

# **BET AVIV PROCESS**

## **Responsibilities of the Shabbat Honors Planner**

### **1. Shabbat Honors Ritual Committee Coordinator**

- 1.1 Receive list of confirmed Shabbat Hosts from Shabbat Host Coordinator
- 1.2 Receive Yahrzeit list from the Bet Aviv Administrator
- 1.3 Forward list of confirmed Shabbat Hosts and Yahrzeit List to the Shabbat Honors Planner
- 1.4 Receive list of members and the honor they've accepted from the Shabbat Honors Planner
- 1.5 Forward list of members and the honor they've accepted to Rabbi and Cantor
- 1.6 Work with Ritual Committee Chair to product the list of Shabbat Honors Planners from Ritual Committee members on an annual basis.

### **2. Shabbat Honors Planner**

- 2.1 Receive list of confirmed Shabbat Host participants from Shabbat Honors Ritual Committee Coordinator
- 2.2 Receive Yahrzeit list from Shabbat Honors Ritual Committee Coordinator. People who are commemorating Yahrzeits are likely to come to come to come to services and may be willing to accept Shabbat Honors.
- 2.3 Use list of Torah Lifters (see Appendix D), if needed.
- 2.4 Contact Shabbat Hosts and members commemorating Yahrzeits to participate in the Shabbat Service to do the following honors:
  - 2.4.1 Bless the Shabbat Candles (every Shabbat evening service)
  - 2.4.2 Open the Ark (Torah service only)
  - 2.4.3 Carry the Torah for the Hakafah (Torah service only)
  - 2.4.4 Recite the Torah Blessings in Hebrew (Torah Service only) – Get Hebrew Name
  - 2.4.5 Lift the Torah, hold the Torah while it's being dressed and later return the Torah to the ark (Torah service only) (same person lifts, holds and puts Torah back in the ark)
  - 2.4.6 Dress the Torah (Torah service only)

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- 2.4.7 Close the Ark (Torah service only)
- 2.5 Send Shabbat Honors Instructions to participants so they'll know what to do.
- 2.6 Send names of people who've accepted honors and the honor they've accepted to Shabbat Honors Ritual Committee Coordinator and Ritual Committee Chair

### **3. Bet Aviv Administrator**

- 3.1 Send the Yahrzeit List to the Shabbat Honors Ritual Committee Coordinator automatically

### **4. Documents Produced/Used**

- 4.1 Appendix A: [Shabbat Host Instructions](#)
- 4.2 Appendix B: Sample Shabbat Honors Request Message
- 4.3 Appendix C: Sample Honors List for Rabbi and Cantor
- 4.4 Appendix D: Torah Lifter Volunteers

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## Responsibilities of the Shabbat Honors Planner

### Appendix A. Shabbat Service Honors Instructions

#### 1. Candle Lighter

- Rabbi (or Cantor) will call you up after opening song
- Read English reading on page 3 (top or bottom) your choice
- Light candles
- Recite blessing in Hebrew on *page 2*
- Read English prayer below
- Stay on pulpit until Cantor finishes singing blessing

#### 2. Ark Opener

- Rabbi (or Cantor) will call you up at beginning of Torah service on *page 244*
- Open Ark
- Stay on Bimah during Torah prayers, then follow Torah parade back to your seat

#### 3. Torah Carrier

- Rabbi (or Cantor) will call you up at beginning of Torah service on *page 244*
- After Ark is opened, remove Torah from the Ark and stand facing congregation during Torah prayers
- Lead the Torah parade after a nod from the Cantor
- When parade returns to the Bimah, Rabbi or Cantor will remove Torah cover
- Place Torah on lectern/stand
- Return to your seat

#### 4. Torah Blesser

- Cantor will call you to the Bimah by your Hebrew and English name *Page 250*
- Prior to reciting blessing, if you wish...touch Torah with your prayer book or Tallit, kiss book or Tallit
- Recite first line of blessing
- Congregation responds with second line
- Repeat second line and continue with rest of blessing
- Remain standing while Rabbi reads from the Torah
- Recite blessing after reading the Torah
- Return to your seat

#### 5. Torah Lifter (Hagbahah)

- *Bottom page 252* - Rabbi (or Cantor) will call you to the Bimah

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- Before lifting Torah, bend your knees so that your weight is below the Torah. Then stand up and lift Torah above your head.
- Turn around so that the writing of the Torah is facing the congregation
- Sit down on chair on Bimah – open side of Torah facing the congregation
- Person dressing Torah will put on cover and rimonim (crowns)
- Sit with Torah until prayers for returning Torah to the Ark on *page 256*
- Remain seated with the Torah while names are announced for healing prayers. Stand with the congregation while singing the MisheBerach. Remain standing during prayers to return the Torah to the Ark (on page 256) and *at line 4 (Vayarem Keren) Lifter raises Torah again.*
- Stay on Bimah until Ark is closed on *bottom of page 256.*

### 6. Torah Dresser

- Bottom *page 252* – Rabbi (or Cantor) will call you to the Bimah
- When lifter sits with Torah, turn Torah rollers until Torah is closed tightly. (Cantor will assist)
- Fasten belt around Torah...clasp facing ***toward*** congregation
- Put Torah cover on with front facing congregation
- Place yad (pointer) over one of the rollers
- Place rimonim (crowns) on both rollers
- Stay on Bimah until Ark is closed on *bottom of page 256*

### 7. Ark Closer

- *Top of page 256* – Rabbi (or Cantor) will call you to the Bimah
- Stand by the Ark
- Close Ark at *bottom of page 256* ***after*** Cantor sings “Eitz Chayim Hi”
- Return to your seat

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## Responsibilities of the Shabbat Honors Planner

### Appendix B. Sample Shabbat Honors Request Message

Dear Cheryl and Marty,

Thank you for serving as Shabbat Hosts on July 24, 2015. It's our custom to offer Shabbat service honors to the Shabbat Hosts.

Cheryl, I'd like to offer you the honor of blessing the Shabbat candles. The instructions for blessing the candles follow:

#### Candle Lighter

- Rabbi (or Cantor) will call you up after opening song
- Read English reading on page 3 (top or bottom) your choice
- Light candles
- Recite blessing in Hebrew on *page 2*
- Read English prayer below
- Stay on pulpit until Cantor finishes singing blessing

Marty, I'd like to offer you the honor of blessing the Torah. The instructions for blessing the Torah follow:

#### Torah Blessor

- Cantor will call you to the Bimah by your Hebrew and English name *Page 250*
- Prior to reciting blessing, if you wish...touch Torah with your prayer book or Tallit, kiss book or Tallit
- Recite first line of blessing
- Congregation responds with second line
- Repeat second line and continue with rest of blessing
- Remain standing while Rabbi reads from the Torah
- Recite blessing after reading the Torah
- Return to your seat

Please let me know if both of you accept these honors. Marty, if you accept please send me your Hebrew name for the Cantor to call you to the Bimah.

Take care,  
Geri

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### Responsibilities of the Shabbat Honors Planner

#### Appendix C. Sample Honors List for Rabbi and Cantor

| Honor                 | Name                                       |
|-----------------------|--|
| Bless Candles         | Barbara Hurwitz                            |
| Open Ark              | Pam Skulsky                                |
| Aliyah<br>Hebrew Name | Les Poris<br>Eliezer Hillel ben Tzvi Hersh |
| Carry Torah           | Wayne Snyder                               |
| Lift Torah            | Irv Yanus                                  |
| Dress Torah           | Ellin Schoolnick                           |
| Close Ark             | Alice Cohen                                |

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## Responsibilities of the Shabbat Honors Planner

### Appendix D. Volunteers

#### Torah Lifters

| Name             | E-Mail Address   | Comments            |
|------------------|--|---------------------|
| Irv Yanus        | <a href="mailto:rhodairv@comcast.net">rhodairv@comcast.net</a>       |                     |
| Jeff Zaller      | <a href="mailto:jszilz@yahoo.com">jszilz@yahoo.com</a>               | Available May - Nov |
| Peter Pollak     | <a href="mailto:p.g.pollak@gmail.com">p.g.pollak@gmail.com</a>       |                     |
| Harriet Tobin    | <a href="mailto:harriet.tobin@gmail.com">harriet.tobin@gmail.com</a> |                     |
| Bob Ginsburg     | <a href="mailto:chellerg@verizon.net">chellerg@verizon.net</a>       |                     |
| Bob Hurwitz      | <a href="mailto:benhur4d@msn.com">benhur4d@msn.com</a>               |                     |
| Howie Feldmesser | <a href="mailto:lhfeld@verizon.net">lhfeld@verizon.net</a>           |                     |
| Perry Berman     | <a href="mailto:perry25@verizon.net">perry25@verizon.net</a>         |                     |
| Morris Levine    | <a href="mailto:levinemb@gmail.com">levinemb@gmail.com</a>           |                     |
| Les Poris        | <a href="mailto:barles58@comcast.net">barles58@comcast.net</a>       | Will do any honors  |

## BET AVIV PROCESS

### Responsibilities of the Shabbat Honors Planner

#### TORAH SERVICE PARTS VOLUNTEERS

Please enter your name on the left and place a check mark under each part that you would be willing to do. You will be called on an occasional basis to be asked whether you will do one of the parts that you have signed up for at a Shabbat service.

| Name                 | Ark/<br>Opener/<br>Closer | Torah<br>Dresser | Torah<br>Lifter | Torah<br>Blessings | Torah<br>Carrier |
|----------------------|---------------------------|------------------|-----------------|--------------------|------------------|
| Sue Sternheimer      | √                         | √                |                 |                    |                  |
| Steve Sternheimer    | √                         | √                | √               | √                  | √                |
| Bob Hurwitz          | √                         | √                | √               | √                  | √                |
| Gail Broida          | √                         | √                |                 | √                  | √                |
| Joel Broida          | √                         | √                |                 | √                  | √                |
| Howard Caplan        | √                         |                  |                 | √                  |                  |
| Diane Caplan         | √                         | √                |                 | √                  |                  |
| Chelle Ginsburg      | √                         | √                |                 |                    |                  |
| Suellen Siegel       | √                         | √                |                 |                    | √                |
| Judy Silver Weisberg | √                         | √                |                 | √                  |                  |
| Nan Lefenfeld        | √                         | √                |                 | √                  |                  |
| Bob Lefenfeld        | √                         | √                |                 | √                  | √                |
| Jay Stearman         | √                         | √                |                 | √                  |                  |
| Geri Epstein         | √                         | √                |                 | √                  | √                |
| Barb Hurwitz         | √                         | √                |                 | √                  |                  |
| Lori Kassoff         | √                         | √                | √               | √                  | √                |
| Freda Goldberg       | √                         | √                |                 | √                  | √                |
| Joan Moskowitz       | √                         | √                |                 | √                  | √                |
| Hedy Bookin-Weiner   | √                         |                  |                 |                    |                  |
| Jerry Bookin-Weiner  |                           |                  | √               | √                  |                  |
| Toba Barth           | √                         | √                |                 | √                  |                  |
|                      |                           |                  |                 |                    |                  |