

Roles and Requirements for Events Coordinators at Congregation Shir Ami

1. Labor Day BBQ

a. Goal of event:

Fund Raiser
Recruiting Tool/Event
Kick-off to year

Projected number of attendees: 100

Special ritual objects req'd (if any): none

b. Service leader (if any): none

c. Tasks req'd of event leader (can be delegated):

1. obtain/solicit donations for auction
2. obtain/solicit underwriting of food and other costs
3. set entrance pricing, auction and raffle ticket prices
4. create flier; assign distribution of side dishes, desserts
5. set up, send and monitor Evite
6. contact prospective members
7. get teams for setup and clean-up and cooking
8. purchase food
 1. hamburgers, salmon burgers, veggie burgers, hotdogs
 2. condiments
 3. buns
 4. drinks
 5. charcoal
9. check-in table staffing and supplies
 1. auction tickets
 2. raffle tickets
 3. change
 4. name tags

2. High Holidays

- a. **Goal of the event:**
 - Religious observance
 - Fund raiser (memorial donations and non-member tickets)
 - No charges for members
- b. **Projected number of attendees:** 80-100+ at each of 4 services
- c. **Special ritual objects required, if any:**
 - change Torah raiment to white,
 - change covers on reader's table to white,
 - polish silver,
 - havdalah set
 - extra chairs on bimah, remove plants
 - 1st fruit for special blessing
- d. **Service leader(s):** both student rabbis, cantorial soloist, Torah readers, assigned readers, aliyot for both services
- e. **Tasks required of event leader(s):**
 - 1. **Rosh Hashanah onegs:**
 - Erev: round challot, drinks, sweet desserts (arrange for donations?), wine/juice
 - Afternoon: more drinks, desserts, reason to talk for a bit
 - 2. **YK Break the Fast:**
 - set up/clean up crews
 - round challot, donated food, flier in advance to solicit specific foods, wine/juice, coffee, tea
 - 3. **Create and distribute fliers**
 - for schedule and for memorial names
 - 4. **Arrange for, distribute and remind for all honors**
 - 5. **General Temple cleanup before RH**
 - 6. **Order & pickup flowers for RH & YK**
 - 7. **Security measures TBD on a yearly basis, including, but not limited to, greeters and nametags**

3. Sukkot

- a. **Goal of the event:**
Religious observance
Potluck, shared dinner in the sukkah
- b. **Projected number of attendees:** 35
- c. **Special ritual objects required, if any:**
change raiment and covers back to regular
obtain lulav and etrog
service does not usually include a Torah reading
- d. **Service leader:** 1 student rabbi
- e. **Tasks required of event leader(s):**
begin decorating sukkah after break the fast on Yom Kippur
complete decorating with school (coordinate with HOS about decorations and if school schedule permits)
arrange for fliers in bulletin, including distribution of food for potluck
oneg: drinks, challah, set up and clean up in kitchen
arrange for tables and chairs out by the sukkah for potluck
lighting/flashlights/lanterns
siddurs

4. Simchat Torah

- a. **Goal of the event:**
Religious observance
- b. **Projected number of attendees:** 30-40
- c. **Special ritual objects required, if any:**
Both Torahs, rolled to one at the end & one at the beginning
- d. **Service leader:** 1 student rabbi
- e. **Tasks required of event leader(s):**
 - 1. arrange for candy, flags, paper bags and fruit to be distributed during the 7 hakafot
 - 2. Coordinate with HOS if there are students for consecration (beginning Hebrew learners, typically 3rd graders). If so, have HOS coordinate with rabbi about ceremony. Get certificates.
 - 3. Ask these families to provide oneg?

5. Chanukah

- a. **Goal of the event:**
Religious observance
Potluck
Recruiting event for families with young children
- b. **Projected number of attendees:** 30-40
- c. **Special ritual objects required, if any:**
Chanukiah (Menorahs) and candles, each family brings own
- d. **Service leader:** 1 student rabbi (if calendar permits)
- e. **Tasks required of event leader(s)**
advertising in the local papers
flier including food distribution for potluck
- f. Arrange for latkes to be part of meal

Note: in 5769, Chanukah begins on Sunday, December 21. Other solutions maybe required as HUC and local schools are already on winter break.

6. Tu B'Shevat

- a. **Goal of the event:**
Religious observance
Seder
- b. **Projected number of attendees:** 40-50
- c. **Special ritual objects required if any:**
Red and white wine/red and white grape juice
Seder plates, approximately one for every 6 people, containing at least 15 kinds of fruits and nuts (at least 5 in each of the three categories listed here):

First World:

Hard outer shell:

Pomegranates
Walnuts
Almonds
Coconuts
Pine nuts
Pistachios
Bananas
Hazelnuts
Pecans
Oranges
Kiwis

Second World:

Inner Pit:

Olives
Dates
Cherries
Apricots
Peaches
Loquats
Plums/Prunes
Quince
(I have quince preserves)

Third World:

Completely edible:

Figs
Strawberries
Apples
Raisins
Grapes
Carobs
Pears
Berries
Mango

- d. Service leader:** 1 lay leader (+ student rabbi if calendar permits). Service leader is responsible for haggadah and any handouts. Also time to collect for trees in Israel.
- e. Tasks required of event leader:**
 - Send out Evite; set prices to cover costs.
 - Get additional volunteers for set up and clean up – at least 4
 - Set up tables and chairs for a seder, tablecloths, plates and utensils from cupboard
 - Prepare seder plates, 1 for every 6 people, containing at least 5 types from each category on list. Prepare wine and grape juice, both colors of each for each group of 6
 - Flowers on each table would be lovely
 - “Cater” a holiday dinner (chicken, rice, salad and bread is fine); dessert is not necessary. Have this available for 1 to 1.5 hours after start of seder.

7. Shabbat across America

- a. Goal of the event:**
 - religious observance, “true” Shabbat experience
 - outreach into the community, Jewish and non-Jewish
 - in 5769 the event will be on March 20, 2009
- b. Projected number of attendees:** 30-40
- c. Special ritual objects required, if any:**
 - candles, wine/juice and challah, preferably sets on each table and wine/juice for each participant (can live with 1 set of candles and 2 challot for head table), siddurs, blessing cards for candles, kiddush, challah and birkot hamazon
- d. Service leader:** Student rabbi and/or lay leader depending upon calendar
- e. Tasks required of event leader:**
 - Register Shir Ami with the parent organization, NJOP, to take advantage of their publicity. http://www.njop.org/html/shabbat_across_usa_can.html
 - Send out Evite; set prices for members to cover costs; guests are free
 - Get volunteers to help with setup and cleanup
 - Arrange for advertising in local papers
 - Arrange for “catered” Shabbat meal (chicken, rice, veggie/salad, dessert)
 - Set up tables, chairs for a Shabbat meal, tablecloths, plates, utensils

8. Purim

- a. **Goal of the event:**
Religious observance
Fun
- b. **Projected number of attendees:** 50
- c. **Special ritual objects required, if any:**
graggers, costumes, megillah (Shir Ami doesn't have a scroll)
Usual Shabbat requirements as the two will be done together
- d. **Service leader:** 1 student rabbi
- e. **Tasks required of event leader:**
Arrange for flier
Find and distribute graggers
have hamentaschen at oneg

9. Pesach

- a. **Goal of the event:**
Religious observance
Community outreach
Schedule for Saturday evening within the week of Passover
- b. **Projected number of attendees:** 90-100
- c. **Special ritual objects required, if any:**
Seder plates for each table, haggadot for participants, parsley, charoset, matzo, horseradish, etc. Traditional foods, including chicken soup with matzo balls, gefilte fish, etc.
- d. **Service leader:** 1 with musical capability
- e. **Tasks required of event leader:** see addenda at end of this report for special requirements for Pesach from Community Seder committee

10. Shavuot

- a. **Goal of the event:**
Religious event, Shabbat service, first summer service
Confirmation service for graduates of confirmation class
Honor any high school graduating seniors
- b. **Projected number of attendees:** 60+
- c. **Special ritual objects required, if any:**
Decorate bimah area in greenery
Certificates and gifts for confirmands
Blessing liturgy, Keshet brochures, and gifts for graduating seniors
- d. **Service leader:** 1 lay leader plus the confirmands

e. Tasks required of event leader:

Plan the service with the confirmation class, preparing the students to read Torah and write their “speeches” and the role of the classmates.
Invitations for seniors and their parents, plus follow-up phone calls
Set up, clean up
Oneg – primarily dairy in honor of holiday; fancy challah

11. Additional items to be added

- a. Welcoming new members
 - 1. usually done in early December
 - 2. contact each new family and specifically invite them
 - 3. Prepare gift basket for each family (mini-challah, grape juice, salt, candles, etc.)
 - 4. Present gifts and welcome during the service
- b. End of the year party,
 - 1. Picnic-style potluck
 - 2. Annual Community meeting
 - 3. Thank you gifts to rabbis, teachers, etc.
 - 4. Certificates for students

12. Castro Valley Fall Festival

a. Goal of the event:

Outreach

b. Projected number of attendees: 50 copies of handouts

c. Special ritual objects required, if any:

Handouts: general Shir Ami brochure, HHD service flier, religious school flier, Rosh Chodesh flier, Adult Ed flier, Membership form, copies of Bulletin, Chanukah Faire & Boutique flier, bowl of candy or other give away for kids, contest (guess # of dreidels)

d. Service leader: One coordinator and multiple volunteers to staff the table.

e. Tasks required of event leader:

Register in late July with Festival Productions through the Chamber of Commerce
Follow up to find out where our booth location is
Set up our space with table, tablecloth, chairs, Shir Ami banner, awning,
Arrange pairs of Shir Ami members to staff the table in two-hour shifts for both days of the festival
Provide a spiral notebook for writing down contact info and notes of all contacts
Store handouts and notebook securely overnight on Saturday
Arrange to tear down booth on Sunday evening and return all items to Shir Ami

13. Bar/Bat Mitzvahs

a. Goal of the event:

Life cycle

Dates vary year round

b. Projected number of attendees: 75-110+

c. Special ritual objects required

Torah

Prayer books or individually made sets

Kiddush cup, challah, wine (supplied by family)

Certificate to B'Nai Mitzvah

Kiddish cup or Candle Sticks as gift to Bar/Bat Mitzvah child or adult

d. Service leader: Rabbinic Intern and/or Rabbi

Congregant(s) designated to present gifts from Shir Ami

e. Tasks required of event leader:

Coordination with B'nai Mitzvah families for set up and clean up on both

Friday Night (oneg) and Saturday morning (Kiddush)

Coordination with family on special needs and requirements

Coordination with Temple representative for gift presentations

Pesach/Passover requirements for community seder

COMMUNITY SEDER SET UP LIST

1. Place settings:
 - a. Paper seder plates
 - b. Fork, knife, soup spoon
 - c. Plastic cup
 - d. Napkins
2. Coffee Area: coffee pots (one for coffee, one for tea), coffee cups, tea (I purchased a few boxes), creamer, sugar, spoons (just a few)
3. Dessert Area: desserts, dessert plates, napkins
4. Entrée Area: chafing trays, dinner plates, serving utensils
 - a. Fill trays with food
5. Fill soup pots with soup
6. On Tables:
 - a. Bowl with 7 – 8 eggs
 - b. Bowl with parsley
 - c. Bowl with salt water
 - d. Bowl with charoset
 - e. Bowl with horseradish
 - f. Matzo plate with matzo
 - g. Juice in pitchers
 - h. 2 bottles of water
 - i. One bottle of wine
 - j. Elijah's cup with wine
 - k. Miriam's cup with water
7. Seder Plates
 - a. Horseradish (root)
 - b. Orange
 - c. Parsley
 - d. Charoset
 - e. Lamb shank bone
 - f. Roasted egg

Shir Ami Community Seder Task List

| What | Who |
|--|-----|
| <u>Room Logistics:</u> <ul style="list-style-type: none"> • Reserve • Arrange for payment | |
| <u>Publicity:</u> <ul style="list-style-type: none"> • Bulletin • Evite • Newspapers • Contact local colleges • Inform South Hayward Parish | |
| Shir Ami website | |
| Ask Jan to send evite to non-SA Rosh Chodesh members | |
| Post Flyer at Palomares Café, Aran's | |
| <u>Set-Up:</u> <ul style="list-style-type: none"> • Identify volunteers | |
| <u>Servers</u> <ul style="list-style-type: none"> • Hiring servers • Instructing servers at event • Arranging for payment of servers | |
| <u>Order food from Caterer</u> To include matzo ball soup and gefilte fish | |
| <u>Seder Ceremonial Items</u> <ul style="list-style-type: none"> • Seder Plates | |
| <ul style="list-style-type: none"> • Matzo plates | |
| <ul style="list-style-type: none"> • Matzo covers • Charoset | |
| <ul style="list-style-type: none"> • Horseradish (prepared and root) • Parsley • Oranges • Hard boiled eggs • Wine (in addition to 5 bottles in temple) • Coffee | |

| | |
|---|--|
| <ul style="list-style-type: none"> • One paper tablecloth for children's table • Name Tags • Ladle • Dish rags • Roast Egg • Lamb shank | |
| Purchasing: <ul style="list-style-type: none"> • Paper Goods: <ul style="list-style-type: none"> ○ Dinner plates ○ Dessert plates ○ Juice cups (2x) ○ Wine cups ○ Utensils ○ Napkins • Grape Juice • Bottled Water • Matzo • Other paper goods: <ul style="list-style-type: none"> • Plates for seder service • Coffee cups • Soup bowls • Plastic spoons for soup | |
| Desserts | |
| Elijah and Miriam Cups Need ~16- 20 cups | |
| Candleholders & candles – for head table only | |
| Tablecloths | |
| OTHER: <ul style="list-style-type: none"> • Havdallah service items | |
| <ul style="list-style-type: none"> • Haggadot | |
| Child Care (if needed) | |
| Greeters | |
| Acknowledge donors/volunteers | |

Break the Fast Suggested Menu

Noodle Kugels
Tuna fish salad
Egg salad or Deviled Eggs
Assorted sliced cheeses
Round Challas
Veggie Trays
Fruit salad or Fruit trays
Spanikopeda
Hummus and Pita
Potato Salad
Herring
Lilly's Oriental Salad
Pickles, Olives
Desserts
Coffee, Tea, Punch, Diet drinks
Wine for Kiddish