

## Instructions for Hosting an Oneg

**This is a regular Shabbat service starting at 8 pm. Please plan to arrive by 7:45 for setup.**

You will need to bring:

Challah, grape juice, sweet wine, and an assortment of dessert items (fruit, baked goods, cheese and crackers, etc.). For a regular Friday night service, expect 15 to 25 people. For a special event or holiday service, expect as many as 40-60 people.

The temple provides paper goods, small cups for Kiddush, coffee, tea, sugar, creamer, etc. If paper supplies in the cabinet are low, check the bathtub for additional supplies. If you notice supplies getting very low, write what is missing or needed on the list located in the cabinet where the oneg supplies are kept so that we can replenish it on our next shopping trip.

In an effort to *Go Green*, we are trying to use less plastic and more of our silverware. This makes cleanup a little more time consuming but helps Mother Earth! The silverware is located in the drawers under the counter. Reusable plates and cups are also available. They are located in the tall narrow cupboard on the right in the very back of the sanctuary/library. If you choose to use these, please wash, dry, and replace them at the end of the evening, or load them in the dishwasher and turn it on before you leave.

Place a Kiddush cup with wine (for the Rabbi) on the buffet table with the covered Challah. Prepare trays of grape juice and wine in the small cups to distribute for Kiddush.

If necessary, set up chairs for services. Put Shabbat candles in candlesticks and smaller candles in the menorah. (The candles are stored in the low cupboard to the right as you face the bimah.)

At the end of the evening, sweep the kitchen floors. We now have recycling service at Shir Ami! So collect recyclables separately during the evening. Take out all trash and recycling (cans are to your right as you go out the front door) and place fresh liners in the waste baskets (these are in the tall utility closet next to the dishwasher). Place the lit Shabbat candlesticks in the sink for fire safety. Check to be sure that the stove and oven are off. Turn off all lights in the building and double-check that all doors are locked.

Feel free to ask others to help you with both setup and cleanup. Most congregants are happy to lend a hand, and the job can be quite enjoyable when done with friends!

Your generosity and participation add spirit to our community and are greatly appreciated!  
Sharon Golembo

**Hosting an Oneg with a Potluck (see next page)**

## Instructions for Hosting an Oneg with a Potluck

**This is a Pot Luck Shabbat dinner starting at 6:30, followed by services at 8 pm. Please plan to arrive by 6:15 for setup.**

You will need to bring:

Challah, grape juice, sweet wine, and an assortment of dessert items (fruit is great). For a regular Friday night service, expect 15 to 25 people. For a special event or holiday service, expect as many as 40-60 people.

The temple provides paper goods, small cups for Kiddush, coffee, tea, sugar, creamer, etc. If paper supplies in the cabinet are low, check the bathtub for additional supplies. If you notice supplies getting very low, write what is missing or needed on the list located in the cabinet where the oneg supplies are kept so that we can replenish it on our next shopping trip.

In an effort to *Go Green*, we are trying to use less plastic and more of our silverware. This makes cleanup a little more time consuming but helps Mother Earth! The silverware is located in the drawers under the counter. Reusable plates and cups are also available. They are located in the tall narrow cupboard on the right in the very back of the sanctuary/library. If you choose to use these, please wash, dry, and replace them at the end of the evening, or load them in the dishwasher and turn it on before you leave.

Set up tables and chairs in the sanctuary for the expected number of attendees. Tablecloths are in a marked drawer under the kitchen counter. Place a Kiddush cup with wine (for the Rabbi) on the buffet table with the covered Challah. Prepare trays of grape juice and wine in the small cups to distribute for Kiddush. As people arrive with their pot luck contributions, make sure each dish has a serving spoon and help set them out on the table.

Around 7:45, as people are finishing eating, recruit some helpers to break down the tables and set up chairs for services. Someone (not necessarily you) should take the tablecloths home, wash them, and return them by the next Shabbat service. Put Shabbat candles in candlesticks and smaller candles in the menorah. (The candles are stored in the low cupboard to the right as you face the bimah.) Clean up the main courses, but leave the desserts out for people to nosh on after the services. We do not have a separate oneg after services on a potluck night.

At the end of the evening, sweep the kitchen floors. We now have recycling service at Shir Ami! So collect recyclables separately during the evening. Take out all trash and recycling (cans are to your right as you go out the front door) and place fresh liners in the waste baskets (these are in the tall utility closet next to the dishwasher). Place the lit Shabbat candlesticks in the sink for fire safety. Check to be sure that the stove and oven are off. Turn off all lights in the building and double-check that all doors are locked.

Feel free to ask others to help you with setup and cleanup. Most congregants are happy to lend a hand, and the job can be quite enjoyable when done with friends!

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Sharon Golembo

