

Jewish Center of Northwest Jersey

115 Youmans Avenue, Washington, New Jersey 07882 (908) 689-0762

ONEG SHABBAT PROCEDURES & GUIDELINES 2009–2010

THE COORDINATOR

The first family/individual listed on the Oneg Host List should be the coordinator, whose tasks include: (a) making sure that all the food items (see below) will be provided and that the cost to each family ends up approximately equal; (b) getting the entry code and instructions about how to turn off the alarm (obtain both from a board member).

Each host family will receive a letter from Jennifer Rosenblum explaining which honors they will be given for the service. *Please bring the letter with you that evening.*

ARRIVAL AND RITUAL

Please arrive by 7 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 5770 / 2009–2010, Shabbat and B'nai Mitzvah Services (below).

SETTING UP IN THE SANCTUARY

1. Turn on the lights in the sanctuary, on the bima, in the ark, and on the yahrzeit board (names listed on the letter you received).
2. Check the heat or AC; adjust, if needed (thermostat should not exceed 68 degrees in winter).
3. In the kitchen, fill the glass water pitcher and bring it up to the bima, along with its glass. If the cantor is to be present, bring two pitchers and two glasses.
4. In the kitchen, fill the *kiddush* cup (half) with wine and bring it up to the bima. Use the cup that has the silver saucer that goes beneath it.
5. Light the candles so that they are already burning as worshipers enter the sanctuary.

ITEMS TO BE PROVIDED

Six large cakes or their equivalents (i.e., 24–36 cookies, mini-cupcakes, bars, and/or brownies)

Two unsliced challahs

Six large containers of juice (half-gallon containers with screw-top lids, for taking home leftovers)

One pint of milk, one pint of half-and-half for coffee

One bottle of wine, preferably Kedem, which is kosher, 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

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

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.

Put tablecloths on tables, and place napkins and paper plates on the front table. Stack “cold cups” near juice pitchers on the tables and “hot cups” near the coffee and tea urns on the serving bar. Place an assortment of sliced cake on trays at intervals around the tables.

On the front 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 six 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); 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 tea and use another for the coffee. Measure coffee to make thirty cups. Set both urns on the serving bar, along with tea bags, hot cups, stirrers, milk, lemon, sugar, and sweetener. Turn on the pots 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.
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. *Take home all leftover food.* Leave **nothing**, including juice, in the refrigerator.
5. Take home garbage and replace garbage bags in can. Garbage bags are stored under the sink. **Use the elevator to take the garbage directly outside to avoid spills in the foyer.**
6. 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).
7. To lock the building, see GUIDELINES FOR USHERS 5770 / 2009–2010, 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.

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GUIDELINES FOR USHERS 5770 / 2009–2010

Shabbat and B'nai Mitzvah Services

For a large crowd at a bar or bat mitzvah, there should be two, and preferably three, ushers. It is essential that at least one usher remain close to the front door to greet arriving worshippers. The usher by the front door should wear the emergency panic button on his/her person. (The panic button is kept in the rabbi's office in a box that has a key attached to it.) Another usher (#2) should be outside, directing cars to parking; the third should be in the sanctuary, helping people to find the seats pointed out to them by the first usher. For regular Shabbat services, one usher, who stands in the foyer, usually suffices. Please make sure that the lift is open and operational. The key is kept in the lift-lock on the sanctuary landing (see below).

1. Please welcome guests. Ask them to sign the guest book, if there is one, and to take a *kipah*.

2. Please welcome and guide guests into the sanctuary. **Fill the front rows first. Ask people politely to comply with our request and to cooperate since it is only for a short time.** This is a security matter, as well as one of politeness and convenience. We don't want people tripping over each other nor do we want the front rows to be empty. Do what you can to encourage people to take seats **quickly** and quietly. ***Do not permit a crowd to build up in the foyer.***

3. As people enter, try to notice if they have a camera. If so, instruct the individuals that no photographs, flash or otherwise, may be taken during the service.

4. **Do not seat anyone at the following times:**

- When the congregation is standing and singing—e.g., during the *Barchu*, the *Shema*, the *Amidah*, etc.
- During the rabbi's sermon or when the cantor is singing.
- When the Ark is open.
- During the *aliyot*.
- During the reading of the Torah, whether by the rabbi, adult members, or the bar/bat mitzvah.

5. Keep lobby area clear and quiet. ***No one is to stand in the lobby area during the service except the ushers.*** This is another security measure.

6. If people leave the sanctuary (especially with children), find out if they are returning. *Children should not be out of the sanctuary unless accompanied by an adult.* However, a child may leave to go to the bathroom alone; he/she must then return to the sanctuary.

7. In general, keep an eye on things, be **visible** and **available** if you are needed, and answer visitors' questions.

8. **Rabbi's office.** Before the service, please keep people from walking in and out of the rabbi's office. During the service, keep the door to the rabbi's office closed so that if the phone rings, it does not disturb the service; answer the phone if you hear it.

9. If there is disruption during the service, especially during the sermon, from a crying or talking young child, please approach the parent(s) and say: "I'll help you out with your child" and then do so.

10. Be watchful that **no food or drink goes into the sanctuary.** This includes bottles and other nourishment for babies. If a child needs to be fed, that should take place downstairs in the *simcha* room—not in the classroom or in the lobby.

11. As an usher for Shabbat or a bar or bat mitzvah, you may need to open or lock the building. Here are instructions to do that. *Call a board member if you do not know the code.*

To open the building, use the key in the lock box to the right of the front door. To open the lock box, first push the reset button (the bottom black button in the middle) toward the ground. Then push the buttons for the code slowly, making sure you hear a slight click after each number. After the code has been entered, push the top black button toward the ground and pull out the key. Open the door with the key. Turn off the alarm, using the same code that you used to get into the building. Put the key back in the lock box. You have to use the same procedure to put the key back that you used to open it up. Turn on the lights in the hallway and stairwell. Then make the elevator operational: on the sanctuary level, turn the key so that it is in a horizontal position; on the ground level, outside, insert the second key in the key slot outside the elevator and turn it to a horizontal position. Test the elevator. Put the handicapped parking cones and signs outside.

Remember to set the alarm before leaving; use the same code that you used to get in. All contact-point doors must be closed before the alarm can be set: front door, sanctuary door, furnace-room door, and ground-floor back door. *Don't forget: after you turn on the alarm and leave, you must close the front door and lock the building with the key. Use the key in the lockbox to do this. To lock, turn the key to the right until it is vertical. You may have to pull the key toward you just a little to get the key to lock. Take the key out and return it to the lockbox.*