



B'nai Torah

Dear Oneg Shabbat Sponsor:

Thank you for sponsoring an Oneg Shabbat. If you are jointly sponsoring this event, please coordinate with one another regarding what to bring to the Temple for the Oneg.

Your family should bring the following items to the Temple: Challah, Light Cream, Brownies/cookies/cakes, Fruit/Veggies and flowers or some decorative piece that will make the table look festive. Assume that approximately 25-30 people will attend the service. The Congregation provides coffee/tea, wine, juice, soda and paper/plastic goods. **Oneg responsibilities also include SET-UP and CLEAN-UP** (see the instructions below). 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 at 6:45 pm. 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 duly noted in the Congregation's Weekly Bulletin and in The Spirit. If you have any questions about the Oneg, feel free to call me at my home number (508-309-4063).

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 Matt Siegel at masiegel@comcast.net by **Tuesday** of the week you are sponsoring so the information can be included in the Weekly Bulletin along with e-mailing the Rabbi at Rabbi@bnaitorah.com and this fact will also be mentioned at the service.

Best wishes,

Charlene Shalachman
Hospitality



B'nai Torah

LIST OF DUTIES/RESPONSIBILITIES FOR ONEG SHABBATS

Set-Up Before the Service

1. Arrive 15 minutes prior to the service. A Ritual Committee member should be present, to make certain that the kitchen and pantry and closet door in the Oneg room are open to you, 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. On the left side there are trays with many of the items you will need to put out. On the right side are the larger items
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 2 paper tablecloths lengthwise 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. Please do not use any supplies from the refrigerator shelves marked "ADMINISTRATION ONLY." Use only decaffeinated coffee. Condiments (sugar, Sweet-n-Low, stirrers) are in the pantry and with the coffee supplies. Place these and the Half & Half on the table with the coffee maker(s).
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.
2. Return any unused paper and plastic goods to their appropriate bins in the pantry. Rinse out the coffee maker and/or urn, and return them (with electric cords!) to their proper places. Wash and dry the serving trays; return them to the kitchen. 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.
NOTE: If you have used cloths in the kitchen, please take them home, launder them, and return them to the kitchen at your earliest convenience.
Thank you.

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