

# B Mitzvah Set-up & Clean-up

## *Sanctuary*

### SET UP

- Move bookcase with siddurim/prayer books up to sanctuary if not there already and place them at the back of the last row of benches/pews next to the aisle as you enter the main sanctuary. Make sure the bookcase is actually full of siddurim and not in boxes. There is an elevator in the back of the parish hall (the downstairs kitchen social hall) that leads up to the sanctuary. The bookcase can be carefully wheeled into the elevator. It may help to remove some of the siddurim and carry them in a box separately due to the heavy nature of the bookcase.
- Place basket of Kippot and basket of Talitot on a table near the big wooden bookcase containing the siddurim. ***These items can be found in the bottom drawers of the big wooden Ark (ark is downstairs in the shalom room or parish hall. It is not to be moved.)***
- Open and push back the doors into the bookcase so people can see the siddurim.
- Double check to see if the challah, challah cover, kiddush cup, and wine or grape juice are set up on a table, near the lectern/bimah for motzi.
- Assist Rabbi Hannah in tasks she might need help with.
- Remove any of Reformation's banners, if they haven't been moved already, from the tops of the pulpit lecterns and the large table in the center of pulpit (TORAH READING TABLE).
- Cover the TORAH READING TABLE (the large wooden table in the middle of the bimah/stage) with the ***fancy blue and purple tablecloth found in the bottom drawers of the big wooden Ark. (NOT the one with Jewish stars)***
- Carefully remove and set aside any crosses and other religious items from the Bimah. They can be placed on a small table or chair on the stage out of the way.

## CLEAN UP

- Put away kippot and talitot and baskets in the top drawer of the Ark
- Put away the fancy blue and purple tablecloth in the bottom drawer of the Ark
- Place any reformation cloth tablecloths that were used on top of the washer/dryer in the Parish Hall kitchen?
- Assist Rabbi Hannah in tasks she might need help with
- Move bookshelf back downstairs to the Shalom Room and make sure all siddurim are placed back in the bookshelf. This can be very tricky and take several people.
- Pick up candy pieces and candy wrappers and anything else easily picked up from the floor.



Bookshelf to be moved up to sanctuary at the last row of the pews near the aisle.



Here you can see the torah reading table next to Rabbi Hannah, covered with the fancy blue and purple tablecloth. And next

to that table is another small table (you can use any one you find) covered with a blue tablecloth from the Parish Hall kitchen, with the challah etc. on it.