

Congregation Keneseth Israel
Policies, Practices & Guidelines

Policy, Practice or Guideline: Ushers: Responsibilities

Source:

Date Adopted: 8/1989

Date Revised: 8/2017

- I. Introduction: Ushers are the face of Congregation Keneseth Israel. The goal is to welcome all worshipers warmly and in the event of a situational or medical emergency respond with the assistance of the Gabbi and Security Officer.
- II. Practice Statement: It is the practice at KI to provide Ushers for Shabbat, HHD, and Bar/Bat Mitzvah Services.
- III. History: Ushering was routinely arranged for Shabbat Services and the HHDs by the Brotherhood. Board members provided ushering responsibilities for the High Holidays.
- IV. Definition: Gabbai – a congregant charged with making sure that the services run smoothly.
Usher – A congregant who is knowledgeable about security and safety policies and procedures.
- V. Procedure:
- a. In general, the Usher:
 - i. Should arrive 30 minutes prior to Services to welcome congregants and guests.
 - ii. Will close the Sanctuary doors at the beginning of the Service and open them following the Benediction. Doors shall remain closed throughout the Service and latecomers may be admitted when the Congregation is seated.
 - iii. Will ask people waiting in the Lobby to keep voices low so as not to disturb worshippers.
 - iv. Should be seated in the back of the Sanctuary in order to assist those leaving or entering during the Service. Worshippers are requested to remain in the Sanctuary during the Torah Service, sermon, and musical portions. They are not to be re-admitted during these parts of the Service.
 - v. Temperature adjustments or changes in the volume on the amplifying system should be made by the Custodian at the Ushers request.
 - vi. Should direct children who are excessively noisy to relocate to the Library. Children are not permitted to walk in and out of the Sanctuary.

- vii. In case of emergency, ushers may facilitate assistance. An AED Machine, first aid kit and Oxygen are located in the cabinet next to the Library. If a problem arises with the facility (e.g. failure of PA system), contact the custodian.
- b. Photography is not permitted in the Sanctuary and Ushers should ask anyone taking photographers to stop.

VI. Reference: Policy - Photographs & Videotaping