

The Jewish Center
Shabbat Ushers Instructions
2010 – 2011 5770 – 5771

These are the guidelines for Shabbat morning ushers. Along with these are two tables listing (1) the ushering dates for each Board member and (2) the ushers by date.

I. Usher Staffing

A. Four members of the Board will act as ushers each Shabbat. Assignments will rotate weekly. The complete list of assignments by Board member and week is attached.

B. Please arrive no later than 9:45 a.m.

C. If a Board member is unable to attend on the appointed Shabbat, we ask that the Board member find another Board member or former Board member to be a substitute. Please tell another usher for that Shabbat who the substitute will be.

D. At least one of Bernard Abramson, Dan Brent, David Greenberg, and Alan Wallack will be present each Shabbat and will act as captain for the group of ushers.

II. General Guidelines

A. Check in with the Rabbi(s), Cantor and Shamash, and with whichever of the four captains is present. Also, coordinate door coverage with the other ushers who will be on duty that morning.

B. Wear one of the badges provided for Ushers; they are located in a basket in the room behind the Ark. Please return the badge at the end of the service.

C. Identify any key personnel that you may need during the service (e.g., doctors)

D. Help people remember that they are entering a Sanctuary and a religious service, i.e., please remind them to speak quietly if they are talking while at the doors.

E. Doors: Our goal is to keep the doors of the Sanctuary open throughout the service. Specific exceptions are listed in IV below. It may be necessary to close the doors to prevent cold drafts and to minimize noise if caterers are setting up in either lobby.

III. Welcome People as they Enter the Sanctuary

A. Greet people by saying “Shabbat Shalom” at the door and help them to find a seat

B. Show them where they can find a Siddur and Chumash

C. Tallit and Head Covering: Inform people that it is our custom that Jewish men above Bar Mitzvah age wear a tallit and all males must have their head covered. Women are welcomed to wear a head covering and Tallit but it is not required.

IV. Times when people **should not** enter the Sanctuary – All doors should remain closed

During these times people will be asked to remain at the door – **people must not move around the Sanctuary or push past those who are standing to pray**. Please stand inside the door and make sure people remain with you.

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- A. During the Amidah – Shacharit (pages 255-266) and Musaf (pages 357-370) – both parts that are said aloud and those that are silent
- B. During the Kedushah (pages 256 and 358) – There should be no movement at all during the Kedushah
- C. During the Sermon
- D. When the Ark is Open
- E. When the Bar/Bat Mitzvah is presenting the D'var Torah and reading the Haftarah.

Ushers are asked to please monitor the noise in the lobby at all times so it does not interfere with the service and assist with setting up the Kiddush if needed

V. Emergency Procedures

- A. Bernard Abramson, Dan Brent, David Greenberg, or Alan Wallack can help.
- B. Be aware of doctors in the sanctuary
- C. If possible help move person to the office
- D. Call 911 from the office phone
- E. Let the Medical Staff take over
- F. Keep Bimah informed of what is happening

VI. Cellular Phones

- A. Should not be used on Synagogue grounds by anyone on Shabbat and Holidays
- B. Phones are available in the office for emergencies
- C. Anyone going up to the Bimah should switch their phone off to avoid interference with the amplification equipment.

VII. Smoking is not permitted on Synagogue Grounds at any time

VIII. Children

- A. Always welcome in the Sanctuary
- B. Strollers should be parked in the back of the sanctuary or in the lobby
- C. There are changing tables in the bathrooms on the parking lot side of the Sanctuary
- D. Babysitting may be available (downstairs adjacent to Cantor's office). Please check the schedule of children's services for various ages.
- E. A playroom is available downstairs where children can be active without disturbing the service

IX. Error on the Side of Leniency – Everyone should feel welcome

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Board Member	Usher Dates			
Bernard Abramson		Nov 13, 2010	Mar 19, 2011	May 21, 2011
Fred Appel	Oct 16, 2010	Dec 4, 2010	Mar 12, 2011	Apr 23, 2011
Dan Brent	Oct 9, 2010	Dec 25, 2010	Mar 12, 2011	May 7, 2011
Debbie Brett	Oct 2, 2010	Dec 11, 2010	Mar 19, 2011	Apr 30, 2011
Marc Citron	Oct 23, 2010	Dec 18, 2010	Feb 12, 2011	Apr 16, 2011
Finance A CoChair	Nov 6, 2010	Nov 27, 2010	Feb 5, 2011	Apr 9, 2011
Finance B CoChair	Sep 11, 2010	Dec 25, 2010	Feb 26, 2011	May 7, 2011
House CoChair	Sep 4, 2010	Nov 13, 2010	Jan 22, 2011	Apr 30, 2011
Harry Cummins	Sep 25, 2010	Dec 25, 2010	Jan 29, 2011	Apr 9, 2011
Ed Eigen	Oct 23, 2010	Nov 13, 2010	Mar 26, 2011	May 28, 2011
Michael Feldstein		Dec 25, 2010	Feb 19, 2011	Apr 2, 2011
Martha Friedman	Sep 11, 2010	Nov 13, 2010	Jan 29, 2011	May 28, 2011
Randi Gelbard	Oct 9, 2010	Nov 27, 2010	Mar 19, 2011	Apr 9, 2011
Gil Gordon	Oct 2, 2010	Nov 20, 2010	Feb 12, 2011	Jun 4, 2011
David Greenberg	Oct 16, 2010	Dec 4, 2010	Jan 29, 2011	May 14, 2011
Linda Grenis	Sep 11, 2010	Dec 18, 2010	Feb 26, 2011	Apr 2, 2011
Randy Hubert	Sep 11, 2010	Jan 1, 2011	Mar 26, 2011	May 28, 2011
Merrye Shavel Hudis	Oct 30, 2010	Dec 18, 2010	Mar 12, 2011	Apr 16, 2011
Stephen Hudis		Jan 8, 2011	Jan 29, 2011	Apr 30, 2011
Rachel Humphrey	Oct 2, 2010	Dec 4, 2010	Mar 26, 2011	Apr 23, 2011
Helaine Isaacs	Nov 6, 2010	Nov 20, 2010	Feb 5, 2011	Apr 16, 2011
Susan Kanter	Nov 6, 2010	Jan 1, 2011	Feb 26, 2011	May 14, 2011
Sandy Kutin	Oct 16, 2010	Nov 20, 2010	Feb 5, 2011	Apr 16, 2011
Robert Levine	Oct 16, 2010	Dec 11, 2010	Feb 19, 2011	Apr 23, 2011
Nancy Lewis	Oct 23, 2010	Jan 15, 2011	Mar 5, 2011	Jun 4, 2011
Moshe Margolin	Oct 2, 2010	Nov 27, 2010	Feb 12, 2011	May 28, 2011
Deborah Marinsky	Oct 30, 2010	Jan 8, 2011	Feb 12, 2011	May 21, 2011
Warren Mitlak	Sep 25, 2010	Jan 15, 2011	Feb 26, 2011	May 21, 2011
Deb Morgenstern		Jan 1, 2011	Feb 5, 2011	Apr 30, 2011
Jerry Neumann	Sep 25, 2010	Jan 15, 2011	Jan 22, 2011	May 7, 2011
Robin Persky	Nov 6, 2010	Jan 8, 2011	Jan 22, 2011	May 14, 2011
Joel Reichbart	Sep 25, 2010	Nov 20, 2010	Feb 19, 2011	May 14, 2011
Louise Sandberg	Oct 30, 2010	Jan 8, 2011	Mar 19, 2011	Apr 9, 2011
Jeff Savlov	Oct 23, 2010	Dec 18, 2010	Mar 5, 2011	Apr 2, 2011
Jerry Spector	Oct 30, 2010	Dec 11, 2010	Mar 5, 2011	Apr 2, 2011
Polly Strauss	Sep 4, 2010	Jan 15, 2011	Mar 26, 2011	May 21, 2011
Elana Tenenzapf	Oct 9, 2010	Nov 27, 2010	Mar 12, 2011	Apr 23, 2011
Ronnie Ticker	Oct 9, 2010	Dec 4, 2010	Mar 5, 2011	Jun 4, 2011
Tirza Wahrman	Sep 4, 2010	Dec 11, 2010	Jan 22, 2011	Jun 4, 2011
Josh Zinder	Sep 4, 2010	Jan 1, 2011	Feb 19, 2011	May 7, 2011

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Shabbat	Board Members on Usher Duty			
September 4, 2010	Polly Strauss	Josh Zinder	Tirza Wahrman	House CoChair
September 11, 2010	Randy Hubert	Linda Grenis	Finance B CoChair	Martha Friedman
September 18, 2010	Yom Kippur – Men's Club organizes ushering			
September 25, 2010	Harry Cummins	Warren Mitlak	Joel Reichbart	Jerry Neumann
October 2, 2010	Rachel Humphrey	Moshe Margolin	Debbie Brett	Gil Gordon
October 9, 2010	Ronnie Ticker	Randi Gelbard	Dan Brent	Elana Tenenzapf
October 16, 2010	Fred Appel	David Greenberg	Robert Levine	Sandy Kutin
October 23, 2010	Marc Citron	Jeff Savlov	Ed Eigen	Nancy Lewis
October 30, 2010	Merrye Shavel Hudis	Deborah Marinsky	Louise Sandberg	Jerry Spector
November 6, 2010	Susan Kanter	Robin Persky	Helaine Isaacs	Finance A CoChair
November 13, 2010	Ed Eigen	House CoChair	Bernard Abramson	Martha Friedman
November 20, 2010	Gil Gordon	Helaine Isaacs	Sandy Kutin	Joel Reichbart
November 27, 2010	Finance A CoChair	Elana Tenenzapf	Moshe Margolin	Randi Gelbard
December 4, 2010	David Greenberg	Rachel Humphrey	Ronnie Ticker	Fred Appel
December 11, 2010	Debbie Brett	Jerry Spector	Tirza Wahrman	Robert Levine
December 18, 2010	Merrye Shavel Hudis	Linda Grenis	Marc Citron	Jeff Savlov
December 25, 2010	Finance B CoChair	Michael Feldstein	Harry Cummins	Dan Brent
January 1, 2011	Josh Zinder	Randy Hubert	Susan Kanter	Deb Morgenstern
January 8, 2011	Deborah Marinsky	Stephen Hudis	Louise Sandberg	Robin Persky
January 15, 2011	Nancy Lewis	Jerry Neumann	Warren Mitlak	Polly Strauss
January 22, 2011	Tirza Wahrman	Robin Persky	House CoChair	Jerry Neumann
January 29, 2011	Stephen Hudis	David Greenberg	Harry Cummins	Martha Friedman
February 5, 2011	Deb Morgenstern	Sandy Kutin	Helaine Isaacs	Finance A CoChair
February 12, 2011	Marc Citron	Gil Gordon	Moshe Margolin	Deborah Marinsky
February 19, 2011	Joel Reichbart	Josh Zinder	Robert Levine	Michael Feldstein
February 26, 2011	Finance B CoChair	Linda Grenis	Warren Mitlak	Susan Kanter
March 5, 2011	Jerry Spector	Jeff Savlov	Nancy Lewis	Ronnie Ticker
March 12, 2011	Merrye Shavel Hudis	Fred Appel	Elana Tenenzapf	Dan Brent
March 19, 2011	Bernard Abramson	Louise Sandberg	Debbie Brett	Randi Gelbard
March 26, 2011	Rachel Humphrey	Ed Eigen	Polly Strauss	Randy Hubert
April 2, 2011	Linda Grenis	Michael Feldstein	Jeff Savlov	Jerry Spector
April 9, 2011	Finance A CoChair	Louise Sandberg	Randi Gelbard	Harry Cummins
April 16, 2011	Merrye Shavel Hudis	Helaine Isaacs	Sandy Kutin	Marc Citron
April 23, 2011	Robert Levine	Fred Appel	Elana Tenenzapf	Rachel Humphrey
April 30, 2011	Debbie Brett	House CoChair	Deb Morgenstern	Stephen Hudis
May 7, 2011	Dan Brent	Finance B CoChair	Josh Zinder	Jerry Neumann
May 14, 2011	Susan Kanter	Joel Reichbart	David Greenberg	Robin Persky
May 21, 2011	Bernard Abramson	Deborah Marinsky	Polly Strauss	Warren Mitlak
May 28, 2011	Martha Friedman	Randy Hubert	Moshe Margolin	Ed Eigen
June 4, 2011	Nancy Lewis	Gil Gordon	Ronnie Ticker	Tirza Wahrman