

## 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. Sometimes some of these tasks are already performed by the time you get there. Usually, we divide the group into three: (1) set up bimah with candles; (2) pour wine; and (3) arrange table and books outside the room. It would be nice if all "greeted" as the Congregation arrived. This is the primary function of the hosts – to greet members and hand out the programs and any fliers that are to be distributed. At the end of the service, since the wine goes on 2-3 trays, you can designate that number of people to distribute, while 1 person gets the book cart into the Oneg room.

### 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.)
- Pour wine into cups and place on trays for distribution after service (approx. 60 - 75 people).

### As Congregation arrives before services:

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

### Wine Distribution

- During concluding song, Hosts should retreat to Oneg room and get the trays to distribute the wine.
- Before congregation adjourns to Oneg, one of the Hosts needs to wheel the book cart into the Oneg room for the members to replace their books.
- Host members will serve wine immediately as members come into Oneg room upon conclusion of service.

### After the Kiddush

- Pour out unused cups of wine after the Oneg (sink in kitchen).
- Collect any unreturned books and place on cart. Please check that they are the Temple's books and not one of the members.

### 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.