

Shammos Duties:

It is an honor to serve as a Shammos for Congregation Beth Israel. Thank you for being a part of this important service to our community. You will be sent an email reminder with the service time a few days prior your scheduled service.

Arrive 30 minutes prior to the start of services or prenosn

Make sure you are wearing your name badge.

Responsibilities:

- Turn on all the lights in the sanctuary including the yahrzeit lights.
- Let the oneg hosts into the building (you will be sent the names of the oneg host for the service you are at)
- Make sure the Shabbat candles are ready
- Make sure there is wine for Kiddush on the bima on the lectern across from the Rabbi's (not necessary on potluck nights). You may have to wash the Kiddush cup. If there is no wine on the lectern shelf, there are additional bottles in the kitchen.
- Hand out prayerbooks (siddurim) and welcome people. Let them know what page we're on if they arrive after the service has begun.
- No food or drink is allowed in the sanctuary. Water is okay. If someone comes in with food or drink, ask them to take them downstairs.
- Encourage men(this is our custom) to wear a kippa if they are visiting, women are also welcome to wear kippot, but this has not been our custom
- Put prayerbooks away
- At the end of the evening: encourage (help) oneg folks clean up, make sure the lights are all out in the synagogue, that the upstairs door is properly locked, turn the heat down in the Social Hall, make sure no one is in the building &set the alarm before you leave.
- If you are unable to stay till the end of the evening, ask someone with a key to lock up (check with congregational President if unsure)

In order to get a key, arrange to pick one up from the office, where you will also receive instruction on how to operate the alarm system.