

## **Bet Aviv Shabbat Host Set Up Instructions**

- Bet Aviv supplies are located in the front closets in Room 202 (the room to the left as you face Room 200) of The Meeting House.
- Prayer books and other items are stored in the large center closet.
- The Facility Assistant will take care of the ark, flags, bimah cover, lectern, and Memorial Boards.

You will probably have more people for the tasks than you need. The setup tasks are normally done when you arrive, however hosts assist if necessary. The primary functions of the hosts are to work as a team to greet congregants as they arrive and hand out the programs and any fliers that are to be distributed, and to offer wine and challah for the blessings after the service. It would be nice if all “greeted” as the congregants arrived. Several hosts hold the trays with wine and challah and offer these items to members as the Oneg begins. One host moves the book cart into the Oneg room for members to return their prayer books.

### Upon Arrival:

- Retrieve the announcements/ programs / handouts from the blue plastic box marked “Bet Aviv”, located in the main office on Synagogue Administrator’s desk. Place these items on the table outside Room 200 along with name tags and markers (if available). The basket with kepot (yarmulkes) also goes on the table.
- Wheel the book cart out to the front of Room 200 and place to the left of the door, opposite the table.
- Place candles into candlesticks and place on bimah with matches. (Items are stored in the ark base.)

### As Congregation Arrives Before Services:

- Stand near the table and greet members entering the service, offering them programs, fliers, and a prayer book.
- Offer name tags for members who come without one and would like one. Please encourage.

### Wine and Challah Distribution

- During concluding song, Hosts should go to the Oneg room and get the trays to distribute the wine and challah.
- Before the service ends, one of the Hosts needs to wheel the book cart into the Oneg room so the members can store their prayer books.
- Host members will serve wine and challah as members come into the Oneg room upon conclusion of service.

### After the Kiddush

- Pour out unused cups of wine after the Oneg (sink is in the kitchen).
- Collect any unreturned books from chairs in the service room and place them on the book cart. Please check that the books you find in the service room belong to Bet Aviv before returning them to the book cart.

### Service Breakdown

- Return the trays, candlesticks, candles, and matches to the Ark Base.
- Place the basket of Kepot on top of the book cart.
- Push the book cart to the area in front of the center closet in Room 202.
- Discard / recycle any unused handouts / announcements.
- Put the tablecloth into the plastic bin under the entrance table and return bin to the office. The bin goes into the double door metal cabinet immediately to the left as you enter the room. If door is locked, ask custodian to open it.