

***Jewish Center of Northwest Jersey***  
**ONEG SHABBAT PROCEDURES & GUIDELINES**  
**2011–2012**

**THE COORDINATOR**

The first family/individual listed on the Oneg Host List is the coordinator. The coordinator's tasks include:

- Making sure that all the food items (see below) will be provided and that the cost to each family ends up approximately equal.
- Getting the entry code and instructions about how to turn off the alarm (obtain both from a board member).
- Making sure each person understands which honor has been assigned to him or her.

To assist the coordinator, each family will receive a letter from Jennifer Rosenblum explaining which honors they will be given for the service. *Please bring the letter with you on the evening of your Oneg.*

**ARRIVAL AND RITUAL**

Please arrive by 6:45 p.m. for a service that is scheduled to start at 7:30 p.m. You will need to disarm the alarm system if you are the first person in the building (see above). Please be sure that everything is in order by 7:30 p.m. so that you will be able to be present at the beginning of the service. *The families sponsoring the Oneg Shabbat lead the recitation of the blessing over the Shabbat candles during the service;* in interfaith families, the Jewish partner is invited to recite the candle blessing.

**OPENING THE BUILDING**

See *GUIDELINES FOR USHERS 5772 / 2011–2012, Shabbat and B'nai Mitzvah Services*

**SETTING UP IN THE SANCTUARY**

- Turn on the lights in the sanctuary, on the bima, in the ark, and on the yearzeit board (names listed on the bulletin board in the Rabbi's office); also turn on the lights for the stained-glass windows, which are in the "box" to the left of the switches for the sanctuary.
- Check the heat or AC; adjust, if needed (thermostat should not exceed 68 degrees in winter).
- In the kitchen, fill the water pitcher and bring it to the bima, along with its glass. If the cantor is to be present, bring two pitchers and two glasses.
- In the kitchen, fill the *kiddush* cup (half) with wine and bring it to the bima. Use the cup that has the silver saucer that goes beneath it.

**ITEMS TO BE PROVIDED**

*All food brought into the Jewish Center must be kosher. Please buy cakes or use cake mixes that do not contain animal fat.*

- Five large cakes or their equivalents (i.e., 24–36 cookies, mini-cupcakes, bars, and/or brownies)
- Two unsliced challahs
- Two half-gallon containers of cold beverage (sugar-free juice, iced tea, or lemonade; preferably in screw-top containers for taking home leftovers)
- One pint of milk, one pint of half-and-half for coffee
- One bottle of kosher wine and one bottle of grape juice for Kiddush
- One can of decaffeinated coffee
- Fresh fruit
- Two lemons for tea
- Additional treats—nuts, raisins, mints—may be added at your discretion
- 12 disposable tablecloths

## SETTING UP IN THE SIMCHA ROOM

Paper goods, creamers, and sugar bowls, serving platters, and utensils are in the kitchen in labeled drawers and cabinets.

In the back of the room (away from the kitchen), set up the food tables and cover them with tablecloths. These tables will hold the cakes, fruit, napkins, forks, and paper plates. On the serving bar, stack “cold cups” near the juice pitchers and place “hot cups” near the coffee and tea urns. Also pour milk or cream into several small pitchers and place these next to the coffee urn.

At the center of the long back table, arrange both *challahs* on a tray and cover them with the *challah* cloth (in a drawer on the window side of the kitchen). Also on this table should be four baskets, lined with napkins, to receive the pieces of *challah* after the blessing is said.

Pour wine and grape juice into mini plastic cups and place on separate trays (one for juice, one for wine). There are labels to be used with each tray. Leave the trays on the table until after the service, at which time distribute them as people come downstairs and enter the room.

## MAKING COFFEE AND TEA

Fill one urn with water for the coffee. Measure coffee to make thirty cups. Heat water for tea in the kettle on the stove and pour the boiling water into a white pitcher. Set the coffee urn and tea pitcher on the serving bar, along with tea bags, hot cups, stirrers, milk, lemon, sugar, and sweetener. Turn on the coffee urn before going upstairs.

## HOLIDAYS

At a holiday Oneg, use the very large urn for coffee and make 60 cups. Put out extra paper goods. Add three cakes (or three batches of cookies or cupcakes) and one extra *challah* to the list above.

## CLEANING UP & LOCKING THE BUILDING

1. Discard the tablecloths and other used paper/plastic goods.
2. Wash, dry, and put away any dishes and utensils. Do not leave undried utensils or dishes in the dish-drainer.
3. Sweep and vacuum the floor of the simcha room. Brooms, dustpans, and vacuum cleaner are in the furnace room (the room at the end of the hallway where the restrooms are). Be sure to close the door firmly after returning the brooms, etc.
4. Check the restrooms to be sure that no toilet is running. The lights in the bathroom turn on and off automatically; they are on motion sensors. If anything is amiss with the lights, the elevator, or anything else, please report it to the House Committee chairperson, Jeff Berkowitz.
5. **Take home all leftover food. Leave nothing**, including juice, in the refrigerator.
6. Use the recycle bins for glass, cans, etc. Make sure that liquid has been emptied.
7. Take home garbage and replace garbage bags in can. Clean garbage bags are stored under the sink. **Use the elevator to take the garbage directly outside to avoid spills in the foyer.**
8. Lock the elevator doors by removing the outside key (ground level) and replacing it on the key ring on the sanctuary level, and turning the inside key (sanctuary level) to lock position (vertical).
8. To lock the building, see GUIDELINES FOR USHERS 5772 / 2011–2012, Shabbat and B'nai Mitzvah Services, #11.

*Thank you very much for your cooperation. It takes all of us working in concert to have enjoyable services, and warm and friendly Onegs.*