

## CONGREGATION HAKAFA SHABBAT SERVICE ONEG HOSTING INSTRUCTIONS

Thank you for volunteering to host a Hakafa Oneg Shabbat.

If you are hosting on a night when our service is via Zoom only,  
please see instructions at the end of this document for how to host a virtual oneg.

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### HOSTING AN IN-PERSON ONEG

From September through May, our Friday Evening Kabbalat Shabbat Services take place **indoors** at the **Winnetka Community House** (620 Lincoln Avenue, Winnetka).

All services will take place in-person and via-Zoom EXCEPT the last Friday of each month, which will continue to be via Zoom only (not in-person).

#### ITEMS THAT HAKAFA SUPPLIES:

The items listed below are supplied by Hakafa and will be brought into the service/oneg room on a cart by the Winnetka Community House custodial staff. If they do not bring the cart in, it can be found in our storage closet located just beyond and to the left of room 102. It is the first door on the left after turning the corner. The closet should be unlocked for us, but if it is not, the custodial staff may be contacted for access. Hakafa does not have a key.

Additional supplies, if needed, are on the shelves in the above mentioned storage closet. If these supplies are running low, please let the oneg coordinators (oneg@hakafa.org) know.

- Kiddush Cup
- Challah Tray and Cover
- Candlesticks/ Candles/Matches/Candle Wax Drip Guards (foil)
- Kippot
- Masks
- Name Tags/Pens/Welcome to Hakafa sign
- Serving Platters
- Cart of prayer books (which the custodial staff will have put into the room)

#### HOST PROVIDES THE FOLLOWING:

There are usually around 20-30 people in attendance, but please check the Hakafa calendar or check with the coordinators a few days before to see if there's a special guest or other event which might result in a larger than usual crowd. If you're having the special event, please plan for 20-30 people in addition to your own likely guest count.

- Paper Goods (cups, plates, napkins, forks/knives/spoons - as needed)
- Challah (a must)
- Grape Juice for Kiddush (NOT wine) – a must
- Food: Keep it simple! Some suggestions include cake, cookies, fruit, cheese & crackers, snacks (pretzels or popcorn), or anything else you'd like to bring!
- Serving utensils if needed (spatulas, knives, etc.)
- Serving trays as needed.
- Beverages (non-alcoholic): Again, keep it simple! Some suggestions include iced tea, lemonade, soda, water. There is a pitcher on the cart of Hakafa supplies. We have access to an ice machine and water in the kitchen off of Room 101.

## PROCEDURES / RESPONSIBILITIES:

- Please arrive at 6:45 PM for our regular 7:30 PM service, but please check the Hakafa calendar or check with the Oneg Coordinators in case there is an early start time.
- Location: Both the service and oneg take place in Room 101 at the Winnetka Community House (620 Lincoln Avenue, Winnetka).
- Ask the service leader how you can help with general set up.
- Once the service is set-up, then set up for the Oneg.
  - Put the candles in the tall candlesticks and put a 3<sup>rd</sup> candle in one of the smaller holders. Please use the candle wax drip guards. All 3 candlesticks can be put onto a tray and placed at the end of the Torah table.
  - Set out the basket of kippot, face masks, name tags/pens, and prayer booklets on the card table near the entrance to the room. The “Welcome to Hakafa” sign can be propped up on this card table, as well.
  - Put the Tzedakah Box/Can on the oneg table.
  - Put out the filled kiddush cup and challah/tray/cover on the oneg table.
  - Place the food and drinks, along with paper goods, nicely on the table. We suggest keeping them covered until the end of the service.
- Stay for the Service and Oneg. It is customary and respectful for the oneg host to attend Friday evening services after setting up. Oneg hosts are often given the honor of lighting the Shabbat candles. If you would like this honor (or not), please notify the service leader prior to the service.
- Help with clean-up of both the Service and Oneg. When people start leaving, you can start to clean up. *The service leaders and others will help with clean-up.*
  - Make sure all garbage is thrown away.
  - Please clean and put the items that Hakafa provides back onto the cart. (The custodial staff will return the cart to the storage closet.)
    - Be sure the kiddush cup is washed out with soap and dried off before it is returned to the cart.
    - Please clean the wax off the candlesticks with warm water and dry them with paper towels before they are returned to the cart.
    - If you used any of Hakafa’s serving trays, please wash and dry them before they are returned to the cart.
  - Please do not leave any extra paper goods, serving platters, utensils, beverages, or food of any kind, even if they are unopened. We do not have the capacity to store these items.
- Check the tzedakah box: If money has not been removed at the end of the evening, please take it and send a check for the amount found made out to "Congregation Hakafa" to:

Congregation Hakafa  
P.O. Box 409  
Glencoe, IL 60022

Make sure to include a note explaining that the check is tzedakah from Shabbat Services. Please also include the date of the Service.

Please let our oneg coordinators, Gayle Inbinder (847-951-0380 / [oneg@hakafa.org](mailto:oneg@hakafa.org)) and Jill Mihailovic-Sternberg (773-710-4436 / [oneg@hakafa.org](mailto:oneg@hakafa.org)), know if you have any questions or comments.

Once again, thank you. We truly appreciate you - our wonderful volunteers - for helping our congregation reflect the beauty of Shabbat at our service and on our oneg table.

## HOSTING A VIRTUAL ONEG

Our service on the last Friday of each month will continue to be held via Zoom only.

- After signing up for one of our virtual oneg dates, make a donation to a charity about which you are passionate.
- Light the Shabbat candles that night at services (Our service officiants will lead us all in the blessing, unless you would prefer to recite it yourself.).
- During announcements, you will be able to tell us about the place to which you donated.
- Hakafa will make a donation to that organization in your honor.
- Even if you cannot be at our Zoom service that evening, we will tell participants about your cause, and Hakafa will make the donation in your honor.