

# 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 the Rabbi is leading services, plan to serve between 30 and 40.

For a lay-led service, you can keep it super simple, with costs as low as \$30 or \$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)
- Iced tea and/or lemonade (one 2-liter bottle of each) – one beverage should be diet; one should be regular
- Ice (one small bag is usually sufficient)

For a larger service, you can supplement with hummus and/or cheese with crackers or pita chips..

For holiday onegs, please check with the office on what to bring (e.g., no challah on Passover).

## 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 social hall and kitchen will be set up and ready for Friday Night (tablecloths on the tables; challah board, knife and challah cover out; trays out with plastic cups ready for pouring wine/juice; paper goods already on the tables).

The door will be opened by the greeter 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](mailto:bethelvaoffice@gmail.com).

## What if You Can't Cover your Oneg?

In case of emergency, or if you are unable to handle your Oneg for some other urgent reason, please email the office at [bethelvaoffice@gmail.com](mailto:bethelvaoffice@gmail.com) by Thursday at noon.

## How to Set Up?

1. Prepare the Kiddush beverages:
  - Pour about 15 tiny plastic cups of wine and 15 cups of juice on the two trays that will be on the counter.
  - Use the WINE and JUICE signs (in the drawer with the plastic cups) to make sure you remember which tray is which!
2. Set out the food
  - 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. (Ask lay service leaders re wine vs. juice preference.)
  - 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.

## Serving as Host/Hostess

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

## Clean-up

- Bring all food back into the kitchen. Take all extra food home.
- Wash, dry, and put away all plates, platters, and utensils in the labeled cabinets.
- Wipe down counters.
- Take tablecloths home to wash and dry, then return to temple before the next Shabbat. If you are unable to wash the tablecloths and return them by the next Shabbat, please shake crumbs out of the tablecloths outside and place them in the laundry bag hanging in the kitchen.

## What if Supplies are Low?

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

## Closing the Synagogue

The greeter and security person will turn off lights and lock the synagogue.

**Thank you!**