

BET AVIV PROCESS

Responsibilities of the Shabbat Host Committee

1. Shabbat Host Chair Responsibilities

- 1.1 Notify the weekly Shabbat Coordinator via e-mail or phone to confirm their participation and explain their responsibilities. (See 2. below)
- 1.2 Develop and maintain the Shabbat Host schedule (See 4. below).
- 1.3 Coordinate sponsorship of an Oneg Shabbat by a congregant in honor of a mitzvah (special birthday, anniversary, accomplishment, etc).
- 1.4 Document lessons learned and recommend changes to the Bet Aviv Board.
- 1.5 Keep the instructions and website content up to date. (See 5. below).

2. Shabbat Host Weekly Coordinator Responsibilities

- 2.1 The key to the Bet Aviv setup closet (double doors in Room 202) is in our mailbox at The Meeting House
- 2.2 Confirm participation of each host family for your week. Notify the administrator with any changes to the list of host families.
- 2.3 Explain the times Shabbat hosts need to be at The Meeting House for set up and let them know that the setup instructions can be found on our website on the Shabbat page and by clicking [here](#).
- 2.4 Explain the responsibilities of each host family (set-up, greeting, distribute wine), (See 4 below)
- 2.5 Assign room set-up duties to perform
- 2.6 Report low supplies to the Oneg Chair
- 2.7 Report lessons learned to the Shabbat Host Chair so that we can improve the process.

3. Shabbat Host Responsibilities

- 3.1 Confirm your participation for your assigned Shabbat with your Shabbat Host Weekly Coordinator.
- 3.2 If you cannot attend services the week you are scheduled as a host, then please exchange weeks with someone else. It is your responsibility to ensure that there is a full complement of Shabbat Hosts for your week. You may use e-mail or call them directly using the Bet Aviv membership list for contact information. Once you've exchanged weeks with another member, notify your weekly coordinator of the switch via e-mail (better) or phone.

BET AVIV PROCESS

Responsibilities of the Oneg Committee

- 3.3 Follow the instructions given by the Weekly Coordinator as to what duties you are assigned.
- 3.4 If you notice we're low on any supplies, then report the supplies needed to the Weekly Coordinator. (Alternatively, we can put a Supply List in the closet and have weekly coordinators or hosts fill in the needs that the Shabbat Coordinator can then look at and use to replenish supplies).
- 3.5 Pour the wine before the service starts.
- 3.6 Distribute wine (check the Bet Aviv shelf in the refrigerator for wine) for the kiddush to the congregation after the service.
- 3.7 Report any suggestions for improvements to the process to the Weekly Coordinator.

4. Shabbat Host Schedule

- 4.1 At the beginning of each year, add new Bet Aviv families to the Shabbat Host Schedule and delete members who have left.
- 4.2 Appoint one family for each week to be the Shabbat Host Coordinator.
- 4.3 Have a committee review the list accounting for snowbirds and members who are not good candidates due to chronic illness or physical disabilities.
- 4.4 Update the list based on the committee's recommendations.
- 4.5 Send the yearly schedule to the congregation via e-mail.
- 4.6 Publish the Shabbat Host schedule for the next 3 months in each issue of the Observer.

5. Website Maintenance

- 5.1 Once a year, look at the Shabbat Host section of the Shabbat page by clicking [here](#) to review the content for accuracy or changes needed.
- 5.2 As needed, look at the Shabbat Host Instructions found by clicking [here](#) to review them for changes, deletions and additions. Send changes to the webmaster. These changes may result from the Lessons Learned gathered by the Shabbat Host Weekly Coordinators.

6. Skills Needed

- 6.1 Comfort using e-mail to communicate with Shabbat hosts, administrator and webmaster
- 6.2 Knowledge of Microsoft Word to develop the Oneg Shabbat Schedule
- 6.3 Friendly, outgoing personality to encourage participation.

BET AVIV PROCESS

Responsibilities of the Oneg Committee

7. Time Required

- 7.1 Shabbat Host Chair – 2 hours per service
- 7.2 Weekly Coordinator – 2 hours at the service + 1 hour to coordinate host families
- 7.3 Shabbat Host Families – 2 hours at the service

8. Current/Previous Coordinator(s):

- Rona Cohen, Joan Spitz
- Sue Sternheimer,
- Hattie Katkow
- Barbara Hurwitz

9. Documents Produced

- 9.1 Shabbat Host Letter (Appendix A)
- 9.2 Shabbat Host Schedule (Appendix B)
- 9.3 Shabbat Host Instructions (Appendix C)

BET AVIV PROCESS

Responsibilities of the Oneg Committee

Appendix A. Shabbat Host Letter

November 2012

Dear Bet Aviv Members,

Part of what makes Bet Aviv such a wonderful congregation is the warm and close sense of community that we build together. A plain room becomes transformed into our spiritual worship sanctuary. Our lovely welcoming Shabbats are wonderful opportunities for worshipping together.

Bet Aviv is built on member participation. Each member is asked to take part in hosting and preparing our synagogue space for a Shabbat service one time every year or two. This involves welcoming worshipers at the door, passing out handouts or wine, helping to prepare the bema. The calendar of worship services was established and starting where we left off in the alphabet, groups of families were linked with a Shabbat service. The role of Coordinator was usually given to the first family of that week's list. The Coordinator acts as a liaison and checks in with each family to answer any questions. If we knew of special situations, we tried to be accommodating. We hope that when it is your turn you will gladly come and share in the mitzvah of preparing our bema and welcoming our fellow Congregants for Shabbat services.

Now that we are having our Oneg Shabbats catered, food will not be a concern. The revised responsibilities can be found on the web site.

Please make a note now, on your 2013 calendar, when your turn is scheduled. If you will be unable to participate on your designated date, Bet Aviv asks you to please be responsible for switching dates with another family as soon as possible. Then let that week's Coordinator know of the change.

Thank you, in advance for your help and cooperation in making our Shabbat worship experiences rich and meaningful for everyone.

Shalom,
Rona
Rona Cohen

Joan
Joan Spicknall Spitz

BET AVIV PROCESS

Responsibilities of the Oneg Committee

Appendix B. Oneg Shabbat Schedule

This is a partial Shabbat Host schedule printed in each publication of the Observer.

2013 Bet Aviv Shabbat Host Committee Schedule

Friday, January 11, 2013

*Bodin, Larry & Carol
Bookin-Weiner, Jerry & Hedy
Blyveis, Barry & Sandra
Bloch, Sylvia
Blinder, Cal & Roseanne
Blickstein, Irving & Sylvia

Friday, January 25, 2013

*Blackman, David & Susan
Blank, Robert & Diana
Black, Carole
Binder, Michael & Marilyn
Biegel, Al & Marilyn
Bickman, Norman & Zlotowitz, Ruth

Friday, February 8, 2013

*Berman, Perry & Marsha
Berlin, Alan & Marcia
Berk, Gene & Sara
Beck, Steven & Pam
Beaser, Ray & Shirley
Bass, Robert & Wilma

Saturday, February 23, 2013

*Barkin, Steve & Wendy
Barth, Andy & Toba
Bard, Judi
Barad, Cary
Baker, Michael & Fay
Bachman, Larry & Harriet

Friday, March 1, 2013

*Bacharach, Richard & Volkman, Ellen
Babkes, Richard & Fern
Altman, Jocelyn
Abramson, Jay & Judie
Aaronson, Larry & Connie
Ziporkin, Ira & Sheryll

Friday, March 22, 2013

*Wyskida, Sherry
Zeitzer, David & Kaplan, Barbara
Zaner, Howard & Marian
Zackowitz, Mildred
Yanus, Irwin & Rhoda
Woroniecki, Lauri

Friday, April 12, 2013

*Wolkowitz, Robert & Paula
Werba, Stephen & Sandra
Wengel, Linda
Weisberg, Judy Silver
Weinstein, Jerry & Etarae
Weiner, Joel & Helene

Friday, April 26, 2013

*Waxman, Burton & Lynne
Weber, Brenda
Wasser, Janis
Warshaw, Lynne
Wakshul, Andy & Susie
Valin, Marjorie

BET AVIV PROCESS

Responsibilities of the Oneg Committee Chair

Appendix B. Shabbat Host Instructions

BET AVIV SHABBAT HOST SET UP INSTRUCTIONS

Bet Aviv supplies are located in the two front closets in Room 202 of The Meeting House. **Prayer books and other items are stored in the large center closet.** These instructions are for the Shabbat Hosts. **The Facility Assistant will take care of the ark, flags, bimah cover, lectern, pouring wine and Memorial Boards.**

WINE AND CHALLAH	GREETERS
<ul style="list-style-type: none">▪ Start serving wine immediately after concluding song as congregants enter Room 202▪ Pour out unused cups of wine after the Oneg	<ul style="list-style-type: none">▪ Retrieve the announcements from the Bet Aviv mailbox and place on the table outside Room 200▪ Stand near the table and greet members entering the service, offering them an announcement and a prayer book▪ Offer name tags for members who come without them and want them
SERVICE SETUP	SERVICE BREAKDOWN
<ul style="list-style-type: none">▪ For evening services, set out tray, candlesticks, candles, matches (stored in the ark base) on the bimah	<ul style="list-style-type: none">▪ Before the Kiddush move the book cart to the Oneg Room▪ Return the tray, candlesticks, candles, matches to the Ark base