

## Instruction for B'nei Mitzvah Parents Concerning Greeters

B'nei Mitzvah Families should arrange for **at least two adult greeters** (not children or teenagers) to welcome guests and distribute the Order of Service (program) to guests as they arrive and to monitor the Congregation, particularly young people.

**Please give the instructions below to each greeter before the Saturday Bar/Bat Mitzvah service.**



### Instructions for Greeters

1. Arrive at the temple 30 minutes prior to the start of services.
2. As guests enter the worship space, greet them kindly and give them the *Order of Service* (program) and any special handouts.
3. Close the worship space doors when the service begins. Check with the other greeters and arrange for someone to remain in the foyer for 10 minutes to assist latecomers.
4. If numbers of teenagers are leaving the Sanctuary for “social reasons,” a greeter should ask them to return to the service. If appropriate, gently remind them that paying attention is a way of supporting their peer.

Also:

- A box of *kippot* is available for those who wish to use one. Congregational policy is to not force anyone to wear or to remove a *kippah*. Both men and women may choose to or not to wear *kippot*.
- Thank you for fulfilling this *mitzvah*.



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# Instruction for B'nei Mitzvah Parents Concerning Photographers and Videographers

Please give the below instructions to your photographers/videographers well in advance of the Bar/Bat Mitzvah date.



## Instructions for Photographers and Videographers

In accordance with the policy set by the Congregation Shaare Emeth Worship Committee and the Board of Directors, ***flash photography is prohibited under all circumstances.***

However, professional photography and videography is permitted during a religious service under the following conditions:

- All cameras must be mounted on a stationary tripod in the back of the worship space.
- No noise (whatsoever), red light, or flash may be emitted from the camera.
- Photographers and their equipment must be used as discreetly as possible.
- There is an audio out, for your convenience, in the rear of the worship space; no microphones may be placed on the *bema* without permission.

We appreciate your cooperation and assistance in maintaining the spirit and dignity of our worship services at Shaare Emeth. Please contact one of the rabbis, the cantor, or the director of operations if you have any questions, 314-569-0010.

Thank you in advance to photographers and videographers for following these rules.



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