

Board Greeter Responsibilities – Revised 1/18/11

Friday Night Services

1. Contact Helper Families two weeks in advance (see sample email at end of document)
 - a. Arrange for challah (brought by Board Greeter), juice, deserts for Oneg
2. Arrive at temple at least 15 minutes before start of service
 - a. Building should already have been opened by cleaners
3. Bemah setup
 - a. Candlesticks, candles, matches
 - b. Kiddush cup with wine or grape juice
 - c. 2 Challahs on Challah plate with cover
4. Greet people as they arrive
5. Introduce yourself to new faces
6. Hand out prayer books
7. Shortly before the service begins, offer Helper Families (and their family in attendance) an honor such as opening the ark, holding the kiddush cup, or holding the challah to take place during the service.
8. Announcements during service
9. After service, supervise gathering and shelving of prayer books
10. Setup all items for Oneg
 - a. Can be setup in lobby or back of sanctuary – this will depend on if the room has previously been set up for a Saturday event.
10. Cleanup after Oneg
 - a. Ensure Shabbat candles are extinguished
 - b. Remove all food items
 - c. Sweep floor in all areas where food was consumed
 - d. Return Sanctuary/Lobby to original state
 - e. Do not leave anything out in kitchen
 - f. Take trash to dumpsters from
 - i. Kitchen
 - ii. Lobby
 - iii. Back of Sanctuary
11. Lock up temple
 - a. Reset thermostats
 - i. Winter – set to 62
 - ii. Summer – set to 78
 - b. Ensure all doors to Sanctuary are closed
 - c. Ensure all doors are locked
 - i. Back door by Kitchen
 - ii. Side door at far end of lobby
 - iii. Front doors
 - d. Turn off all lights
 - i. Sanctuary

- ii. Any rooms used
 - iii. Bathrooms
12. Set alarm

Saturday Morning Service

1. Arrive at least 15 minutes before service
 - a. Doors will be opened by cleaners
2. Place gift bag on floor to the right of the Ark before the service for Bar/Bat Mitzvah presentation
 - a. If necessary make up bag with Chumash, Kiddush cup and mezzuah, B/B Mitzvah Certificate (from RJ) and NYFTY Israel Certificate (from RJ)
3. Kiddush cup with wine or grape juice placed on shelf of Torah table for end of service
4. 2 Challahs on Challah plate with cover placed on shelf of Torah table for end of service
5. Announcements - next week's service and general info re: upcoming events
6. Coordinate with Brotherhood usher regarding tasks

Bar/Bat Mitzvah Family Responsibilities (not board greeter)

1. Arrange for helper families for setup and cleanup
2. Set up of Oneg/Lunch
3. Bar/Bat Mitzvah students should assist with passing out the Chumishim during the service (while the Torah is being paraded) and collection of these books after the entire service is over. DO NOT collect Chumishim (Torah books) until after the entire service is over.
4. Cleanup after Oneg/Lunch
 - a. Remove all food from temple
 - b. Return area used to original state
 - c. Return kitchen to original state
5. Note – family does not need to remove trash or lock doors. Cleaners will come in Saturday afternoon to take care of this

Sample email to helper families

Dear Beth Chaverim Helper Families,
(a family , b family, c family, and d family)

The Worship Committee at Beth Chaverim has assigned dates for each family to assist, once a year, at a Shabbat service by providing refreshments for our Oneg Shabbat and help in setting up and closing down after the services. Your family has been assigned the date of (include date) to assist with this service. (If special service please include info ie: This service will be the "New Member Shabbat Service" which we hope will attract a very nice sized crowd.)

As the Board greeter, I will provide the challah and it would be greatly appreciated if you could provide baked goods (*may be store bought*) or snacks for the Oneg. If you cannot attend services on this evening, you are responsible to arrange a trade with another family. Please acknowledge this email and let me know if you will be switching with another BCRC family.

Please arrive on Friday, (include date) at 7:15 to help set up refreshments, candle sticks, greet members, etc.

Thank you in advance for your help,
Your name