

## IF YOU ARE A *SHOMER* ...

Arrive early at WES—at 9:15 am.

WES does the room set-up, arranging:

- Chairs surrounding a center table.
- Two food tables on the right side of the large room where we meet.
- Two tables flanking the room entrance.

The WES custodian should set out two room dividers already expanded or readied to be unfolded. If not unfolded, do so.

As a *shomer*, you ready the room for services and close it down.

Our standard departure time is 1 PM unless we have made other arrangements. You should be the last person out of the building, however you can delegate that responsibility.

If the room is not clean and set-up is not complete when you arrive, please alert WES immediately to reach a custodian.

Contact the person who may be in the administrative building next door.

Or, call Inge at home if no one is there - get her number from Gloria.

The same key opens the front door to the main building and the administrative offices.

The second key opens our closet where the Torah, *siddurim*, and other ritual objects are kept in their labeled places.

## To Ready WES for Fabrangen Services

- Open the building with your key and 'dog' the two center doors with the Allen wrench (hanging to the right of the doors facing outwards) so they remain open.
- Turn on lights and ceiling fans as needed, and adjust room temperature.
  - Light switches are located to the left of the main room entrance, facing the stage.
  - Fan switches are on the left side of the stage, facing the stage. It is a circular knob and controls how fast the fans turn.
  - Downstairs hall light switches are located near the bottom of the front stairs.
  - Lobby switches are to the right facing the front doors from the inside.
  - Thermostat is on right wall of meeting room, facing the stage.
- Unlock our closet and open its doors. After inserting key, push in on the door or it won't open. Once unlocked, unhook left door at bottom and from top slip lock.
- Arrange the ritual table cloth on the center table.
- Remove the *Torah* from the closet, and take off its gray storage cover.
- Put the *Torah* out on the table along with the laminated blessings and a *yad*, found in the bottom drawer in the closet.
- Cover the *Torah* with its embroidered covering.
- Remove the framed embroideries from their storage cases and hang them with the hooks provided on the 'back' rolling room separator/screen. The hangings and hooks are stored in the bottom left-hand drawer in the WES closet.
- Set out on the front table in the lobby the plastic-framed **Welcome to Shabbat Services at Fabrangen** one-pager and the several photocopied individual sheets that are in one of the basket shelves on the left closet door. The leaflet explains our Shabbat services to visitors and newcomers, and should be clearly visible upon entering the building.

## To Close Down

- Return the **Welcome to Shabbat Services at Fabrangen** leaflets, *Torah*, folded table cloth, *Torah* cover, *yad*, laminated blessings sheet and framed embroideries/hooks to their designated storage spaces in our closet.
- Turn off all lights and fans.
- Put back in the closet any *tallitot*, *kippot*, *siddurim*, etc. not already returned.
- Before leaving, close and lock our closet doors and all outside doors and windows, including those in the downstairs classrooms, turn off the lights and fans, and be the last one to leave, locking the front doors behind you.
- Others will do the *kiddush*/snacks and the basic clean up - your job is to make sure cleanup is done so that all is neat, clean, and battened down.
- Let the welcoming leaflet supply is low, let Fran Goldman know. She will replenish the supply.