

GABBAI CHECKLIST

- 1) Come up when ש"ץ begins חצי קדיש after the עמידה.
 - a. Make sure table is clear and ready for ספר תורה.
 - b. Take out 3 orange cards from closet below ארון קודש. Hebrew names card goes to Gabbai 1, עלייה לתורה card goes next to where the Torah will be, מי שבירך card goes to Gabbai 2.
 - c. Get the list of people having aliyot from Toranim.
- 2) When ספר תורה arrives:
 - a. Remove יד and put it on table by Gabbai 1
 - b. Take ספר from ש"ץ and place it on the table, making sure the side with the design is facing up and the top is facing the קהל.
 - c. Gabbai 1 should remove the cover and belt with help of ש"ץ, put cover over ספר, put the belt next to the עלייה card.
 - d. Gabbai 2 should announce the name of the parasha and page #.
- 3) Gabbai 1 begins with ותגלה (on card!!!) and calls up 1st aliya while first reader checks to make sure ספר תורה is in the correct place.
 - a. Each person doing an עלייה should be called up by name followed by לעליה ראשונה/שנייה/שלישית.
 - b. Gabbai 2 removes cover before each reading and replaces it after.
- 4) **BOTH GABBAIM MUST FOLLOW THE READING CAREFULLY AND ASSIST OR CORRECT THE READER WHEN NECESSARY!!!**
- 5) After 2nd עלייה, Gabbai 2 says מי שברך לחולים. After 3rd, Torah reader or either Gabbai may say חצי קדיש.
 - a. After חצי קדיש, Hagba and gelila should be called as יְעִמְדוּ הַמְגַבֵּיהַ/מְגַבְהַת וְהַגִּילָל/גִּילְלָת
- 6) When Torah is lifted, Gabbaim should:
 - a. Set out a chair for lifter to sit on.
 - b. Stand on either side of lifter to spot just in case he/she has trouble.
 - c. Help wrapper to roll the scroll tight, then be ready to help him/her put on belt, cover and יד if needed.
- 7) While ש"ץ returns Torah, Gabbaim should collect the orange cards and put them back under the ארון.