

Leaders' Guide to Kabbalat Shabbat

Chavurah B'Yachad 5786

TEMPLATE

1. Enjoy leading Kabbalat Shabbat service. You will learn a lot and you will come to appreciate the richness of Judaism even more.
2. This guide will make it easy for you to create and lead the service. It will also provide some consistency for those members preparing for *b'nai mitzvot*, while providing opportunities for creativity.
3. Look for opportunities to include children, for example with family blessings, candle-lighting, passing the wine/juice.
4. The exact order can be adjusted, however the progression of major prayers is Shema → Amidah → Aleynu
5. The “core” elements are the basic minimum for CBY Friday Kabbalat Shabbat service. Adding the elements from the “menu of options” column enriches and helps make the service feel more full and complete.
6. When designing the service and selecting readings and prayers, realize that **there is not enough time to do everything you might like**, so you must be selective.
7. The on-line PDF version of the prayer book Kol Haneshamah. Note for the on-line version, the PDF numbering is 30 pages greater than the prayer book's printed page number.

[<https://www.reconstructingjudaism.org/files/kh/kh-shabbat-hagim.pdf>]

8. Kol Haneshamah offers a myriad of alternatives to the standard text, which can be substitutions for the standard prayers or optional readings, along with readings “below the line”. Some examples from the menu of options:
 - a) Enrich the candle-lighting blessing or use as a “wild card” (during ingathering) with one of the poems by Zelda on (p2 or 735) or Marge Piercy (p2) or Albert Einstein (p761) or to mark a special commemoration such as Earth Day with the poem by Wendell Berry (p765).
 - b) Substitute by using the Interpretive Asher Bidvaro (p60)
 - c) Substitute by using the Interpretive Ahavat Olam (p61).
 - d) Use “below the line” readings such as the Shema (p71), Hashkivenu (p83), or Angels are another name for feelings (p12).
 - e) You are welcome to include your favorite reading or song but don't teach more than 1 new song per service.
9. The service **must** be completed and clean-up begin **no later than 9:00 pm**. To help you judge if the service is running late, the “time” column signposts indicate that the service should have reached this point no later than that time.
How to do that?
 - a) When designing the service and selecting readings and prayers...this is a repeat...realize that there is not enough time to do everything you might wish.
 - b) As an alternative to removal, it's OK to shorten prayers or readings by doing only the first and last lines.
 - c) Rehearse your service in advance to make sure it won't be running overtime.
 - d) During the service, you may need to get back on track by forego some readings or omitting elements from the “menu of options” column, while maintaining the “core” elements.
10. Use the Reconstructionist versions of the kiddush, amidah, aleynu, and mourner's kaddish. (There are minor word changes from what you may already know.)
11.  symbolizes this is musical.
12.  symbolizes you should instruct the congregation to stand *if able* for the prayer and then sit down when completed.
13.  symbolizes places where children can be involved.

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TIMELINE

Time	Core	May be omitted or replaced from menu of options
6:00	Arrival, schmooze and set-up	
6:15	Ingathering song  (Hinei Ma Tov p535 or Bim Bom), introductions, tzedakah, an optional <3 min 'wild card' such as a poem or timely reading 	
6:25	Candle-lighting  p 3, Reconstructionist kiddush p119, motzi, and family blessings 	
6:30	Vegetarian-Dairy Pot Luck	
7:15		Opening song such as Shalom Aleichem  p 13
7:20		Good news to share (5 min/optional-don't solicit from those unwilling)
7:25	Welcome shabbat L'cha Dodi  first verse p41 then stand and face door for  4 th verse p47 or The Sabbath Queen p10, or Angels p12 or other	
7:30	Barechu  p57	
7:35		Asher Bidvaro p58 or 60
7:40	Ahavat Olam  pp 61-63	
7:45	Shema p64/65 and Ve'ahavta 	
7:50		Mi Chamohah  p79
		Haskivenu-only Ufros aleynu  p83
7:55		Veshameru  p85
8:00	Amidah/S'fati tiftach  (Reconstructionist) [Hebrew p91/English p90 to p105 or pp726-729] or silent meditation. 	
8:05	Kaddish-only last line (Reconstructionist) Oseh shalom  p.115	
8:10	Torah discussion	

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8:30	Mi Sheberach  (Debbie Friedman version)	
8:35	Aleynu   (Reconstructionist) p121-123	
8:40	Mourners' Kaddish  (Reconstructionist) p130 mourners stand & offer remembrance, then 	
8:45	Announcements	
8:50		Closing song such as Adon Olam  p133 or a song that is timely or thematic.

FAQ

Q: What are the Reconstructionist versions of prayers used in the Kol Haneshamah prayerbook?

A: There are very small number of wording changes <https://www.sefaria.org/sheets/585373>

Q: This guide and the prayer book instructions don't say to stand for the Shema. Is that an oversight?

A: Following Rabbi Hillel's custom, the congregation is seated prior to the Shema and continues to do so for the Shema.

<https://www.sefaria.org/sheets/90756?lang=bi>