

Kol HaLev GUIDELINES FOR HOSTING SHABBAT MORNING KIDDUSH

Todah rabah (thanks very much!) for hosting a Shabbat morning Kiddush. Hosting is a wonderful opportunity to help create sacred community – to feed our souls and relationships as well as our bellies.

OVERVIEW

Kiddush takes place right after services. There are **three 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). On Tot Shabbat days (Hagiga days only), you'll also provide light-colored juice and slices of challah for 5-8 preschool kids.
2. **Providing a nosh**. It's our minhag (*custom*) for hosts to bring a nosh that encourages members to relax, stay longer, catch up with old friends and make new ones. The nosh need not be elaborate or expensive; often it's as simple as humus and chips, cut-up vegetables or fruit. Some hosts choose to serve finger foods (like bagels and cream cheese or veggies and hummus). In honor or celebration of a special event, members might bring light luncheon food or a dessert (like a birthday cake).
3. **Planning, setting up and cleaning up**. If you're cohosting with other members, please coordinate who will bring what. You'll spend some time during the service setting up for Kiddush, and stay until its over to clear up plates, wipe down tables, return supplies to the cabinets, and take home extra food.

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 THERE BE AT KIDDUSH?

- **Shabbat with Hagiga?** (Our children's ed program, usually 1st & 3rd Shabbat of the month during the school year; check kolhalev.net/calendar) **Plan for 60-80 people** + juice/challah/nosh for Tot-Shabbat.
- **Shabbat without Hagiga?** **Plan for 25-30 people** (typically 2nd, 4th, 5th, and any summer Shabbat).

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.

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- **Challah** (two small ones)
- **Nosh food** (for instance, one or two of the following items: vegetables and hummus, bagels and spreads, cut fruit and veggies, chips and salsa, baked goods)
- **Beverages** if you desire, e.g., apple juice, soda, lemonade
- **Knives** as needed for cutting
- **Important: Please do not bring peanuts or tree nuts of any kind.**

SET UP:

1. If you plan to attend the service: Come at least 30 minutes before the service so you have adequate set-up time. Feel free to ask for help if you need it. The building opens at 9:00am for 9:30 Torah study.
2. Locate the supplies you need in the black cabinet in the cafeteria kitchen (see above). The **white refrigerator labeled “Kol HaLev”** (in the nook diagonally to the right as you enter the kitchen) is for things you need to keep cold. Please check for leftover wine/juice to use before opening new bottles. **We are not permitted to use the Ratner stoves or ovens.**
3. On Tot Shabbat days (see above), take a small tray of juice/challah/nosh (see above) to Room 114.
4. Set up the cafeteria:
 - Cover the two long steel tables closest to the kitchen with plastic tablecloths and arrange the nosh food and drink on the tables. Set out plates, napkins, cups, eating utensils, and 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. **On Shabbatot with Hagiga**, pour **30 one-ounce cups of wine and 30 of grape juice**, and put them on separate trays to be passed out as people enter the cafeteria after services. **On other Shabbatot**, you only need about **15 cups of each**.

CLEAN UP:

- 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 an item that needs to be restocked? Please call or text **Margy Weinberg at 216-255-0556**.*

ASK FOR HELP! Kiddush is supposed to be joyful. Feel free to ask around for help so you can enjoy too!

QUESTIONS?

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

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

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