



# Temple Beth-El

## USHERING INSTRUCTIONS FOR B'NAI MITZVAH FAMILIES

Shalom b'nai mitzvah families,

Please make sure your calendars are marked for the date your family is responsible for ushering duties. As a reminder, **your family ushers at the b'nai mitzvah ceremony immediately preceding yours.**

On your morning, **you will arrive at 10am and stand at the entrance to the sanctuary.** As the face of Temple Beth-El that morning, **you are our ambassadors.** Please be sure to:

- **wish everyone a friendly Shabbat shalom as you hand them a siddur (blue book) on the way into the sanctuary.**
- **offer them a chumash (red book)**
- **give them information they need (directions to the bathroom, where to hang their coats, handicapped entrance, miscellaneous Temple info.)**
- **Invite them to take a seat near the front.**
- **Once the service starts, scan the aisles and pass siddurim to those without. (Some come very early.)**
- **Direct the 12-13 year-olds to sit in their designated section in the front rows near the classroom door and turn off their cell phones. They should not be permitted to wander the sanctuary or sit in the back in small groups unattended.**

Of course, Tom Rosensweet and/or other board members are also on hand, so feel free to go to them with any questions you may not know how to answer.

Thank you,  
Rabbi Moritt

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*Please consult the b'nai mitzvah schedule for your grade as your BM date approaches. Dates are occasionally in flux, therefore, ushering dates should be verified in the 1-2 months leading up to the event date.*