



Guidelines for Requesting a Minyan at Congregation Shaarei Kodesh

At Congregation Shaarei Kodesh, we strive to support our members during moments of remembrance, mourning, and sacred obligation. To help us do so effectively, please review the following guidelines before requesting a *minyan*.

1. Advance Notice – *Minimum Two Weeks Needed*

To give our community the best chance of organizing attendance, **all *minyan* requests should be submitted in writing at least two weeks in advance to office@shaareikodesh.org.**

This applies to:

- ***Yahrzeit minyanim, B'nai Mitzvah* or special occasions.**
 - All Service Times: Please specify morning (*Shacharit*), and/or *Mincha/Afternoon-Maariv/Evening* service
- **Services requiring a *Torah* reading**

If the request comes with less than two weeks notice, we will do our best, but we cannot guarantee success.

2. What We Can Provide

Our staff will:

- Help coordinate and publicize your request
- Share it with our ***Minyan WhatsApp Group***
- Offer guidance on timing, space, and liturgy
- Support you pastorally and logistically
- Rabbi Baum or a representative from CSK will lead the service and/or **read Torah* (*with two weeks' notice)

Please join our *Minyan WhatsApp Group* to stay updated and assist others when possible:

<https://chat.whatsapp.com/F6G7yuETMXv1gOuQFBA7au?mode=hqrc>

3. What We Ask of You

Since we do not have a daily or guaranteed *minyan*, **the requesting family must take primary responsibility** for ensuring the *minyan*. This includes:

- **Helping to assemble a core group of at least 10 Jewish attendees** from your CSK *chaverim* and from your own family and friends
- **Confirming attendance** with those individuals
- Notifying us of your confirmed count
- Being flexible with timing when possible

Our community will supplement your efforts, but **the family should try to begin with a reliable base.**

4. Clarifying Your Needs

When submitting your request, please specify:

- **The date(s)**
- **The service(s)** you are requesting (e.g., *Maariv*, *Shacharit*, *Torah reading*)
- Whether the *minyan* is for a **Yahrzeit**, **Shiva**, or another reason
- The **location**, if not at CSK
- Any additional needs (e.g., *Kaddish* coaching, *Tallit/Tefillin* support)

5. Confirmation

We will confirm:

- What services we can provide
- Which clergy or lay leaders will be present
- Any logistical details or follow-up needed

Please note that a ***minyan* is never guaranteed**, but we will always do our utmost to help you fulfill your *mitzvah*.