

## Shabbat Set-Ups

### Friday Evening in Chapel

#### *Custodial staff*

- Put book rack in Chapel
- Arrange seating for 40 people
- If there is a Sixth Grade Shabbat or Shabbat Shirah on that Saturday, place 30 stacked chairs in the rear of the Chapel
- Put two tables with chairs in kitchenette area for elders to sit

#### *Administrator*

- Place small round stool/table to right of leader's chair (for rabbi's water and teaching)
- Place microphone stand and microphone in front of leader's chair
- Put tablecloths on tables in kitchenette
- Place Kol Yisraeil siddur on each seat
- Move box of tallit out of view
- Put out kippot
- Place large print siddurim on table next to kippot
- Stock kitchen with: tablecloths, paper plates, napkins, paper towels, eating utensils, challah plate and cover, Kiddush cup, and trash bags
- Put three fresh challot in kitchen
- Put announcements and yahrzeit lists in envelope, and tape to kitchen cabinet
- Place candlesticks, candles, and matches on table with announcements
- Put fresh batteries in microphone, test microphone, and have a set charging just in case
- Place Shabbat morning service schedule and announcements in red folder in reading table
- If there is a Shabbat Shirah or a 6<sup>th</sup> grade program, ensure that 60 chumashim and Eit Ratzon are on cart

#### *Volunteer After Services*

- Clear from Friday Service: Move candlesticks to kitchen, put away any remaining siddurim, make sure handheld microphones are off, turn off lights, and lock up Chapel

### Saturday Morning in Chapel

#### *Captain Before Services*

- Set the Torah or Torahs prior to Shabbat
- Unlock doors, turn all lights on, and unlock ark
- Arrange room for Saturday Service: move reading table in front of ark, put tallit on reading table, turn on microphone and attach to reading table, move cane chairs to left and right of ark, move small table to right of reading table, check that Torahs are in ark, arrange seating for Saturday morning (70 chairs total set up if 6th Grade Shabbat/Shabbat Shirah), put out tallit box

#### *Captain After Services*

- Pick up all papers, siddurim and chumashim
- Remove microphone and tallit
- Shut all lights, lock ark and lock doors

## **Shabbat Shirah in Sanctuary**

### ***Administrator (on Friday)***

- Move all chumashim and Eit Ratzon to sanctuary
- Move Torahs to sanctuary closet before service
- Place announcements and yahrzeit list on reading table

### ***Custodial Staff***

- Set up chairs and tables for kiddush

### ***Captain Before Service***

- Unlock doors, turn all lights on, turn on microphones, and put Torahs in ark

### ***Captain After Service***

- Pick up all papers, siddurim, and chumashim
- Return Torahs to closet, turn off microphones, turn off lights, lock doors

### ***Administrator (on Monday)***

- Return chumashim and Eit Ratzon to sanctuary, and move Torahs back to sanctuary

## **B'nei Mizvah**

### ***Custodial Staff***

- Set up chairs for B'nei Mizvah and tables for kiddush

### ***Administrator***

- Find presenters of gifts; ensure that enough gifts and wrapping paper on site (order if needed)
- Coordinate visit of caterer and facilities questions/issues
- Place announcements and yahrzeit list on reading table
- Check chair set up and ensure done correctly

### ***Religious School Director (week before)***

- Ensure babysitters are hired and gifts are wrapped
- Move all chumashim and Eit Ratzon to sanctuary (with help of Administrator)
- Move Torahs to sanctuary closet before service (with help of Administrator)
- Stage B'nei Mizvah items—books, tallit, kippot
- Stage bima: gifts, water for rabbi & student, Kleenex, 2 siddurim/2 chumashim for bima sitters
- Neaten area, including lobby & bima
- Meet with the caterer if there is a caterer; if not, ensure family has done set up of tables

### ***Religious School Director (morning of)***

- Place Torahs in ark
- Unlock doors, turn all lights on, and turn on microphones
- Bring Kiddush cup and challah to bima before service starts
- Monitor sound system and addresses any facilities issues that arise during services
- Ensure Kiddush luncheon is set up and begins smoothly

### ***Paid Personnel After Kiddush***

- Ensure food has been cleaned up
- Return Torahs to Chapel when there is no Bar/Bat Mizvah the following Shabbat, turn off microphones, turn off lights and lock doors

### ***Administrator (Monday or Tuesday after)***

- Return chumashim, siddurim, Torahs, and book rack to Chapel when there is no Bar/Bat Mizvah the following Shabbat (with help of RS Director)