



Kehillat Shalom Guidelines for Coordinating Services

The main goal when coordinating services is to make things run smoothly and efficiently. This minimizes the stress on the coordinator and the Ritual Committee, and gives our members and guests a pleasant and fulfilling experience. The following are the steps which will help accomplish this goal.

Materials -

It would be a good idea to have a Jewish calendar and Chumash handy when planning and assigning the parts in addition to paper for taking notes and a KS membership list.

4 - 6 weeks before -

Set up Torah readers. It is usually easiest to arrange for all the readers in your month at one time. Because we don't have enough of our own members who can read Torah on a regular basis, we employ paid readers. We try to limit using these to no more than 3 times a month for both financial reasons and to make sure our members have some chances to read Torah. Please contact the Ritual Chairperson for the names and phone numbers of the paid readers and to discuss when to use paid readers and who of our members can be called upon to read..

When we use the paid readers, we read the full Parsha. When our members read, we use the Triennial schedule, which splits each Parsha into thirds. This results in a shorter reading. Please contact the Ritual Chairperson (RC) for the breakdown of Aliyot. Generally, when our members read, we try to limit the number of readers - each one will read 2 or 3 aliyot. On occasion, we will use a different member to read each aliyah - this is to encourage new people to learn to read Torah. The RC will set this up with you.

Check the calendar, Chumash and with the RC to determine if there are any special Shabbatot during the month that require special Maftirs (and using a second Torah), such as Rosh Chodesh (New Moon) or upcoming holiday...

- 4 weeks before -

Find members to do the Divrei Torah. These can take some preparation (hopefully), so should be assigned with plenty of lead time. We don't limit the topic on which a person can speak, but encourage the person to relate the topic to the weekly Parsha. They should limit the d'var to 8 - 10 minutes. There are many good online resources for material - the RC can help find them.

-3 weeks before -

Find members to do the Haftorot. Check the calendar, Chumash and with the RC to determine if there are any special Shabbatot during the month that require special Haftorot, such as the day before or day of Rosh Chodesh (New Moon), upcoming holiday...

- 2 weeks before

Find members to daven. Generally, we use 3 people to do Birchot HaShachar / Pisukei D'Zimrah, Shacharit (through returning the Torah) and Musaf (starting after Etz Chaim to the end). If there is an upcoming B/B Mitzvah, we might have the boy or girl do the Torah service - taking out & returning the Torah - to start preparing. Check with the RC. Also, check with the RC about any special prayers, such as Hallel or Blessing the New Moon, in upcoming Shabbatot. You should mention anything special to the

people who you are asking to daven. You should also assign a child to do Ashrei - generally a 3rd - 5th grader. If there is an upcoming B/B Mitzvah, their younger sibling might want to do it to practice.

The week before -

Contact the people you have assigned to confirm that they will be there and are ready for their parts. If any problems come up, **notify the RC immediately.**

On Shabbat -

Please try to be there by 9:15 to help set up - definitely by the time services start at 9:30. **During the reader's repetition of Shacharit**, find some children to open the Aron, people to do the seven aliyot, Hagbah (lifter) & Gelilah (ties Torah). When there are 2 Torahs used, 2 people should be assigned for each Hagbah & Gelilah. This should be done in as quiet a manner as possible.

The first aliyah should go to a Cohen (man or woman), the second to a Levi (man or woman), the rest to Yisraelim. A Cohen and Levi should never be given a later aliyah to the Torah unless there are no Yisraelim present. Try to offer guests aliyot in addition to members. Also, check the weekly bulletin to see if anyone has a Yahrzeit during the upcoming week & offer them an aliyah. Give the aliyah cards to the people and encourage them to move to the front of the room before their aliyah. In addition, 2 Gabbaiim should be assigned - one who does the prayers and calls the aliyot and one who just is there to help the reader. The person who is doing the Haftorah gets the Maftir aliyah.

Towards the end of the Torah service, make sure the child doing Ashrei will be there in time, also assign people to do Prayers for the County (English), Israel (Hebrew or English) and Armed Forces (English). They can either read it themselves or lead the congregation. **After Ashrei**, choose some children to open the Aron for returning the Torah. **See the Shabbat Morning Service Honors Checklist for full details.**

After the service -

Put some Siddurim & Chumashim away before Kiddush, then after Kiddush return to the room in which services were held and help the Ritual Committee straighten up.

Prepared by Larry J. Sklar
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