

Oneg Shabbat / Kiddush Sponsor Instructions

Please coordinate your plans in advance. Please plan on being at the synagogue approximately **15** minutes prior to the start of the service. The board member on duty will be there to open the synagogue at that time.

The duties of the sponsor families are to:

- Provide cookies/pastries, fruit, and apple juice
- Provide milk or light cream for coffee or tea
- Set up the beverage table and the food table
- Hold/serve tray with cups of wine for those attending Kiddush
- Clean up after the Oneg/Kiddush

You are not responsible for purchasing:

- Challah
- Wine
- Coffee
- Tea
- Sugar
- Paper goods

Location of items in kitchen:

- Coffee - Use the Keurig on the Small white cabinet/drawer unit on the right as you enter the kitchen; there will be a coffee pods in the K-Cup Carousel.
- Wine - Silver refrigerator (NOTE: Do not use supplies that are labeled for Bar/Bat Mitzvah, or other special events).
- Challah boards/challah covers and Rabbi's Kiddush cups - Under the stainless steel counters in plastic containers
- Tea/Cups/Sugar/Napkins/Tablecloths - Black storage cabinet marked "Oneg"
- Serving trays/Small Plastic Bowls/Serving Spoons/Cream Pitchers – Cabinet marked "Sisterhood", opposite the coffee pot
- Glass pitchers and large bowls - Upper white cabinets facing kitchen door

SHOPPING LIST:

NOTE: Expected Attendance:

- **Standard Service: 20-30 people**
- **Family Service: 35-45 people**

• PASTRIES:

- Homemade or purchased, following the Kashrut policy, such as Stella D'Oro (pareve), Pepperidge Farm (K or U) or Entemann's (K or U).
- Animal shortening **must not** be used in any food brought into the synagogue.

• AMOUNT:

- 2-3 dozen pieces of pastry per sponsor (e.g. cookies, brownies, etc.) for a standard Shabbat service
- 3-4 dozen per sponsor for a family or holiday service.

• MILK/CREAM:

- One pint is sufficient for coffee/tea at most services. For larger services, please plan accordingly.

• APPLE JUICE:

- One 64 ounce bottle for a standard service
- Two – three, 64 ounce bottles for a holiday or family service.
- Four – six, 64oz. bottles is normally sufficient for a holiday or children's service.

SETTING UP:

1. COVER TABLES:

- Cover the Beverage and Food tables.

2. PREPARE COFFEE & TEA: (Optional*)

- For a regular service, use the Keurig coffee maker.
- There will be Keurig K-Cups in the Carousel.
- Fill Keurig reservoir with water and plug in.
- The Keurig can also be used to make hot water for tea.
- **During the summer months you may want to substitute seltzer water for the coffee and tea.**

3. PREPARE MILK/CREAM/JUICE:

- Fill milk/cream and juice pitcher(s).
- Can opener in black Oneg cabinet
- Start with one pitcher of juice for a standard service and 2-3 cans for a larger service.

4. PRE-POUR WINE AND JUICE CUPS:

- Pour small cups of juice and wine and place in tray in refrigerator
- Juice should be half a cup
- Wine should be 1 – 1 ½ inches
- **The Rabbi's Kiddush cup should be filled halfway.**

5. ARRANGE COOKIES/PASTRIES:

- Use glass or plastic platters from black Oneg cabinet.

6. PLACE CHALLAH:

- Use a board and a challah cover **NOTE: Challah boards are to be used only for challah.**

7. ON SHABBAT ONLY: Before services begin, place Shabbat candles on the small table in the sanctuary. The candles, two candle holders, small plastic tray and matches are in the black Oneg cabinet. **Note: Shabbat candles are only lit if services begin prior to sundown.**

8. SET TABLES as follows:

• **Beverage Table:**

- pre-poured cups of juice
- pitcher filled with juice
- extra cold cups
- napkins
- hot cups (near Keurig)
- tea bags
- Keurig
- sugar, cream, stirrers

• **Food Table:**

- cookies/pastries/fruit
- small plates or cups for fruit
- forks or spoons for fruit
- napkins
- challah
- Rabbi's Kiddush cup with wine (half-filled)

9. LAST MINUTE PREPARATIONS:

- Leave service at the end of the *Alenu* prayer
- Put the milk/cream pitcher on the beverage table
- Place the half-filled Rabbi's Kiddush cup in front of the challah on the food table.
- Arrange all refreshments on the food table.
- Sponsors should hold the trays of wine and juice as the congregants enter the social hall.

10. CLEAN UP:

- Return unused supplies to the proper cabinets
- Wash, dry and return the platters, pitchers, trays, utensils, etc. to their proper locations.
- Return challah board, challah covering, and rabbi's kiddush cup to plastic container.
- Wipe down all countertops and other surfaces. .
- Turn off coffee maker
- Leftover juice left in the refrigerator or brought home. Cover the top of any juice pitcher with plastic wrap.
- Do not save any open milk/cream in the refrigerator.
- Take home or dispose of any leftover foods

You are not responsible for the Tot Shabbat.

You are not responsible for locking up the synagogue.