



## **GUIDE FOR RECEIVING MITZVOT AT HAMPSTEAD SYNAGOGUE**

Whether you are an old hand looking for a reminder, or new to the whole experience, this guide should let you know what you need to do for your mitzvah. If you are in doubt however, one of the HOs will be on hand to give advice.

(Page references are to the Sacks (dark green) siddur.

### **Peticha (Opening and closing the Ark)**

When the Reader starts “Ein Kemocha” (p.404) starts, make your way to stand at one side (your counterpart will take the other side) of the gate doors of the Ark.

Once “Vayehi binso’a ” (p.406) starts, open the gate doors. If you are standing on the left side as you face the Ark, you will see a pull cord – pull this to open the curtain.

The Reader will proceed to the Ark and walk up to the doors to receive the Sefer. The person on the left of the Ark as you look at it should go into the Ark and pick up the Sefer to hand it to the Reader (for Shabbat, this is usually the Sefer presented by the Hyams family – it has “Hyams” written on it!).

The Reader will turn and bow to the Ark and then start back to the Bimah. At this point, close the curtain, follow the procession and make your way back to your seat – but don’t disappear! You will need to go back to the Ark when the Sefer is being put back.

Once “Ashrei” (p.426) starts, make your way back to the Ark once again. As the Reader starts Yehalelu (p.428), open the gate doors and curtain as before. The Reader will bring the Sefer back to the Ark and hand over for the person on the left to place it back in the Ark. Remain standing by the Ark until the Reader finishes Uvnucho Yomar (p. 432), when you then close the curtain and gate doors. Proceed back to your seat via the HO’s box.

### **Second Sefer Torah (for Festivals and Shabbat Rosh Chodesh )**

When the Reader starts “Ein Kemocha” (p.404), make your way to the stairs directly in front of the Ark. Once joined by the Reader, follow him when he walks up to the doors of the Ark to receive the first Sefer Torah. You will be handed a further Sefer Torah, after which turn to face the congregation and wait for the Reader to start back to the bimah. The Reader will bow to the Ark before he moves back – you should do the same.

Follow behind the reader, and then when you reach the bimah sit down with the Sefer on the seats to the left as you face the Ark. Remain there holding the Sefer. When the portion before Maftir is finished, take the Sefer up to the bimah, place it there and step back to the seat on the left hand side.

Remain in that seat until after the Haftarah. The Reader will ask those doing Hagabah for one of the Sifrei Torah -at this stage you take the other one. It is usual to take the one you did not originally carry (usually the larger one at this stage). Stand with the Sefer, and then follow the Reader as he proceeds to the Ark. As the Reader hands back the Sefer, do the same with the one you are holding. Remain standing at the foot of the Ark until the gate doors are shut, when you may then proceed back to your seat via the HO's box and shake their hands.

### **Receiving an Aliya (“Call Up”)**

Once your name is called, go up to the right side of the Bimah as you face the Ark. The Leyner will open the Sefer and show you where he will start reading; touch the word he points at with your tzitzit and then kiss your tzitzit.

You should then close the Sefer and hold both scroll handles as you then read the blessing (this can be found to the side). Remain holding the Sefer with your right hand and remain standing by the Leyner while he reads the portion. Once finished, touch the last word as indicated with your tzitzit and kiss your tzitzit as before. Read the final blessing and then move to the left hand side of the Bimah. You should remain there until the person called up after you has read the final blessing after their portion has been read. At this point leave the Bimah and go and shake hands with the Honorary Officers in the box before returning to your seat.

### **Hagbah (Raising the Sefer Torah)**

When the Leyner reaches the end of the maftir portion, head up to the Bimah and wait until prayers for sick members and missing Israeli soldiers are read. The cover will be taken off the Sefer Torah, and which point take hold of the Sefer Torah and open it up (try to show at least three columns). Lift up and show the Sefer Torah to all sides of the shul. Walk (carefully!) backwards off the Bimah to your right (left if doing the second Sefer Torah) as you face the Ark and sit down on the seat provided.

Where there are two Sifrei Torah, those doing Hagbah should be aware of the following timing changes.

If doing the first Sefer Torah, approach the Bimah when the Leyner finishes the portion immediately before Maftir and lift the Sefer Torah after Kaddish is read.

If doing the second Sefer Torah, approach the Bimah after Maftir as normal.

Hold on to the Sefer Torah while it is being dressed, and remain seated holding the Sefer Torah while the Haftarah is being read. After the Haftarah when the Rabbi begins the Prayer for the Royal Family (P.420), stand up with the Sefer Torah and take it to the Bimah. Stand there holding the Sefer Torah until the Reader asks for it following the memorial prayers. Hand it to him and stand back from the Bimah, but don't go back to your seat! (When there are two Sifrei Torah – if you are holding the larger one, hand that to the congregant performing “Second Sefer” and if the smaller one, hand to the Reader).

Instead, follow the Reader when he takes the Sefer Torah back to the Ark, joining the procession behind the person who has read the Haftarah. Follow the procession back to the

Ark. Once the Ark is closed, walk back to your seat via shaking the hands of the Honorary Officers.

### **Gelilah (Dressing the Sefer Torah)**

When the Leyner reaches the end of the maftir portion, head to the seats on the right of the Bimah as you face the Ark (you will see the mantle, breastplate and finials/bells on the correct seats). Stand and wait for the person doing Hagbah to sit down.

Where there are two Sefers, those doing Gelilah should be aware of the following timing changes.

If doing the first Sefer, approach the Bimah when the Leyner finishes the portion immediately before Maftir.

If doing the second Sefer, approach the Bimah after Maftir as normal.

Help to roll the scrolls shut, then put the binder on. Following this, put the mantle, then the breastplate, the Yad/pointer and then finally the finials/bells.

Sit next to the person holding the Sefer and remain there until the Reader walks back to the Ark. Join the procession behind the person who has done Hagbah. Follow the procession back to the Ark. Once the Ark is closed, walk back to your seat via shaking the hands of the Honorary Officers.

### **Petichah (Anim Zemirot)**

When "Aleinu" (p.454-456) finishes, make your way to the Ark stand at one side or the other in front of the gate doors.

Once the Mourner's Kaddish (p.456) is finished, open the gate doors. If you are standing on the left side as you face the Ark, you will see a pull cord; pull this to open the curtain.

Once the Reader finishes Anim Zemirot, close the curtain and gate doors. Remain standing by the Ark until the final Mourner's Kaddish is completed. Then go back to your seat via the Honorary Officer's box.

### **Peticha (Other instances)**

When the Reader comes to the end of the prayer prior to the one set out on your mitzvah card", make your way to stand at one side (your counterpart will take the other side) of the gate doors of the Ark.

Once he finishes, and before he commences the relevant prayer, open the gate doors . If you are standing on the left side as you face the Ark, you will see a pull cord – pull this to open the curtain. In some cases, the gate doors may already be open; if this is the case, then just open the curtain. When the prayer is complete, close the curtain and, if the gate doors were closed, close them and return to your seat via the Honorary Officers' box. (In some cases, both gate doors and curtains will be open when you arrive; if this is the case, go back to your seat without closing either).