

HOW TO HOST AN ONEG SHABBAT

Thanks so much for helping Beth El create a warm, inviting atmosphere by offering to host an Oneg Shabbat!

What to buy?

On most lay-led Shabbatot (plural of Shabbat), plan to serve between 15 and 25 people. For Shabbatot when Rabbi Grumbacher is leading services, plan to serve between 30 and 40. Here is a list of what many congregants bring:

- 2 challahs
- Fresh fruit and/or fresh vegetables
- Sweets (e.g., some combination of cookies, brownies, candy, cakes)
- Soda (four 2-liter bottles - 2 diet, 2 regular - are usually sufficient) OR iced tea and/or lemonade
- Ice (one 2-1b. bag is usually sufficient)

If you expect it to be a larger service, you might want to supplement with hummus and/or cheese with crackers or pita chips and nuts. Unless it's a special service, though, it can be as simple as 2 challahs + fresh fruit + cookies + one thing to drink.

Beth El provides

Coffee & tea supplies

Sugar packets
Other sweeteners
Coffee K-cups
Tea bags
Coffee creamers

Other

Kiddush wine
Grape juice
Shabbat candles

Paper goods

Napkins
Small plates
Kiddush cups
Plastic forks
Plastic knives
Plastic spoons
Plastic cold cups
Disposable hot cups (12 oz)

When to start set-up? How to get into the temple?

The door will be opened by the ritual committee half an hour before services begin. You may start setup then. Or, if you'd like to have more time, email the office at bethelvaoffice@gmail.com.

How to set up?

1. Prepare the Kiddush beverages:
 - Use two round silver trays (in white cupboard to the right of the sink).
 - Pour about 20 tiny plastic cups (in white drawer facing social hall) of wine and place them on one of the trays.
 - Pour about 20 tiny cups of grape juice and place them on the second tray.
 - Use the WINE and JUICE signs (in the drawer with the plastic cups) to make sure you remember which tray is which!

2. Push two tables together vertically for the challahs and food.
 - Cover them with blue tablecloths (in cabinet above sink).
 - Cover the table near the wall (adjoining the kitchen) to use for drinks.
 - Put out the two challahs, covered by a challah cover, on the long wooden challah board with a long silver knife in front.
 - Pour a half glass of wine into one of the large silver Kiddush cups and place that on the table near the challahs.
 - Set out food, using platters in the lower cabinets to the right of the sink).
 - Use bowls, located in the cabinet to the right of the sink, for washed fruit, etc.
 - Use ice bucket for ice.
 - Use paper plates and napkins as needed (in cabinet below drawers facing social hall).
 - Set out hot drink cups for tea and/or coffee and plastic cups for cold beverages. (You'll find these in the lower white cabinet facing social hall) OR use matching blue mugs in cabinet to the right of (and above) sink.

NOTE: Extra cups, plates, wine and napkins are in the supply room, located inside a classroom on the level above the basement bathroom.)

Serving as host/hostess

- Ladies: You might be asked to light candles and say the blessing on the bimah at the beginning of services.
- When the service leader starts to read the announcements at the end of services, go downstairs to handle last-minute preparations.
- When the congregation comes downstairs after services, stand just inside the social hall to offer either wine or juice for Kiddush.

Clean-up

- Bring all food back into the kitchen. Take all extra food home with you unless there is a another weekend planned and you're asked to leave food for that.
- Wash, dry, and put away all plates, platters, and utensils in the labeled cabinets.
- Wipe down counters.
- Take tablecloths home to wash and dry; please be sure to return them to the temple before the next Shabbat. (Tip: if you dry the tablecloths on low heat and fold them immediately, they will come out wrinkle-free.)

What if supplies are low?

If you notice that supplies in the kitchen cabinets (e.g., wine, juice, napkins, coffee packets) are low, please call or email the office at bethelvaoffice@gmail.com.

Closing the synagogue

The ritual committee person will turn off lights and lock the synagogue. Please don't leave this to chance. All lights must be turned off, except for lights near the elevator and the eternal light.

What if you can't cover your assigned Oneg?

In case of emergency, or if you are unable to handle your assigned Oneg for some other urgent reason, please call the office at 540-667-1043.