98 The Gabbai Guide

We are so glad you are a Gabbai. As Gabbai you are an important part of our team helping us to honor the Torah, honor those participating in the Torah service, and create a meaningful study and prayer experience. Gabbai means “manager”and you are also one of the primary people helping to manage our time and orient our participants. Below are the basics for Gabbai Rishon (caller) and Gabbai Sheni (follower)

**Step 1: Both Gabbai’aim:**

Make sure you have a Chumash, the laminated blessing sheet, and extra tallitot.

Go to the reading table when the Torah is walked through the congregation.

Clear Torah table.

Take the Torah from the Torah carrier and help undress the Torah

Find page and sentence in the Chumash

(Take out the cover from under the reading table that you will use to cover the Torah in between Torah readings/aliyot.)

**Step 2: Gabbai Rishon**

Call up the **first Aliyah** p.395-7

<https://images.shulcloud.com/428/212049.mp3> (Review melody)

Preferred order for each call:

1. English name(s)
2. Hebrew name(s)
3. Say page number or pasuk, while Aliyah Blesser is coming up or orienting.

\* Following this order makes a big difference in reducing long pauses between aliyot. This helps us stay more focused on listening to the Torah reading and makes more room for devar and prayer.

**Gabbai Sheni**

Bring new Aliyah Blessers close to the table and Torah. (Offer a tallit to anyone not wearing one.)

Guide the Blessers as they kiss the Torah with tzitzit before and after the Torah reading and stay close through the reading.

Guide the Blessers as they recite the Blessings - choose Reconstructionist vs. “traditional” Torah blessings.

(If it’s a bar/bat mitzvah, it’s best to ask the family in advance which version of the blessings their family members prefer and to have that one ready.)

Keep track of location in Torah.

Follow in Chumash with the goal to support if the reader is stuck or making significant errors.

**Step 3**

**Gabbai Rishon**

Call up next aliyah, same order but abbreviate liturgy

**Gabbai Sheni**

Offer Yasher Koach, shake hands, and invite previous aliyah party to stay near Torah during the calling of the next aliyah

**Misheberach**

Typically we have 3 aliyot.

The second is open to the community and followed by a prayer for healing.

For Bnai Mitzvah - Misheberach typically is after the 4th or 5th aliyah.

Cover Torah for Misheberach.

**Step 4, Hagbah & Galilah:**

Gabbai Rishon Calls up.

Both:

Ask if the lifter has ever done Hagbah before.

Instruct and help to lift if needed.

Be a good Torah spotter.

Once Torah is lifted, keep spotting!

Be especially prepared to help roll and steady Torah.

Guide Galilah through dressing.

**Aliyah**

You can find extensive instructions on how to have an aliyah on our [website](https://www.dropbox.com/s/frcl2g4czrx213c/Receiving%20an%20Aliyah%20at%20Bnai%20Keshet.pdf?dl=0).

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Suggestions

Explain who stands where (diagram might be helpful)

Keep scroll closed during blessings.

Place yad at end of last reading to hold the place before closing scroll

Most hagbah/gelilah are unfamiliar. Maybe add some of these pointers:

Hagbah should turn around. with back to congregation.

It is traditional to display 3 columns, but even one is better than none.

Lead Hagbah to seat while spotting

Have hagbah sit down and lower hands into lap (makes it much easier to balance Torah)

Tighten scroll

Hand gelilah the vimple - buckle in front, facing hagbah

Cover - opening in back

Breastplate, yad, rimonim (crowns)

Transfer scroll to stand.

Make sure that the scroll is secure and will not slip before walking away.

Zach