

HIGHLAND PARK MINYAN

A leader's guide to the HPMinyan shabbat and holiday morning service

The general timing of the Shabbat (and chag) service is 10:00 AM - 12:30 PM.

In order not to rush at the end, service leaders are asked to stay within the times allotted, and particularly to try to end when scheduled. Therefore, if the section before yours runs late, you should try to lead a spirited and en-spirited service, still ending as close as possible to the designated ending time. The shaliach has discretion on tunes, Hebrew/English, etc.

(Page numbers from Siddur Eit Ratzon)

Birchot HaShahar/Pesukei D'zimrah:

Timing: Scheduled start on Shabbat is 10:00 AM. Start as close to that as possible; it is not necessary to start with a minyan present. Should end about 10:30 but not later than 10:35.

Birchot HaShahar:

- Usually some warmup prayers, niggun, etc. (pp 9-12)
- Birchot haShahar (pp 13-15)
- Selections of pp. 16-17
- [When a minyan and mourners are present, or at the discretion of the shali'ach tzibur: Ps. 30 (pp. 17-18) and Kaddish Yatom (111)]

Pesukei D'zimrah:

- Baruch She'amar
- In this section, the shaliach has considerable discretion on which Psalms and how (Hebrew or English; silently; chant; sing) etc.

In general, however, the selections should include:

- Ps. 92 (for Shabbat, on Shabbat, p. 27-28)
 - Ashrei/Ps. 145 (pp 29-30)
 - Ps 150 (33)
- (p. 35) Nishmat. Then selections or all paragraphs following. On Shabbat the shali'ach continues through the end of Ha-Eil b'ta'atzumot (p. 39). (On holidays, including a holiday that falls on shabbat, the shali'ach for PdZ ends just before Ha-Eil b'ta'atzumot.)

Shaharit:

- p. 39. *Shaliach generally changes here, as is customary. Shaharit is done in its completeness, beginning at Shochein Ad. Although Shacharit is recited completely, the shaliach has considerable discretion on how the prayers are recited (silently; chant; sing; Hebrew or English; etc.). (For weekday holidays, after p. 42, we generally follow the first instructions on the top of 43, skipping to the bottom of p. 44, and then to p. 47).*

- p. 45. Eil Adon is generally sung, sometimes beginning on p. 44 (Ein k'erk'chah), depending on the tune

- p. 58. Amidah is done as Hechah k'dushah, as a group through the end of the K'dushah, then continuing silently. (Some people sing Sim Shalom, or Oseh Shalom to end the Amidah, or read the meditation on page 73).

ON ROSH CHODESH or FESTIVALS: Hallel, pp. 114-122 (Note: This can be led by the Shaharit leader, or can be handed off to someone else)

p. 74. Kaddish Shalem (p. 74)

Torah service (usually change leader here)

p. 75. Ein Kamocha. Continue with sections for Shabbat through the end of the Torah procession (p. 78). (Note: On holidays, paragraphs on the top of p. 76 are inserted)

Torah discussion. Generally 20 min. (Note: On days when Hallel is sung, reduce to a 5-minute d'var Torah)

(Often, the person who leads Shaharit ends the service, beginning with replacing the Torah in the Ark, although the person who leads Torah service may continue to the end of the service)

- p. 86 (optional) One of the prayers (depending on events, mood and timing)

- p. 87: On the Shabbat preceding Rosh Hodesh, either the shaharit leader or someone who know Birkat HaHodesh chants/leads this.

- p. 90 (top): Y'hallelu. Torah is lifted. Continue with Ps. 29, Mizmor l'David...

Torah is placed in the Ark

- p. 91 (bottom): U'vnucho yomar...

Ark is closed.

Generally, Musaf is not done at the Minyan (see note p. 92), and we go directly to:

- p. 107 Ein K'Eiloheinu (this is sometimes omitted if time is short)

- p. 108 Aleinu

(From Elul through the High Holidays, insert pp. 123-4, Ps. 27)

- p. 111 Kaddish Yatom

Announcements (can also be done after Adon Olam or after Torah service)

- p. 112 Adon Olam