

BET AVIV PROCESS

Responsibilities of the Ritual Committee Chair

1. Shabbat Service Coordination

- 1.1 Coordinate with the Rabbi and Cantor on the announcement for the upcoming Shabbat service
- 1.2 Coordinate with other committee members to see if there are any additional items to include in the Shabbat announcement (e.g., use of room 200 instead of room 202).
- 1.3 Coordinate with the Sisterhood, Men's Club or Membership chairs for special Shabbat services and include in the Shabbat announcement.
- 1.4 Send the Shabbat announcement to the editor of What's Nu by Wednesday of any week where there is a Shabbat service
- 1.5 Ask congregants to participate in the Shabbat Service to do the following mitzvahs:
 - 1.5.1 Bless the Shabbat Candles (every Shabbat evening service)
 - 1.5.2 Open the Ark (Torah service only)
 - 1.5.3 Carry the Torah for the Hakafah (Torah service only)
 - 1.5.4 Recite the Torah Blessings in Hebrew (Torah Service only)
 - 1.5.5 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)
 - 1.5.6 Dress the Torah (Torah service only)
 - 1.5.7 Close the Ark (Torah service only)

2. Board Meeting

- 2.1 Attend each Board Meeting
- 2.2 Provide report of significant activities

3. High Holidays

- 3.1 Support participation of congregants for High Holiday services.

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4. Ritual Committee

- 4.1 Coordinate with Rabbi and Cantor for ritual changes
- 4.2 Hold periodic ritual committee meetings to discuss policies, changes or procedures related to Shabbat worship
- 4.3 Solicit additional members of the committee, as needed.
- 4.4 Report ritual committee decisions to the Board
- 4.5 Coordinate with Rabbi and Cantor for special requests from congregants (e.g., baby naming)
- 4.6 Write minutes of the meeting and distribute to attendees

5. Skills Needed

- 5.1 Writing skills to succinctly and clearly prepare the Shabbat service announcements
- 5.2 Leadership skills to chair ritual committee
- 5.3 Interpersonal skills to request participation in Shabbat services

6. Current/Previous Coordinator(s):

- Nan Lefenfeld
- Sam Ponczak
- Saul Lubitz

7. Documents Produced/Used

- 7.1 Sample Shabbat service announcement (Appendix A)
- 7.2 List of Shabbat Volunteers (Appendix B)
- 7.3 Shabbat Service Honors (Appendix C)

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Appendix A. Sample Shabbat Service Announcement

Dear Friends,

This Friday evening, May 13, at 8 p.m. at the Meeting House, Rabbi Raphael and Cantor Alan Rubenstein will lead us in a Shabbat service. In Honor of Yom HaShoah, the rabbi will speak on the subject "What have I learned about the Holocaust in the past 40 years."

L'Shalom,

Nan Lefenfeld
Chair, Ritual Committee

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Appendix B. List of Shabbat Service Volunteers

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/ Opener/ Closer	Torah Dresser	Torah Lifter	Torah Blessings	Torah Carrier
Mike Plornick					
SY SPECTER	✓	✓	✓	✓	✓
CAROL SPECTER	✓	✓			
Sue Sternheim	✓	✓			
Steve Steiner	✓	✓	✓	✓	✓
Carol Newman	✓			✓	
Bob Hurlitz	✓	✓	✓	✓	✓
Gail Broda	✓	✓		✓	✓
Joel Bueida	✓	✓		✓	✓
Richard Tobin	✓	✓	✓		✓
Howard Caplan	✓			✓	
Diane Caplan	✓	✓		✓	
Rory Saltman	✓			✓	✓
Jean Saltman	✓	✓		✓	
Joanne Sattel	✓	✓			
Charles G. Rossello	✓				
William Sengel	✓			✓	✓
Gary Silverweiss	✓	✓		✓	
Mark & Rose Liberman	✓	✓		✓	✓ (R)
BARBARA LEVINE				✓	
Jay Spearman	✓	✓		✓	
Raei Gosselin	✓	✓		✓	✓
Jack Harkint	✓	✓		✓	
Lori Kasseff	✓	✓	✓	✓	✓
FREDA Goldberg	✓	✓		✓	✓
Jean Moskowitz	✓	✓		✓	✓
Hedy Seckman	✓				
Jenny Berlin Weiss			✓	✓	
John Smith	✓	✓		✓	

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Appendix C. Shabbat Service Honors

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
- Follow Cantor for Torah parade
- 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

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- 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
- 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*
- Stand and return Torah to Ark on the *top of page 256*
- 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