

CONGREGATION HAKAFA SHABBAT SERVICE AND ONEG HOSTING PROCEDURES

Thank you for volunteering to host a Hakafa Oneg Shabbat. We truly appreciate you - our wonderful volunteers - for helping our congregation reflect the beauty of Shabbat at our service and on our oneg table.

This document should provide all of the information you need to successfully host a Hakafa oneg and set up for the Shabbat service. Please plan to arrive at least 45-60 minutes before the service starts (no later than 6:45 p.m. for the 7:30 p.m. service). In addition to hosting the oneg and kiddush, you are also responsible for setting up for and cleaning up after the service.

HAKAFA SUPPLIES THE FOLLOWING ITEMS:

The following items are supplied by Hakafa and should be loaded on two carts. The carts are stored in a closet located just beyond and to the left of room 102. It is the first door on the left after turning the corner. The closet should be unlocked for us, but if it is not, the custodial staff may be contacted for access. Hakafa does not have a key.

Cart 1 (the Oneg cart) should be checked for completeness and then brought to the service room. Additional supplies if needed are on the shelves in the storage room. If these supplies are running low, let us know. Cart 2 (the book cart) will be transferred along with the Ark by the Winnetka Community House (WCH) custodial staff. Following the service, return Cart 1 and the WCH custodial staff will return Cart 2.

Cart 1 for the Oneg:	Cart 1 for Kiddush:	Cart 2 for Service:
Water pitchers (fill in main kitchen) Ice bucket (ice machine in main kitchen) Tea and sugar	Kiddush cup Challah cover Tzedakah box Cart 1 for Service Name tags and pens Matches/candles/candlesticks/ candlestick tray Kippot (in basket) Fabric book covers Welcome to Hakafa sign	Prayer books Chumash books (Torah)

HOST BRINGS THE FOLLOWING ITEMS:

- Paper Goods (cups, plates, napkins, forks/knives/spoons - as needed)
- Challah (a must)
- Grape Juice for Kiddush (NOT wine)
- Food (enough for 30 people*): at least two desserts (cake and/or cookies); fruit; cheese & crackers; snacks (pretzels, popcorn, or nuts), or anything else you'd like to bring!
- Serving utensils (spatulas, knives, etc.)
- Serving trays (trays do not need to be fancy – just please do not put out desserts in boxes or on paper plates). A few platters and bowls are available on the shelves in the storage closet. If you use these, make sure they clean before and after use.
- Beverages (non-alcoholic) such as iced tea, lemonade, soda, water (Water pitchers are provided and can be filled in the main kitchen, so no need for plastic water bottles.)
- If you are hosting for a special occasion and know that there will be a large number of additional guests, please plan accordingly.

PROCEDURE / RESPONSIBILITY CHECKLIST:

- **Plan to arrive no later than 6:45 p.m. Services begin at 7:30 p.m. (unless otherwise noted on the Hakafa calendar – which can be found at www.hakafa.org)**

SUGGESTION: If you pull up at the ramp for handicapped access in the parking lot off Pine Street, you can unload your items right onto a moveable cart found in the kitchen just inside the doors from the ramp. Then, park your car and you will be able to walk easily with the items you have brought.

- **Service Location:** Our service is usually in Room 111ABC (Garden Room in the newer wing of the Winnetka Community House - WCH). Sometimes our service is moved to a different room. If the service is in Room 111AB or in Room 101, both the service and oneg will take place in the same room. If the service is in Room 102, the oneg will take place in Room 104.
- **Set up for the Service.**
 - 1) Put Shabbat candles in the tall candlesticks and put a 3rd candle in one of the smaller holders. Please use the candle wax drip guards.
 - 2) Put all 3 items on a tray and place on the end of the Torah table.
 - 3) Set out the basket of *kippot* and names tags/pens near the entrance to the room.
 - 4) Set out the “Welcome to Hakafa” sign near the basket of *kippot*.
 - 5) Put a fabric book pocket over the back of every chair. If the room is set up for more than 50 people, do not put them out.
 - 6) Leave prayer and chumash books on cart for congregants to take.
 - 7) Place two prayer books and one chumash on the middle seat between where Rabbi Elder and Sara Goodman sit.
 - 8) Just before the service, light the 3rd candle that is in the smaller holder.

- **Set up for the Oneg.** The custodian will have a white paper tablecloth on the oneg table and will have a pot of hot water for tea. If this has not been done when you arrive, let the person at the front desk know that it needs to be done.
 - 1) Put the Tzedakah Box/Can on the oneg table.
 - 2) Put some grape juice in the kiddush cup and place it near the challah on the oneg table.
 - 3) Place the food and drinks, along with paper goods, nicely on the table. (Note: An ice machine can be found in the Winnetka Community House main kitchen. Ice can be placed in bowls or an ice bucket.)
- **Stay for the Service and Oneg.** It is customary and respectful for the oneg host to attend Friday evening services after setting up. Oneg hosts are often given the honor of lighting the Shabbat candles. If you would like this honor (or not), please notify the rabbi prior to the service.
- **Clean up both the Service and Oneg.** When people start leaving, you can start to clean up. The custodian will discard the hot water and remove the tablecloth after everyone has gone. Discard the used cups, plates, food, and drinks from the Oneg. Clean and replace Cart 1 items and return the cart to the storage closet near room 102. If items on the cart need to be replenished from our storage supplies, do so such that the cart is ready for the next use.
 - PLEASE be sure to wash out the Kiddush Cup with soap and water and dry it off before it is returned to the cabinets.
 - PLEASE clean the wax off the candlesticks with warm water and dry them with paper towels before they are returned to the cabinets.
- **Please DO NOT leave any extra trays, serving utensils, beverages, or food of any kind on the carts on shelves in the closet, even if they are unopened.** We have limited storage capacity and do not want uninvited critters. Other than paper goods (if there is space) please take all leftover supplies/food/drinks home with you.
- **Check the tzedakah box:** If money has not been removed at the end of the evening, please take it and send a check for the amount found made out to "Congregation Hakafa" to:

Congregation Hakafa
P.O. Box 409
Glencoe, IL 60022

Make sure to include a note explaining that the check is tzedakah from Shabbat Services. Please also include the date of the Service.
- **Let the custodian know when you are finished so that the storage closet can be locked.**
- Please let our oneg coordinators, Ellen and Henry Criz (847-910-0686, hecriz@sbcglobal.net) or Suzanne and Rick Shore (847-722-6797, suzhshore@gmail.com) know if you have any questions or comments.

Once again, thank you, and please let us know if you have any questions.