

Gabbai Guidelines
Or, How to Have a Really Relaxed
Zoom Service
January 2022

- Sign out of your ZOOM account and into our ZOOM info@adatshalom.net
Adat5780!

Password Zoom7727

- Post the Zoom link on Listserv before the Service or Program**

- Click on the link in Rena's email for that day's service link, which will **not** be found in the "info@adatshalom.net" Zoom account page

Please Do Not Open the Waiting Room Until the Rabbi or Leader on Duty is Ready.

1. Well Before

- Please sign up via [Sign-Up Genius](https://www.signupgenius.com/go/30e0445acaf2da3f58-zoom) for times when 2-3 Gabbayim are wanted/needed.
- Sign-Up Genius will send you a reminder 1 week and 1 day ahead of time. If you must reschedule, please go back and 1) delete yourself and 2) find your own sub and log it into the site and/or 3) request Rena sends out a blast looking for a replacement.
<https://www.signupgenius.com/go/30e0445acaf2da3f58-zoom>
- The Zoom links on public spaces are **no longer** available - the website and Facebook - for any Adat Shalom events. Events will be advertised without links. Also, the Zoom links are removed from the copy of Social Solidarity posted on the website.
- Registration will now be required for *Good to Know* and *Tot Shabbat* and any other event that attracts non-members.

2. A Bit Before

- **9:00am Send email to Listserv:** Shabbat shalom. The Zoom for this morning's service is [] For all other events, send link 30 minutes before the meeting.
- **Signing in** Go to Zoom.us (Do not sign in directly from the Zoom app on your device or account.) Use the info@adatshalom.net Zoom account to login, which makes you a co-host automatically. Password: Adat5780! (check the Shield Icon)
- Only one person needs to log in as info@adatshalom.net. The second person can log in with their own personal account and the first person can make them a co-host so both can let people in.
- Not all Rabbi, service and program leaders are the same. Nor do they all share equal tech and/or Zoom skills. So, while one Rabbi (or guest) may want to initiate contact with you ahead of time, another may be just as industrious at 9:45AM on Saturday. Just be *of service*, at the service.
- It's also wise to share the Rabbi's mobile phone numbers and your co-hosts, so if there are glitches, you can call or text as needed. You can also send a private chat to the Rabbi(s) as needed.
- Spend a few minutes sorting out what is needed (break out rooms, screen shares). The Rabbis might want to create the breakout rooms themselves, but they will give you instructions including how long for the breakout rooms and how many people per room.

3. In the Beginning

- On Shabbat Morning, join at 9:10. Rabbi Rachel or Rabbi Fred will typically be getting ready. Do Not Open the Waiting Room until the Rabbi says she/he is ready. The Gabbaim can discuss roles together and talk to Rena, as needed.
- Rename yourself, since you will be called Adat Shalom when you login with the info@adatshalom.net Zoom account. Put Gabbai after your name. (*Carol Stern Gabbai*)
- For Kabbalat Shabbat – please sign-in about 8-10 minutes beforehand; this is a prettysimple service so it's mostly just monitoring the waiting room.
- All meetings will be set up with everyone on mute and no one will be allowed to unmute themselves. **When you enter the meeting, check the Security Shield to make sure that the settings are: Participants cannot unmute or cannot share screens.** You will get an agenda for the service so you can help unmute people who will be part of the service. Keep your participant list open, at all times, to help find anyone who needs to be unmuted.
- Making all the speakers, readers a co-host is the easiest way to run the service. You will receive the agenda for the service on Friday so you know who is reading torah, leading parts of the service, page numbers, etc.
- Only a host can create **breakout rooms**, so the Gabbai needs to be a host if they are responsible for breakouts. The other Gabbaim might work on screen shares, and post page numbers in the chat.
 - Link to all **Reconstructionist prayer books:**
<https://www.adatshalom.net/teaching-materials-for-zoom-meetings/>