**Oneg Shabbat / Kiddush Host Instructions**

Please coordinate your plans with other Hosts. Please plan on being at the synagogue approximately 30 minutes prior to the start of services. The board member on duty will be there to open the synagogue at that time.

The duties of host families are to:

* •  Provide cookies, fruit, veggies, &/or cheese & crackers
* •  Provide milk/light cream for coffee or tea
* •  Set up the beverage table and the 2 food tables
* •  Hold tray with cups of wine for those attending Kiddush
* •  Clean up after the Oneg/Kiddush

CBE will provide:

* •  Challah Tea
* •  Wine Sugar
* •  Coffee Paper Goods
* White Grape Juice

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 coffee pods in the K-Cup Carousel.
* •  Wine - Silver refrigerator. Do not use supplies labeled for special events.
* •  Challah boards and covers and Rabbi’s Kiddush cup – in small cabinet on the right as you walk in the doors; marked Religious Items
* •  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:

Anticipated Attendance:  Standard Service: 20-30 Ruach Service: 35-45

• BAKED GOODS:
Homemade or purchased, following the Kashrut policy, such as Stella D’Oro (pareve), Pepperidge Farm (K or U) or Entemann’s (K or U).
o Please do NOT bring Animal shortening in any food brought into CBE.

• AMOUNT:
o 1-2 dozen of baked goods, &/or cheese and crackers &/or veggies and hummus per host for a standard Shabbat service
o 2-3 dozen per host for a Ruach or Holiday service.

• MILK or CREAM:
o One pint of either is sufficient for coffee/tea at most services. For larger services, please plan accordingly.

SETTING UP:

1. COVER TABLES:

o Cover the Beverage and 2 Food tables.

2. PREPARE COFFEE & TEA: In summer you can substitute seltzer water

o For a regular service, use the Keurig coffee maker.
o There will be Keurig K-Cups in the Carousel.
o Fill Keurig reservoir with water and plug in.
o The Keurig can also be used to make hot water for tea.

3. PREPARE MILK and ICE WATER:
o Fill cream pitcher, and ice water pitcher(s).
o Can opener in black Oneg cabinet

4. PRE-POUR WINE AND JUICE CUPS:
o Pour small cups of juice and wine and place on tray in refrigerator

o Juice should be half a cup
o Wine should be 1 – 1 & 1⁄2inches
o The Rabbi’s Kiddush cup should be filled halfway.

5. ARRANGE Cookies, Veggies, Cheese and Crackers and/or Fruit:
o Use glass or plastic platters from black Oneg cabinet.

6. PLACE CHALLAH:
o Use only a Challah board, plus cover found in the low white cabinet to the right of the doors as you walk in – It is marked: Ritual Objects

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.

8. SET TABLES as follows:

• BEVERAGE TABLE:

🞎 pre-poured cups of juice 🞎 pitcher of ice water 🞎 extra cold cups
🞎 napkins
🞎 hot cups (near Keurig) 🞎 tea bags
🞎 Keurig and caddy
🞎 sugar, cream, stirrers

• FOOD TABLES: On Large Table

🞎 cookies/veggies/fruit/cheese and crackers
🞎 small plates or cups for fruit/veggies
🞎 forks or spoons for fruit
🞎 napkins
🞎 Challah
🞎 Rabbi’s Kiddush cup with wine (half- filled)

On Small Table: Gluten Free baked good(s), veggies and/or fruit