

**CHOREOGRAPHY OF TYPICAL SHABBAT SERVICE FOR GABBAI, SEGANIM AND SHAMMASIM**

1	By Thursday evening, latest version of rota for coming Shabbat has been circulated to Gabbai, Shammass et al.
2	Before Shabbat, Gabbai and Shammass have checked e-mails/bulletins/luach for any simcha/special event.
3	Before Shabbat, Segan has perused the parasha for any scribal errors.
4	Copies of relevant Kol Masorti leaflet are placed on congregants' seats.
5	Before Birchot HaShachar, the laminated sheet of brachot for an aliyah is placed at N.E. corner of bimah.
6	Shammass hands laminated sheet of tefillot for KNM, UK and Israel to a congregant.
7	Shammass should check yahrzeit list in black folder and ask relevant congregants if they want an aliyah.
8	<b>Preferably before Torah service</b> , Shammass selects minimum of 8 people (7 + Maftir) to receive aliyot.
9	Shammass may have to finalise selection during Torah Service if numbers are small.
10	There is a traditional priority list - see Gabbai's manual. We focus on S'machot, Yahrzeits and visitors.
11	<b>Think about offering aliyot to our Rabbonim and Chazanim as a way of paying them respect - discuss.</b>
12	Shammass supplies Gabbai with Hebrew names of all eight olim.
13	Shammass and a congregant open Aron Kodesh (peticha) after the words "Adon Olamim".
14	If a second Sefer Torah is required, then another congregant must carry the second scroll.
15	Segan stands at the northern end of the bimah.
16	Gabbai stands at the southern end of the bimah.
17	<b>Gabbai uses the black folder or their own customised version - discuss.</b>
18	Gabbai welcomes everybody.
19	Gabbai announces parasha of the week.
20	Gabbai gives page numbers for parasha from Hertz, Plaut and Etz Chayim chumashim.
21	Gabbai calls up Cohen for 1st Aliyah.
22	Gabbai calls up Levi for 1st Aliyah if no Cohen.
23	Gabbai calls up Yisrael for 1st Aliyah if no Cohen or Levi present.
24	Segan uses small blue cover to cover Sefer Torah before and after each parasha.
25	Segan assists oleh to read brachot correctly and kiss beginning and end of parasha in Sefer Torah.
26	<b>The segan should correct the Ba'al Koreh; others should only intervene if an error has not been corrected.</b>
27	Gabbai calls second oleh.
28	Second oleh does <b>NOT</b> recite brachot <b>IF</b> first oleh has Yahrzeit. Must wait until the Azkarah has been recited.
29	Chazan Jackie, Gilead and Simon know how to chant the Azkarah (memorial prayer).
30	The avel (mourner) is invited to speak about deceased before Azkarah is recited.
31	Second oleh may now recite brachot.
32	At the end of the leyning for the seven parshiyot, the Shaliach Tzibbur recites Hatzi Kaddish.
33	If there is a second Sefer Torah, it should be placed carefully on the bimah <b>BEFORE</b> Hatzi Kaddish is recited.
34	After Hatzi Kaddish, if only one Sefer Torah, Gabbai calls up another oleh who will be singing the Haftarah.
35	<b>After the Maftir has been recited, Gabbai calls up the Magbiah and Golel - should we not personalise?</b>
36	We encourage women to perform Hagbahah (lifting and displaying scroll) if they are physically able to do so.
37	No one, including magbiah and golel, may be called up who is not over 12 (female) or 13 (male).
38	Before Hagbahah, Gabbai reads tefilla for sick members, relatives and friends and a Mi Shebayrach for olim.
39	The Sefer Torah is elevated and shown to all congregants - north, west and south.
40	If two Sifrei Torah are required, Gabbai calls up a Magbiah and Golel for Sefer Rishon after Hatzi Kaddish.
41	Sefer Rishon is raised, displayed and dressed.
42	Sefer Shayni is undressed and the maftir leyning is found by Ba'al Koreh.
43	Gabbai now calls up the Maftir for aliyah from Sefer Shayni.
44	After leyning, Gabbai calls up a new Magbiah and Golel for Sefer Shayni.
45	Before the second Sefer Torah is raised, Gabbai recites tefilla for the sick and the Mi Shebayrach.
46	The second Sefer Torah is raised, displayed and dressed.
47	The Gabbai can now announce page numbers for the Haftarah from the Hertz/Plaut/Etz Chayim chumashim.
48	The last oleh should <b>NOT</b> start reciting the Haftarah until all Sifrei Torah have been dressed.
49	The last oleh is encouraged to take a few minutes talking about the Haftarah before reciting it.
50	When the Haftarah and its brachot have been concluded, the three prayers for KNM, UK and Israel are read.
51	If we have a Dvar Torah, Schatz will jump to Yehallelu and should not start until Aron Kodesh re-opened.
52	If no Dvar Torah, Schatz recites Ashrei. After Halleluyah is sung, Aron is opened and Schatz recites Yehallelu.
53	The Shammass should ensure that all laminated sheets are re-inserted in the black folder.
54	The Shammass should ensure that all cards with hebrew names of olim are returned to the grey box.
55	<b>At announcements, a co-convenor asks everybody to return their sefarim to the trolley and shelve properly.</b>
56	<b>When the service has finished, all Sifrei Torah with yads are secured in the storage cupboard.</b>