extinguishers. **In case of emergency**, one usher should discreetly notify the Rabbi while the other notifies maintenance by way of walkie- talkie. All fire alarms are connected to the fire and police departments. The AED is located in the coat room.
9. After services, please leave any leftover or returned handouts on the small table and place prayer books back on the bookcase outside the Sanctuary.
10. If you hear or see children in the hallways, please ask them to hang out in Room 107. In addition, you can ask for assistance from Butch Mayer, our Security Manager. THANK YOU.