

Dear Oneg Shabbat Sponsor:

Thank you for supporting the Congregation B’nai Torah community by sponsoring an Oneg Shabbat. Attached are guidelines that are intended to assist in providing guidance to you for this mitzvah! If you are jointly sponsoring this event, please coordinate with each other so you cover all the bases together!

Please bring sweet and savory treats for approximately 25-35 people. Finger foods, cookies/brownies/cakes, fruit, veggies, hummus, cheese and crackers are some examples. **Please don’t forget a challah!** Be as creative as you would like, keeping in mind that while our kitchen isn’t kosher, we are kosher… We also encourage you to bring fresh flowers or some decorative piece that helps make the table look festive.

**Oneg responsibilities also include SET-UP and CLEAN-UP** (see the attached guidelines). Please plan to arrive at least 15 minutes prior to services for set-up. A Ritual Committee member responsible for the service will make certain that you have access to the Temple. Please use the plastic gloves provided in the kitchen area when handling food or pouring the wine in the 2oz wine cups. **After clean-up, please remember to take home or discard all perishable food items. Do not leave them in the refrigerator**.

Many thanks to you and your family. Your sponsorship of the Oneg will be noted in the Congregation's Weekly Bulletin. If you have any questions about the Oneg, feel free to reach me at oneg@bnaitorah.com.

We highly recommend that you, as the sponsoring families, invite your friends from the Congregation, and other guests, to attend the service.  Feel free to let people know you are sponsoring this Oneg Shabbat and would enjoy their sharing a Shabbat service with them.  If you would like to dedicate this Oneg in honor of or in memory of a person or event, please e-mail the information to Robin at admin@bnaitorah.com by **Tuesday** of the week you are sponsoring so the information can be included in the Weekly Bulletin as will also be mentioned during the Friday Evening Shabbat service.

Best wishes,

Charlene Shalachman

Hospitality  Coordinator



**GUIDELINES FOR ONEG SHABBAT SPONSORS**

**Set-Up Before the Service**

1. Arrive at least 15 minutes prior to the service. A Ritual Committee member will be present to let you into the temple and to answer any questions that you may have.

2. Turn on the lights in the kitchen and the pantry (accessible through the kitchen's rear door). Paper and plastic goods (plates, napkins, utensils, cups, plastic table clothes etc.) may be found in the pantry off the kitchen. Serving trays and platters are in kitchen cabinets labelled accordingly.

3. The Oneg should be set up in the social area (the room just off the sanctuary). Recently, the room has been set up with four tables pushed together in the center, and one table against each side wall. Use the plastic rolls to cover the center tables, which will be used to serve food (e.g., challah, pastries, fruit, etc.). The far side table will be used to serve beverages (e.g., coffee, tea, soda, juice).

4. Plastic trays may be found in the kitchen, usually on the center island or in marked cabinets. Use these to array the pastries, fruit, etc., that you have brought with you. Place the challah on a tray in the center of the main table in the social area, with the other food trays around it. Put out the necessary plates, napkins, utensils, and toothpicks. Place hot and cold cups on the back table with the beverages.

5. To make coffee: use the Keurig machine, coffee supplies including the Keurig cups are located in the pantry. Condiments (sugar, Sweet-n-Low, stirrers) are in the pantry along with the coffee supplies. Place these and the Half & Half on the table with the coffee maker.

6. If you wish, hot water for tea may be obtained by using the electric tea kettle (located on one of the kitchen counters) to boil water. Decaffeinated and herbal teas may be found in the pantry on the shelves on the left hand side.

7. Wine for the Kiddush blessing may be found in the pantry (bottom shelf, left side), but check the refrigerator first for open bottles. Using the small (2 oz.) wine cups, pour small quantities into the cups and place them on a tray. Be sure also to pour white grape juice into cups for the children. Keep the tray with the wine and juice cups in the kitchen until the service ends. When the congregants enter the social area, distribute the filled cups for the blessing.

**Clean-Up After the Service**

1. Discard all used paper and plastic goods, including the disposable tablecloths, into the covered trash receptacles the kitchen. **Either take home or discard all perishable food and beverages,**including white grape juice and other juices.  DO NOT PLACE PERISHABLES in the refrigerator. Only open bottles of wine may be placed in the refrigerator. And PLEASE do not leave seltzer bottles that have less than a full glass!!!

2. Return any unused paper and plastic goods to their appropriate bins in the pantry. Return the Keurig and electric kettle to their proper places. Wash and dry the serving trays and put them back where they came from. Wipe down the tables in the social area with a damp paper towel, and clean the counter tops in the kitchen. If needed, sweep the kitchen floor (the broom is located on the wall near the rear door). Take the trash out to the dumpster (out the side door near the classrooms) and discard; make sure the door is locked and closed. Place clean bags in the trash cans.

3. When clean-up is complete, please turn off all lights in the pantry and kitchen.

Thank you.

Charlene Shalachman,

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