

Congregation Keneseth Israel
Policy, Practices, & Guidelines

Policy, Practice, or Guideline: Greeter and Presenters: Board Responsibilities

Source: Governance

Date Adopted: 6/2006

Date Revised: 12/2022

- I. Introduction:
- II. Practice Statement: As members of the Board, Trustees are encouraged to act as the Greeter and/or Presenter at Friday night Services as well as any Saturday Bar/Bat Mitzvahs.
- III. History:
- IV. Definition:
 - a. Greeter – The Greeter welcomes both congregants and guests to Friday night Shabbat services and passes out the weekly supplement.
 - b. Presenters (Shabbat) – Welcome congregants and guests and reads the weekly announcements from the Bima.
 - c. Presenters (Bar/Bat Mitzvahs) – Welcome congregants and guests to the Sanctuary and presents a variety of gifts to the Bat/ Bat Mitzvah child during the ceremony.
- V. Procedure:
 - a. Greeter
 - i. Arrive 20 minutes before Services to greet worshipers as they enter. Direct them to the Coat room and Rest rooms if necessary.
 - ii. Pass out the weekly supplement.
 - iii. Circulate during the Oneg and introduce yourself as a member of the Board to anyone who you do not recognize.
 - b. Presenters (Shabbat)
 - i. Welcome congregants and guests and introduce yourself as a member of the Board.
 - ii. Reads the weekly announcement, a copy of which will be emailed ahead of time. A copy will also be available on the lectern.
 - c. Presenters (Bar/Bat Mitzvahs)
 - i. Welcome congregants and guests to the Sanctuary and present the gifts to the Bat/ Bat Mitzvah during the ceremony.
 - ii. The bag of gifts will be behind the lectern and include a list of the gifts enclosed.
 - d. Sign-up sheets for all positions will be available on a shared drive as well as periodically at the monthly Board meetings. If you are unable to fulfill your obligation, it is up to the member to find a substitute Greeter or Presenter.
- VI. Reference: