

GUIDELINES FOR SHABBAT SPONSORS



Each congregational member or family is expected to sign up for at least two dates per year. On those dates, they will be responsible for bringing food and other supplies, and for clean-up before and after services and study on either Friday evening or Saturday morning. The chairs and tables are set up prior to services.

Our community is now offering a green option for our Shabbat Oneg and Kiddush. As a volunteer sponsor, feel free to exercise either the green or traditional option. No questions asked! We anticipate that the green option will be most popular at larger community services such as Friday Nights Live, which will ensure a meaningful reduction in trash.

For the **green option**, SHN has supplied dishwasher safe plates and flatware, tablecloths, and cloth napkins that are reusable. Pink baskets, large enough to transport these items to your home for cleaning, are in the SHN storage closet. The goal is for sponsors to return clean supplies at a service within two weeks after taking them home. However, we have sufficient supplies to last longer than three weeks. You may also return items at the beginning of a service, even if you can't stay. In the future, we hope to arrange more flexible drop off times at the church. Please note that we do not plan to switch out the disposable Kiddush cups or the disposable hot beverage cups.

For the **traditional option**, we will indefinitely maintain our supply of plastic silverware, paper plates, and paper napkins. We will take an inventory of supplies at least twice a year. Please be aware that trash removal and recycling onsite is the sponsor's responsibility. We have always used cloth tablecloths that occasionally require laundering.

FRIDAY EVENING SERVICES

- ❖ **Kabbalat Shabbat with Kolot HaLev** (please check the weekly email for this schedule) **and Hazzan Ramón**
 - Set up at 6:30 pm
 - Service begins at 7 pm
 - Service ends and Oneg begins about 8:30 pm
 - Finish clean up and be ready to leave by 9:30 pm

- ❖ **Friday Nights Live—Pot Luck and Speaker** (please check the weekly email for this schedule) **with Rabbi Gilah**
 - Set up at 6:00 pm
 - Service begins at 6:30 pm
 - Pot luck dinner begins at 7:15 pm
 - Finish clean up and be ready to leave by 9:15 pm

SATURDAY MORNING SERVICES

- ❖ **Shabbat Morning Service with Hazzan Ramón** (chairs arranged in a circle or rows, depending on number of attendees)
 - Service begins at 9:30 am
 - Service ends and Kiddush begins at 12:00 noon
 - Finish clean up and be ready to leave by 12:30 pm

- ❖ **Rabbi's Table with Rabbi Gilah** (see posted diagram in closet for setup)
 - Service begins at 9:30 am
 - Service and discussion ends; Kiddush begins at 12:00 noon
 - Finish clean up and be ready to leave by 1:00 pm

CHECK-LIST FOR FRIDAY EVENINGS

Set Up for Shabbat with Kolot HaLev

- Bring 2 challahs
- Bring 1 small bottle of purple grape juice (2 small or 1 large bottle on choir nights). Check the closet to see if there are unopened bottles of juice before you open a new one.
- Bring food for Oneg. See below for suggested food ideas. Please remove noisy plastic “safety wrappers” from packaged items after services are over.
- Our storage closet is to the right of the kitchen in the community room. The closet is locked. The key is in a lockbox in the Bima table. Please remember to put the key back in the lockbox afterward.
- Put out tablecloths (in marked storage boxes), food, and juice. Put out challah; cover it with a napkin or challah cover (in a storage box marked “ritual objects”).
- Put out plates, napkins, and cups; Kiddush goblet for clergy (in blue box with ritual objects); platters, serving plates, etc., as needed. During the Aleinu (near the end of the service), pour small cups of grape juice.

Clean Up: *Please remember that on Saturday morning congregants will see the room exactly as it was left on Friday night. When cleaning up on Friday night, please assist in preparing the room for the next morning.*

- Keep Torah in locked storage closet until Saturday morning.
- Return siddurim (prayer books) on the bookshelves.
- Put all used plates, cups, and utensils in carry-home basket and wash in the dishwasher; return by next Shabbat.
- Check tablecloths; if stained, take home and wash; return by the next Shabbat.
- No food item should be left in the refrigerator or in the storage closet. We are not allowed to store anything in the kitchen per church policy.
- Leave 25 chairs out for the morning service, arranged in rows. Please move the bima table to its regular spot in front of the ark. If possible, please set up the room for Shabbat morning services, and cover tables with tablecloths. Setup diagrams are posted on the wall in the closet.
- Check to make sure all windows are closed and doors to patio are locked. If the sign on the door to the parking lot indicates the studio upstairs is closed, please make sure the door to the parking lot is closed.
- Sweep the floor after the food has been cleared away.
- Take out trash and recyclables to the bins in the parking lot (near Harlow Hall end).

CHECK-LIST FOR SATURDAY MORNINGS

Set Up

- Place Torah in ark.
- Bring one loaf of challah.
- Bring one bottle of purple grape juice.
- Bring food for Kiddush (see guidelines below).
- If there was a service on Friday night: Please check to make sure no open bottles are in the small refrigerator and take all open bottles home—do not store them in the refrigerator and recycle the empty bottles. We are not allowed to store anything in the kitchen, per church policy.
- Open the storage closet—someone from the congregation will unlock it or use the key in lockbox inside the bima table (Please make sure the key is put back in the lockbox. Enter the combination before you put the key in the lockbox.)
- Bring out plates, napkins, small juice cups; Kiddush cup for clergy (in blue box); platters, serving plates, utensils, as needed.
- Place food and drinks you bring on the long tables.
- Please remove noisy plastic “safety wrappers” from packaged items *after* services are over or outside in the hallway.
- Put out loaf of challah; cover it with a napkin or challah cover (in one of the storage boxes).
- Put out silver Kiddush cup (in blue box) for clergy.

- ☑ During the Aleinu (near the end of the service) pour small cups of grape juice. Please distribute cups of grape juice during Adon Olam.

Clean Up

- ☑ Place siddurim (prayerbooks) and Chumashim (Tanakhs) on the bookshelves.
- ☑ Return kippot, storage boxes, bookshelves, ark, and Torah to the storage closet.
- ☑ For the Green Option, put all used plates, cups, and utensils in a carry-home basket and wash in your dishwasher; return in two weeks' time.
- ☑ Check tablecloths; if stained, please take home and wash; return in two weeks' time.
- ☑ No food item should be left in the refrigerator or in the storage closet. We are not able to store anything in the kitchen per church policy.
- ☑ Fold chairs and tables and place against walls of the room.
- ☑ Sweep the floor after the food has been cleared away.
- ☑ Take out trash and recyclables to the bins in the parking lot (near Harlow Hall end).

SUGGESTED FOOD AND SUPPLIES

Friday Nights Live (pot luck)

- Two loaves of challah
- One small bottle purple grape juice (use any juice that is in the refrigerator or in the storage closet before you open a new one)
- Soft drinks for 25 people—soda, bottled water, lemonade, iced tea

Choir Shabbat

- Two loaves of challah
- One large bottle of purple grape juice (use any juice that is in the refrigerator or in the storage closet before you open a new one)
- Vegetarian finger food for 45 people—such as fresh fruit, veggies and dip, hummus and pita bread, cheese and crackers, dried fruit, nuts, rugelach, cookies, cake (bite-size pieces)

Saturday Morning Services

- One loaf of challah
- One bottle of purple grape juice (use any juice that is in the refrigerator or in the storage closet before you open a new one)
- Light lunch for 25—such as bagels and cream cheese; salads; cheese and crackers; pastries, muffins, or coffee cake; fresh or dried fruit; veggies.

Thank you very much for your help and for being a valued part of our community; it's extremely appreciated!

For questions about these guidelines, contact: Amy Plotnick, Shabbat Sponsor Coordinator, ajplotnick@verizon.net, 301.593.6633