

# A Guide for the Perplexed Gabbai

Beth Am Ritual Committee

October 2015

## Before the service:

- Arrive by 9:30 a.m. (6:10 p.m. for Kabbalats) G-d willing, someone with a key (Nancy, Terri, Peter, Gary, Helene or Marion) will let you in.
- Turn on lights (round dimmer switches at Fellowship Hall entrance) & open blinds (three windows near Ark).
- If summer, turn on AC in Library (See sign for how) and set temperature; if winter turn on “fireplace” electric heater. Fellowship Hall itself is on a program and cannot be manually set.
- Roll out the siddurim and chumashim cart; see appropriate numbers of books and ritual items present.
- Arrange chairs in an actual 120° crescent (i.e. NOT auditorium style) and set up a table in front.
- Move the ark behind the table (it’s on wheels) but first unplug the Ner Tamid. A battery keeps it lit. Take care not to bump the Ner Tamid against the ceiling overhang. Plug it in again. Center the Ark on the recessed light which is itself centered on the window. Unlock the ark door.
- Set up two chairs & the rolling Torah mantle holder to audience left of Ark and chair for shaliach tzibbur.
- Set out the blue table cover with:

Torah Blessings	Misheberach (sick) list	Yahrzeit lists (recent & historic)
Tikun/Haftorah books	Adon Olam	Blessing for Childen

These can be found in a blue folder in the cabinet of the ark. For Kabbalats, just set out Yahrzeit lists and Misheberach list.
- Set out a cup of water for the service leader (shaliach tzibbur).

## During the service:

- Before Barechu, count and assemble congregants for a minyan (if necessary). The torah can count as a 10<sup>th</sup>.
- Assign Torah honors (only to Jews) giving list to the service leader: (1) Torah remover/parader (someone strong), (2) three aliyot (shlishi =Haftorah reader), (3) Hagbah (very strong to lift torah), and (4) Gelilah.

**Exceptions to above:** Either way, tell the service leader.

- If we have a minyan but the Torah is going to be read in English, you only need one Torah honor – a person to remove and parade the Torah. Also, no honors whatsoever are necessary for Kabbalat Shabbat services.
- If there is not a minyan, the Torah is not taken out. A prayer for the study of Torah can be read instead.

## After the service:

- Lock the ark. Put everything away except you may leave the chairs and table in place.
- Be the last to leave and insure the Library AC/heat is OFF and all four doors locked (main entrance, exit to patio from hall, exit to patio from Library, and outside exit from restroom area).