

Porat Yosef Synagogue & Community Centre Synagogue Guidelines

Welcome to Porat Yosef.

The Synagogue is a place of worship where we come to unite and give prayer to Hashem to thank Him for everything we have. We need at all times to show respect to one another as well as our Synagogue. This Synagogue is YOUR Synagogue. We want to build a welcoming, uplifting and educational institution that our children and families and future can be a part of.

Below are the Synagogue Guidelines. The Ma'amad asks that every member of the Synagogue adhere to these guidelines in order to ensure the smooth running of the services so that achdut (love between one another) should be maintained.

1. **Respect** – The utmost respect should be shown to one another, our Rabbi or any visiting Rabbi.

The Ma'amad kindly ask that members and guests of the Synagogue should:

- a. Not walk out during or before speeches, or interrupt a speech.
- b. Stand when the rest of the community stands for the Rabbi.
- c. Not interrupt when the Parnass is making the announcements.
- d. Return books, tallitot that are used to there original place.
- e. Keep the Synagogue clean and tidy, clearing any mess that is made.

2. **Talking** - The Synagogue is a place of prayer and not for talking. It is disrespectful and disturbs Chazanim and the community. The Ma'amad want to maintain the highest level of achdut and do not want to disrespect anyone by asking members or guests to keep quiet.

3. **Arriving Late** - If a member or guest arrives late, please do not disturb the services, a speech or a shir (lesson) that might be in progress. If the Rabbi is speaking please wait until he has finished to come in. When catching up with prayers please do so silently without disturbing.

4. **Ba-al Koreh (Torah Reader)** – If the Ba-al Koereh (reader of the Torah) makes a mistake, the Ma'amad ask that members do not correct him. The Ma'amad has chosen two individuals to make corrections where necessary . Please give them a chance to make the correction quietly.

5. **Aliyot** - All Aliyot are allocated following the index card System. If a member has an Azkara (Yartzeit) and requires an Aliyah they should contact the Ma'amad (see below for contact details) by the Wednesday of the week leading to the Shabbat at the latest date. **To avoid disappointment members are asked not to ask on the day.** If there is more than one Azkara on a day, the Ma'amad will accommodate everyone as much as possible. The Ma'amad ask that respect is shown by accepting what is available when there is an unavoidable clash. Members can raise any concerns with the Ma'amad.

6. **Yartzeit** – A member will receive an Aliyah for the Yartzeit of a (G-d Forbid), a Parent, Brother, Sister, Child or a Spouse. Please note Members will not receive an Aliyah for In-laws. The Son/Daughter of the deceased must be a member. Then the Aliyah for that Azkara will be given

either to that member or a member/guest of their choosing.

7. **Chazanim** - Rotas have been put in place to ensure that there is as far as possible an unbiased rotation. Members are asked not to interfere with the Chazan's choice of tune.

8. **Pesukei D'Zimra / Shir Hashirim & Participation in prayers** – The Ma'amad have created cards to allocate all prayers to Members and Guests, these are handed out at every prayer (except weekdays) again this is to ensure that there is an unbiased rotation.

9. **Interfering with Prayers** – The Ma'amad asks that member or guests do not interfere with Prayers - the Ma'amad is in direct contact with the Rabbi and there are processes in place that the Synagogue follows.

10. **Tradition** - We are very proud of our heritage and tradition and in order to continue and pass on the beautiful customs and traditional prayers and tunes that are parents and grand-parents passed on to us, there are certain prayers / Torah portions that the Ma'amad insist on reading in the tunes of the tradition of the Synagogue. If a member or guest would like to participate but are unsure of a tune or prayer the Ma'amad are more than happy to assist. The Shira & Ten Commandments are read in traditional tune of the Synagogue. Please note that our Ba-al Koreh will always read Parashat Zachor in all the nusachim (tunes) .

11. **Payments** – Members can make payments either online or use the envelopes to slip them in to the safe box in the Synagogue. The Ma'amad will receipt payments made in these ways. If you wish to query any invoice or statement please contact the Ma'amad. The Ma'amad kindly request that payment for Nedarim and mitzvot are paid swiftly.

12. **Use of the Synagogue** – Members of the Synagogue have the benefit of using the Main Synagogue and the ladies gallery for celebrations, however this is subject to a cleaning charge of £100. Any non-member who wishes to use the Synagogue must first become a member. The Synagogue must always be left in a clean and respectful manner as is expected for a holy place of worship.

13. **Use of the hall** – The NWFOUR Hall is a separate entity from the synagogue, please contact Ben Hazan on 07931812900 for reservations or information on the NWFOUR hall.

14. **Membership** – Please see the Membership Form, published 2015 for details on becoming a member.

The Ma'amad act in the interest of the Synagogue and its members. The Ma'amad Reserve the right to take any necessary steps to ensure the Synagogue Guidelines are adhered to. If any member objects to the guidelines set out or has concerns with decisions the Ma'amad make or if they disagree with or are unhappy with anything the Rabbi or Parnass says, then the Ma'amad can be contacted by sending an email to admin@poratyosef.com or [Jacob Benouaich on 07792 173321](tel:07792173321). The Ma'amad, the Rabbi, Parnass welcome your constructive feedback.