

TEMPLE BRITH ACHIM
KING OF PRUSSIA, PA
GENERAL ONEG AND KIDDUSH GUIDELINES
Revised March 2014



Owner and contact information:

Temple Brith Achim
House of Worship
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ONEG and KIDDUSH Introduction

This information is provided to you to help assist you in preparing for this joyous occasion. The Oneg term is generally used for the Friday night service and the Kiddush term is generally used for the Saturday afternoon celebration.

A typical Friday evening Oneg should be prepared to serve between 20 and 30 people/congregants. Please adjust this count accordingly based on your expected guests.

The Saturday Kiddush can be simple or as extravagant as you would like. Again, plan for 20 to 30 people (congregants) plus your invited guests. The minimum for the Kiddush is challah, juice and wine along with sweets.

Friday Night Oneg Shabbat and Saturday Kiddush:

If you have not sponsored or co-sponsored an Oneg/Kiddush in the past year or have questions, please contact the Oneg Committee at oneg@brithachim.org at least one month prior to your scheduled sponsorship. The Oneg committee will be happy to schedule an appointment for a walkthrough of the kitchen and/or discuss any questions that you have that could assist you in the planning and set up.

You will require a set of keys for opening and closing the Temple over the weekend. The TBA office will issue keys to the building to you at your request on the Thursday before your weekend. Please contact the office to make arrangements for a pick up time. You will be asked to sign for the front door key and provide a \$25.00 deposit. The Temple keys must be returned to the office by the Tuesday following the weekend and your deposit will be returned at that time.

Detailed information is provided in the Oneg/Kiddush Guidelines beginning on page 3. Please note that these guidelines are for "Standard" Onegs. If you would like to discuss reserving the Social Hall for an extended Kiddush or party, please contact the TBA office for additional information.

The Rabbi usually asks the Oneg Sponsor to light and bless the Shabbat candles at the beginning of the service. The transliteration of the prayer follows:

Baruch atah Adonai Elohaynu Melech Ha-olam asher kidshanu b'mitzvotav v'tzivanu l'hadleek nayr shel Shabbat.

We praise you, Eternal God, Sovereign of the Universe, who makes us holy with mitzvot and commands us to kindle the Sabbath lights.

ONEG and KIDDUSH Shabbat Guidelines

Please notify the office if you have any special needs for set-up in the Social Hall at least *one week prior* to the date of the simcha. The Social Hall is usually set with two 6 foot long buffet tables and one round table for Motzi and Kiddush, a 6 foot long table for serving drinks, and five round 60 inch tables with 8 chairs for seating.

The following kitchen supplies are maintained in the Temple Brith Achim ("TBA") kitchen for your convenience:

- Coffee (decaf and regular)
- Coffee carafes / warmers
- Pitchers (for water, iced tea, etc.)
- Small Kiddush wine/juice cups
- Sugar and sweetener packets
- Assorted teas (selections vary)

The Friday night Oneg should include:

- Baked goods - cut and plated (*making it easy to pick up to eat*)
- 3 (three) Challot (unsliced) (*two for Friday and one for Saturday*)
- Fruit (if desired)
- Juice, Soda, Punch (or any other drink suitable for children)
- Coffee Creamer (liquid or powder)
- Wine and Grape Juice (for Kiddush)
- Additional foods as long as they meet TBA Dietary Policy and Guidelines

You will need to supply the following:

- Napkins
- Cutlery, if needed
- Serving utensils
- Hot & cold cups
- Tablecloths (Optional) Vinyl tables may be covered or not, as you choose with cloth or paper tablecloths.
- Flowers (Optional)

Note:

- Sisterhood can assist you by providing linens from Choice Party Linens, Inc. Tablecloths in a variety of colors can be obtained for a fraction of the cost of other rental services. Please contact the Gift Shop two weeks in advance of your Mitzvah to make arrangements.
- Use of linens, china, glassware and cutlery from the TBA stock are also an option. Arrangements for the use of these items must be made in advance by contacting the Temple office. You will assume responsibility for cleaning any items used.

Set Up and Clean Up Instructions

NOTE: Our kitchen is licensed by the Montgomery County Department of Health and for compliance reasons, it is very important for you to follow the directions on any posted signs in the kitchen and properly clean up.

Friday evening:

It is best to set up in the afternoon, or at least 45 minutes before services are scheduled to begin. Please double-check on the TBA website or contact the Temple office regarding the start-time of any given Shabbat Evening Service and be sure to arrange in advance with the Temple office to secure a key.

A “Shabbat Box” (containing a challah tray and knife, challah cover, ceremonial tablecloth for the small round table, and wine & grape juice trays), and Shabbat candles and candle holders along with the 1 oz Kiddush cups are located in the kitchen next to the ice maker. Use the ceremonial cloth from the Shabbat Box to cover the small circular table. Arrange 2 challot, the cutting board, and knife on this table.

A bema guest is always present for both services. They will assist with putting on the lights in the sanctuary on the bema and the memorial board. Please coordinate with them with the setup of the Kiddush cup and the Shabbat candles for the bema.

Pour juice and wine into 1 oz. cups. (TIP: Do not try to pour directly from the bottle into the small glasses, use a pitcher or cup.) Place these on the appropriately marked trays.

Arrange for two people to serve the wine and juice towards the end of the service. They should stand by the accordion doors at the back of the sanctuary when services are approaching the Motzi and Kiddush time so that people may take a cup as they enter the Social Hall smoothly as to not interrupt the conclusion of the service.

If you are making coffee, supplies are found on the shelf above the coffee maker. Follow the instructions for the pour through coffee maker posted in the kitchen. Usually, decaf coffee is used on Friday nights. If you serve both regular and decaffeinated coffee, please be sure to label the pot accordingly.

When the hot beverages are ready, pour them into the push pots. The push pots will keep the beverages hot for several hours.

An electric hot pot is in the social hall closet which is usually used to heat water for hot tea beverages.

During the warm months, many people prefer cold drinks.

During the cool months, hot beverages such as herbal teas or cocoa may be a nice addition. Beverages, both hot and cold, are usually set out on a rectangular table near the windows on the left rear of the Social Hall.

The fruit and desserts should be arranged on trays. You can tray the items at home and bring arranged, or arrange the items in the kitchen.

Leave at least one tray covered and in the kitchen for the Saturday Kiddush unless other arrangements have been made.

Food which has been displayed for public consumption is no longer considered sanitary for reuse. Therefore, you may wish to hold back some food or trays in the kitchen and restock in the social hall as needed.

Serving food trays are set up on the rectangular tables to either side of the Kiddush table.

Saturday Afternoon Kiddush:

Saturday afternoon Kiddush requires the wine and juice trays and also a challah (which was brought with the Friday night Oneg). Baked goods, fruit, and other items can be provided and is appreciated.

Cleanup Instructions:

- If you are trained in the use of the dishwasher and have chosen to use china and utensils, run the dishwasher at the end of the evening.
- All food and drinks are to be removed from TBA or properly labeled, dated and stored.
- Labels and bags for storage are located above the prep sink. Please remember that items that were placed out for consumption are no longer able to be saved for public use at TBA. If you are donating food that was not set out for the Oneg/Kiddush, then labeling is required. If you are donating items to Caring Community, please follow the below.

Caring Community of TBA:

Dinner food that can be frozen can be packaged and delivered to congregants in case of illness, hospital stays, bereavement, etc. Please mark the containers "For Caring Community" and clearly indicate what is in the container. Be sure to note whether the item contains meat or dairy and whether or not it contains nuts. *Please note the donation date!!* Store in the caring community freezer (near the icemaker).

- Do not leave any other food or drink in the refrigerator or the kitchen (except Friday evening for Saturday Kiddush – one Challah and a tray or two of baked goods should be left in the refrigerator).
- Turn off coffee pots. Dump grounds. Wash pots and plastic filter.
- Shake out tablecloths.
- Clean paper tablecloths may be left on tables for Saturday.
- If borrowing cloth linens from the TBA supply, they must be cleaned and returned within the week.
- Rental linens must be collected at the end of the affair and stacked for pick up.
- Wash any trays, serving pieces, pitchers, hot pots, etc. and return to proper storage.
- Clean and clear counter tops.

- Used towels deposit in the towel box in the bottom of the main freezer.
- All trash is to be deposited in garbage cans. Deposit recycling in blue bin or the larger bins on the outside landing. Be sure kitchen door is pulled closed tightly behind you and relocks itself.
- If you are the last one in the building, turn off lights and lock outside door with your key.

Note:

It is important that you take seriously the responsibility of the security of the Temple. When you leave the building, all lights (including bathrooms) must be turned off, and all the doors and windows to the building must be securely shut and locked behind you.

Options for Oneg/Kiddush Assistance

There are options to hire a caterer to help you with your Oneg. Since the Temple's kitchen is State Licensed for commercial use, only those trained can operate the appliances. The following are the current approved caterers for TBA. (Please contact the Temple office and let them know if you are using them for your event.)

Budd Cohen - chefdad007@msn.com

Caterer by Design – Pete Loevy 215-866-9500

Jessica Borkosky - jborkosky@yahoo.com - (570) 815-4648

If you have another caterer you would prefer to work with, please contact the Temple office to discuss the approval and contract process.