

*Todah rabah* (thanks very much) for hosting a Kabbalat Shabbat (Friday night) potluck! Hosting is a wonderful opportunity to help create sacred community – to feed our souls and relationships as well as our bellies, to catch up with old friends and make new ones.

## OVERVIEW

Kiddush and potluck take place right after services. There are **two essential components** to hosting:

1. **Providing wine, grape juice and challah** for the Kiddush and Motzi (*wine and bread blessing rituals*). You'll pour small cups of wine and juice ahead of time (details below). As host, you are invited to say the blessings over the Shabbat candles, wine/juice and challah. If you prefer not to, or would like help, Rabbi Steve would be happy to say the blessings or join you in saying them.
2. **Planning, setting up & cleaning up.** You'll spend some time during the service setting up and arranging the food that members contribute, and stay until its over to clear plates, wipe tables, return supplies to the cabinet, and make sure extra food gets taken home. Feel free to ask others for help.

OPTIONAL: In honor of a special event, some hosts might bring a special dessert (like a birthday cake).

## IMPORTANT FOOD GUIDELINES

**All food and drink served at Kol HaLev gatherings must be dairy/parve and nut- and peanut-free.** Food need not be kosher, but be sure anything you bring is made with only vegetable shortening, margarine, or butter. It's helpful to display ingredients for both homemade and purchased items so that people with allergies or observing kashrut may know what is in the foods.

## HOW MANY PEOPLE WILL BE THERE?

Kabbalat Shabbat potlucks are typically attended by around **30** people.

## SUPPLIES KOL HALEV PROVIDES:

- Refrigerator space (Our fridge in the Ratner School kitchen is **labeled "Kol HaLev"**)
- Items in the black cabinet in the cafeteria kitchen (locations of items listed inside cabinet door):
  - paper plates + bowls
  - plastic utensils
  - napkins
  - plastic tablecloths
  - serving platters + utensils
  - challah platter + cover
  - Kiddush cup
  - corkscrew
  - 1 ounce cups for wine/juice
  - cups for other beverages
  - plastic wrap + foil
  - dish soap, sponges, towels
  - candle sticks, candles and matches

## WHAT TO BRING:

- **Wine and Grape juice** (for those who don't drink wine) (1 bottle each). Check the fridge and use any juice/wine that has already been opened first. Please discard anything past its expiration date.
- **Challah** (Two small ones)
- **Knives** as needed for cutting
- **A contribution for the potluck meal**
- **Important: Please do not bring peanuts or tree nuts of any kind.**

*(continued on next page)*

## SET UP:

Friday night services typically begin at 6pm and last about an hour. If you plan to attend the service, please arrive 20 minutes beforehand so you have adequate set-up time. Feel free to ask others for help.

### If the Potluck is at Ratner School:

1. Locate the supplies you need in the black cabinet in the cafeteria kitchen (see above). The **white refrigerator labeled “Kol HaLev”** (in the nook to the right) is for things you need to keep cold. Check for leftover wine/juice before opening new bottles. **We are not permitted to use Ratner stoves/ovens.**
2. Set up the cafeteria:
  - Cover the two long steel tables closest to the kitchen with plastic tablecloths and arrange the potluck food + drink on the tables. Set out plates, napkins, cups, eating utensils, and some serving utensils.
  - Set one regular table for **Kiddush**:
    - Put the challah on a challah platter with a challah cover.
    - Fill the Kiddush cup with wine or juice. Pour **15 one-ounce cups of wine** and **15 of grape juice**, and put them on separate trays to be passed out as people enter the cafeteria after services. (You can pour more cups as needed.)
    - Set out the candle sticks, candles and matches, to be lit after the service.

### If the potluck is NOT at Ratner (Non-Ratner events are noted as such at [KolHaLev.net/calendar](http://KolHaLev.net/calendar)):

1. Arrange to get supplies from the Kol HaLev kitchen cabinet (plates, bowls, utensils, cups, napkins, table cloths, kiddush cup, challah platter/cover). **The best time to do that is at the previous week’s service at Ratner.** If you’re unable to do that, you may be able to access the building after 9:00a.m. on Shabbat mornings, if the Japanese school is in session. To do so, please [coordinate with the Kol HaLev Safety Corps \(Bill Scher-Marcus, chair; \[scher.marcus@gmail.com\]\(mailto:scher.marcus@gmail.com\)\)](#). **All supplies must be returned to the cabinet before the next Shabbat at a time when Kol HaLev is using the building.**
2. Set up the area / tables where food and drink will be held as you would in the Ratner cafeteria.

## CLEAN UP AT RATNER:

- Return items to their proper locations in the black cabinet. Wipe tables/tablecloths, use kitchen sinks for washing bowls, platters and utensils, **dry** and return everything to the cabinet for re-use.
- Take the dish towels home, wash and return them within the next couple of weeks.
- Take home all leftover food. Put any juice/wine you would like to leave in the white fridge labeled “Kol HaLev”. If you can, write the date it was opened on the bottle.
- *Notice a supply that needs to be restocked? Please call or text **Margy Weinberg at 216-255-0556.***

## CLEAN UP AT NON-RATNER LOCATIONS:

- Ensure that used plates, utensils, napkins, etc. are cleared/thrown away, and check for items which may have fallen or been blown off the tables.
- Pack up any remaining supplies, and plan to return them to Ratner to be put away on the proper shelves in the black cabinet. Please take any leftover food home.

## QUESTIONS?

If you have any questions, concerns, or find you’re unable to host, contact:

- **Kiddush Coordinator Audrey Warner** – [audreyawarner@gmail.com](mailto:audreyawarner@gmail.com), 216 233-2739 (phone or text) **or**
- **Kol HaLev Office Manager Deb Senor** – [office@kolhalev.net](mailto:office@kolhalev.net), 216-320-1498
- **If you email, please put “KABBALAT SHABBBAT HOSTING QUESTIONS” in the subject line!**

Thanks again and *Shabbat Shalom u’mvorach – a peaceful and blessed Shabbat.*