

BETH SHALOM CONGREGATION

5778 (2017-18) USHERS RESPONSIBILITIES

During 7th grade each family is required to usher two times for other families. All the ushering assignments are listed in this book under the section labeled Names and Dates. The B'nai Mitzvah family should call the usher families to remind them about their scheduled date. **If an usher family is unable to usher on their assigned date it is their responsibility to find a replacement.**

On the B'nai Mitzvah day, the ushering family should arrive at the shul before 9:10 am. Ushers greet congregants and guests when they arrive and help distribute the prayer books, kippot, and programs in addition to helping arriving congregants and guests to find seats as they arrive (often there is availability closer to the front). At the conclusion of the service, the ushering family is also responsible for collecting and returning the prayer books to the bookshelves.

Please ask those entering if they are here for the Bar/Bat Mitzvah (or other simcha). If they are visiting Beth Shalom for the first time (not as part of the simcha guests), please introduce them to a member of the Religious Committee or try to introduce and seat them with other congregants so they feel welcomed. You can share with them a copy of the synagogue Scroll (usually available on the wall near the Etz Hayim red books) and encourage them to call or email the office after Sabbath to leave their contact information so they can receive our emails. (After services, see if you can introduce these new people to the Rabbi, Cantor and/or President).

Synagogue Buddy: Steve Kovel comes early and sits near the library at the back of the sanctuary. He is our synagogue buddy, willing to sit and assist those unfamiliar with the service. You can introduce first time visitors to him and invite them to sit with him if they are unfamiliar with the service.

Hearing Devices: If anyone needs hearing assistance, please contact the facility manager that morning who can provide a device that facilitates hearing for those with hearing impairments.