

# POLICIES & PROCEDURES, EVENTS

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## Policy: Child Care for Events

1. All committees or groups planning events/activities at Temple Beth Or will make the possibility of providing concurrent child programming and/or child care part of the planning process.
2. Childcare and/or concurrent children's programming will be provided only if specifically advertised by the committee in charge of the event.
3. If the child care is not provided as a service by the sponsoring Temple Beth Or committee, and is by paid reservation only; there will be no refunds in the event that babysitting is not used for the entire time reserved, no exceptions.
4. Legal childcare ratios will be used. Babysitters must provide references or have known background prior to being engaged.
5. Sitters will be paid as determined by the appropriate committee. That committee as indicated will disburse any remaining funds.
6. In the event that there are not enough reservations to pay sitters adequately, the reservations policy will make it possible to modify charges and policies in advance of the event (i.e. charge more for babysitting during very low use times or cancel babysitting altogether for a time period.)
7. Facilities must be inspected and approved by the sponsoring committee concerned prior to use. Legal guidelines for childcare facilities will be used as criteria for approving facilities.
8. Rules for behavior during babysitting will be provided to sitters, parents, and children (as appropriate) in advance of the event.
9. The following policies will be strictly enforced to insure the safety of all children.
  - Children under the age of 12 will be supervised by an adult at all times.
  - All children in childcare will wear nametags.
  - Children will not be allowed to leave without being signed out by a parent or guardian.
  - Should any child cry for more than 10 minutes, parents will be asked to attend the child.
  - Children older than childcare age will be asked to stay clear of the childcare areas.

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## **POLICY: Clean-up After Events**

The person in charge of organizing an event will be responsible for assigning someone to ensure clean up is done after the event.

DATE OF BOARD DISCUSSION: 10/14/93

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

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## **POLICY: Dietary Policy for Events**

No intrinsically “treif” food (e.g., pork or shellfish) shall be served at any TBO activity, either in the building or at another location. Meat (chicken, beef) and dairy products (cheese, milk, yogurt, butter, sour cream, etc.) shall not be served mixed in the same dish. Those organizing activities where food will be served should be sensitive to the needs of the vegetarians in the congregation.

This policy should be communicated to those hosting Onegs and to those in charge of functions where food is served.

DATE OF BOARD APPROVAL: 2/16/99 - updated (removal URJ California Grape boycott)

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

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## **PROCEDURE: Event Packet**

Information Regarding Temple Beth Or Events/Activities for Point Person

### **Introduction**

Shalom and thank you! If you are reading this packet, you have most likely volunteered to chair a particular event. Your efforts are greatly appreciated. In order to help you with the processes/procedures that go along with running an event/workshop/activity, we have put together this packet of information. Please review the entire packet and carefully read the sections that pertain to your event. If you have any questions, please ask the chairperson of the committee you are working with or other member of the Governing Board. Again, thanks for taking on this project!

### **Security Procedures**

Security of the building and safety of our members and guests are our highest priorities. If you will have access to the building when an employee or board member is not present, you must be trained in handling the following:

- alarm system, including false alarms

- emergency procedures/ notification of police

- securing (locking and monitoring) building

- Opening and closing the building, including things to do/check prior to leaving

During an event at the Temple, doors must remain locked unless there is a greeter stationed at the door at all times.

Security guards may be hired for events at the discretion of the Board. If you are chairing an event that will be open to the public and advertised outside the membership, please ask the Governing Board if security will be necessary. Please ask the chair of the committee under which you are working to help you with this information.

### **Getting a Temporary Key/Fob**

If you need access to the building on a temporary basis, the Building Chair can supply you with a temporary key/fob. You **MUST** be oriented in all the above security procedures prior to receiving the key.

### Greeter Policy

For security reasons, there must be a greeter stationed at each door you anticipate participants using. This individual should be familiar with the following security procedures/considerations:

1. Carry panic button.
2. Should someone of concern enter the building, he/she should be monitored.
3. If this person is disruptive, he/she may be asked to leave.
4. If he/she behaves in a dangerous manner, call 911.
5. If an immediate threat is perceived, push panic button. (note: police will be called via silent alarm. They will arrive with weapons drawn)

### Scheduling an Event/Master Calendar

An activity is not officially scheduled unless it is on the master calendar. Contact the calendar coordinator (at this writing, the Azuses) to schedule an event. (S)He will tell you of any conflicts. Note: no other activities are permitted in the building during Religious School hours (Sundays, 10 a.m. - 12:00 p.m.).

### ORacle and ORbits Policies

You are strongly encouraged to use the ORacle and ORbits to advertise your event. Below are some guidelines and policies to help maximize their usage:

#### ORacle:

- The deadline for articles, flyers, AND calendar date submissions to the ORacle is the 10th of the preceding month. All submissions must be by email (attachments are accepted). Please also remember, if you don't receive an email confirmation your submission may not have been received, so please follow up!
  - Article length should be approximately 250 - 300 words maximum.
  - More on flyers:
1. Most flyers will be inserted into the body of the ORacle. If stand alone, all flyers must be approved by the editor and proof readers, then sent back to you with the correct number for you to copy (this changes somewhat month to month). In other words, after the ORacle has been proof-read and approved, flyers must be duplicated by the committee that produced the flyer in time to be inserted for mailing.
  2. Flyers not submitted on time will not be included.
  3. Please make sure all the appropriate committee members are aware of this. Also remember: copies **MUST** be made on 20-24lb. NON-WHITE OR NON-LIGHT BLUE paper, unless cleared with the editor first.
  4. Flyers must be single-sided
  5. Will be often be printed on the back of another item

#### ORbits:

- Is a text-only email, no graphics can be included
- Is designed to include brief updates of Beth Or event highlights for the coming week - for longer messages consider the ORacle or Web Site

#### Web Site:

Please see/speak to Communications Chair for guidelines on web site usage.

### Rabbi's Role

If you desire the Rabbi's participation in your event, you must also clear it with him at the time of scheduling. Do not assume that if it is on the calendar he will be available. Be specific about dates, times, role you would like him to play, and duration. Note: The Rabbi's day off is Monday. He is not expected to attend any meetings, functions, events, etc. on this day.

### Administrative Assistant's Role

Please do not anticipate significant help from the Administrative Assistant (AA). Her job description does not include too much time for assistance with events. However, you can request address labels as needed (please allow 48 hours notice), and she will track RSVP's. She **MUST** have a copy of everything (ie: mailings) that goes

out, ESPECIALLY if the office is in any way involved. Further explanations would also be helpful, as she frequently handles phone questions from members.

#### Publicity and Proofing

In order to decrease errors and inconstancies, present ourselves in a consistent manner, and maximize appeal, all communications must be proof-read by the Communications Committee prior to sending. Please first have your materials reviewed and approved by your committee chair, then send them to the Communications Chair to be assigned to a proof-reader. A member of the Communications Committee will proof-read your document for grammar and style, but will not verify the accuracy of content so it is crucial that all materials are reviewed in committee as well. All materials 700 words or less must be sent to the Communications Chair at least four days prior to any publication deadline. After any requested changes have been made, re-submit the adjusted document to your assigned proof-reader for final approval prior to distribution. With enough lead time, the Communications Committee will distribute press-releases. Documents longer than 700 words also require additional lead time. Please contact the Communications Chair for more information. Note: It is Temple policy that "TBO" will not be used in any written communications.

**Advertising Policy:** Any Temple event that is not catered by a licensed catering business may not mention food or beverages in any form of advertising/publicity directed to the general public.

\*This policy ensures we do not violate any laws pertaining to food and liquor at private Temple events through our advertising, thus causing a private event to become public.

#### Handling Finances/Authorizing Payments

All finances must go through a Board member or committee chair to ensure the budget is monitored properly. Forms for reimbursement/payment/deposits are in the office. Forms must be signed by the committee chair or they will not be processed. It is not the AA's job to hunt down the committee chair. Please make sure you arrange for the appropriate signature(s) in order to ensure timeliness of transactions.

#### Facilities Issues:

##### Sanctuary:

- b. Recording in the sanctuary. Recording is not allowed during Shabbat, HHD, other holiday observances, or ceremonies occurring during services (ie: baby namings, Brit Milot, B/B Mitzvah) except under strict guidelines (see policy on Audio-Visual Recording). Flash photography is not allowed.
- c. Moveable Walls. The classroom walls in the sanctuary may only be moved by trained individuals, as they are fairly delicate and easily broken. See Facilities Manager regarding the moving of wall.
- d. Sanctuary Seating Capacity. The maximum seating capacity of the sanctuary is 179, except when the fire department has been notified (at least 24 hours in advance) of a special occasion. Under these circumstances, the maximum may not exceed 197 people.
- e. Food in Sanctuary. Because we lack a large social space, food is allowed in the sanctuary, however, care should be taken to prevent spills. Carpet should be vacuumed after event.

##### Kitchen:

- a. Because we do not have a maintenance person, expect that you will have to empty the cleaned dishes from the dishwasher as a part of our event setup.
- b. The kitchen must be completely cleaned after use. Run dishwasher.
- c. ALL food must be removed. Left-overs must be taken home or may be donated to Cocoon House or shelter (addresses in kitchen).
- d. Wastebaskets must be emptied and garbage taken out to the cans in back of building.

#### Miscellaneous:

**Dietary Policies.** No intrinsically treif food (ie: pork or shellfish) may be served at a Beth Or activity, regardless of location. Meat and dairy must be separated (ie: not served in the same dish) and identified. Please note: we have a significant number of vegetarians in the congregation. When serving coffee, please use fair trade, decaffeinated coffee if at all possible.

#### Food Policy Regarding Nuts/Peanuts

At "onegs", religious school, and other events where refreshments are served, members are asked to refrain from serving bowls of tree nuts or peanuts. - it is ok to continue use nuts in your recipes (cakes, cookies, etc.). We have within our community a member with a severe nut allergy. This member does not eat any foods served at our functions, but can become very ill from the proteins released into the air when bowls of nuts/peanuts are out in the open. As it is our goal to be welcoming and inclusive, your cooperation is appreciated.

Child Care. It is not required to provide childcare at Beth Or functions, however, this may be a service you want to provide, where appropriate, in order to encourage more attendance.

Environmental Policy. All activities should be conducted in the most environmentally aware manner as practicable. Where possible, use reusable kitchen and other supplies, and recycle.

Parking. Parking is not allowed on the empty lot north of the building. Street and alley parking are limited. Reserved spaces are reserved 24/7. Please assist in honoring this restriction.

Name Tags. When activities occur at the Temple, Please encourage participants to wear name tags.

#### Feedback/Evaluation Forms

In orders to improve our programs, all events/activities must be evaluated. An evaluation form must be offered to all participants, with encouragement to fill out and return. A copy of the form is attached.

#### Shabbat Policy

The purpose of the Shabbat policy is to honor Shabbat while also allowing for enough flexibility to allow for individual practice and benefit for Beth Or. A copy of the Shabbat Policy is attached. If you are planning an event on Saturday, day or evening, please review the policy for guidelines. Refer any questions to the Rabbi or Religious Practices Committee.

#### Temple Supplies

Use of chairs and tables: Tables and chairs may be moved from classrooms to accommodate an event/activity. Tables should be returned to classrooms when event is done. For events off-site, tables and chairs may be used but must be returned ASAP and definitely prior to the next scheduled usage. Use of classroom and or other supplies (pens, pencils, paper, white board): School supplies should not be used, other than the white board. Where to leave associated supplies that take up space: Space is a challenge in our building. No supplies should be left in the AA's office, the hallways, or classrooms (during school year). Please find an alternate location, off site, if possible. Note that supplies are not secured.

Again, thank you for your energy, dedication and work. If you have any questions, please ask the chair of the committee you are working with, AA, or a member of the Governing Board.

REVISED: 11/4/07

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## **POLICY: Food Policy Regarding Nuts/Peanuts**

At "onegs", religious school, and other events where refreshments are served, members are asked to refrain from serving bowls of tree nuts or peanuts. - it is ok to continue use nuts in your recipes (cakes, cookies, etc.). We have within our community a member with a severe nut allergy. This member does not eat any foods served at our functions, but can become very ill from the proteins released into the air when bowls of nuts/peanuts are out in the open. As it is our goal to be welcoming and inclusive, your cooperation is appreciated.

A copy of this policy will be included in the Religious School parent information packet and in our oneg policies and procedures that are sent to the membership.

DATE OF BOARD APPROVAL: 5/30/06

DATE OF GENERAL MEMBERSHIP APPROVAL: N/A

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## **PROCEDURE: Greeter Responsibilities for Governing Board Members**

Each board member is responsible for acting as greeter at services approximately once every other month. Greeter assignments will be made with fairness in mind, so each board member will be assigned if he/she does not volunteer. A sign-up sheet for greeting will be circulated at the regularly scheduled board meetings.

#### PRIOR TO SERVICES

1. Arrive AT LEAST 30 minutes before services are scheduled to start.
2. Primary greeter must have the panic button on his or her person AT ALL TIMES.
3. Turn on lights and heaters if necessary (3 heaters in sanctuary, one in oneg room, and one in each restroom. Note: The switch for the parking lot light is in the "clubhouse" classroom behind the middle classroom, but should be left on at all times.
4. Wear your name tag.
5. Unlock upstairs front door. Once door is unlocked, someone must be monitoring the door at all times.
6. Turn off intercoms in rabbi's office and Terri's office. Make sure "DND" (Do Not Disturb) button on office phone is on.
7. The primary greeter will be stationed upstairs and will:
  - a) Put fresh candles in Shabbat candlesticks for Friday night service (located under reader table). Short candlesticks to prevent tipping shall be used for Shabbat candles in the sanctuary, place candlesticks on a metal tray for fire prevention.
  - b) Hand out prayer books, current bulletin, and other handouts.
  - c) Assign service honors on form and give completed form to the Rabbi prior to services.
8. A secondary greeter will be stationed at the downstairs door, which remains locked. Note: secondary greeter is a non-board member.
9. Both greeters will greet people as they arrive. Pay special attention to new faces. Encourage members to wear nametags. Offer guest tags to visitors. HAVE VISITORS SIGN VISITOR BOOK OR OBTAIN CONTACT INFORMATION FROM THEM.
10. Find assistance for anyone needing it during services.

#### DURING SERVICES

1. Upstairs door should be left unlocked.
2. At 7:35, the secondary greeter should place "secured" sign on downstairs door. Secondary greeter is now done with his/her responsibilities.
3. Primary greeter should sit in rear of sanctuary during service in order to be able to pay attention to late arrivals and provide for security.
4. If someone comes to door during services who is looking for shelter or social services, give a CAP form to the person - forms should be in bottom of bulletin box.
5. Primary greeter is responsible for making announcements, to include: introducing self, thank rabbi and music leader, greeters, oneg hosts; highlight upcoming event (in bulletin); Tzedakah box recipient and Monthly Mitzvah for Cocoon House; invite all to oneg.

#### AFTER SERVICES

1. Lock upstairs door as everyone going downstairs for oneg.
2. After services, greeter will carry tray with Shabbat candles down to oneg. This will prevent hot wax from being accidentally spilled on the carpet. Candles will be extinguished before locking the building in the very rare occurrence that they have not burned out before leaving the building. Pay attention to new faces. Introduce self and answer questions, etc.

#### AFTER ONEG - See list on exit doors.

1. Take Shabbat candles downstairs and place in kitchen sink, if still burning.
2. Turn off all lights and heaters (downstairs heaters remain on low as designated during winter).
3. Make sure all windows are closed and locked and kitchen appliances are turned off and coffee pots unplugged.
4. Can help oneg hosts with clean-up if wish (will help you get out sooner).
5. TURN INTERCOMS BACK ON
6. Double check downstairs exit door on south (next to kitchen); open and close firmly so door "clicks" to make sure it is secure, AND doors in middle classroom and "clubhouse."
7. Close all interior doors, INCLUDING BIMA DOORS (this is as a fire protection).
8. Lock all doors of building and SET ALARM when everyone gone.
9. There is a list of area shelters in the file cabinet under "shelter" if needed by oneg hosts.

The Board Secretary will provide a copy of the greeter schedule to the President, Rabbi, office secretary, AND web master/communications chair.

REVISED: 4/4/06

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## **POLICY: Kitchen Policy**

A copy of this policy will be posted in the Kitchen and given to all Committee and Sub-committee chairs, be placed in the B'nai Mitzvah Handbook, sent out with the Oneg List, and given to Religious School and TBO Tots teachers. A friendly reminder of the policy will be placed in the ORacle on a quarterly basis.

The "Responsible Individual" is:

- The Committee Chair or Event Coordinator
- There are some activities which do not necessarily involve a Temple committee, such as Religious School, Hebrew School, Confirmation Class, etc. In these cases, the Religious School Administrator will be responsible to ensure a kitchen clean-up occurs. This should be done by assigning a person to be responsible.
- If the facility is used for a member family event, the family is responsible to ensure proper clean-up.

Responsibilities of ANYONE using the kitchen:

- Do not use any food items in cabinets that are marked for a certain committee or function (child care, BOTY, etc.) Any food items should be in a closed container or ziplock for pest control.
- Clean all counters and wipe them.
- Place all garbage and recyclable items in appropriate containers. Empty any garbage containers with food items into outdoor trash containers. Recyclable paper should not be placed outside building until trash pick-up day (fire hazard), but should be flattened and put in kitchen recycle bin.
- Unplug all small appliances (except microwave ovens).
- Place all dirty dishes in dishwasher and start. Hand wash, dry, and put away any items not suitable for dishwasher.
- Take any leftover food from event home or to a shelter. Do not place in refrigerator unless labeled with date and name, and you will be responsible for removing within 3 days.
- There will be some staple items in refrigerator (condiments, etc.) These will be dated. Any staff lunch items will be marked with person's name and dated.
- Please take home dirty tablecloths and dishtowels, launder, and return to Temple Beth Or within 10 days.

The "Responsible Individual" shall ensure after the event occurs (Oneg, a meeting, etc.) that the kitchen is clean before leaving the building.

The "Greeter" or person in charge of lock-up will survey the building before leaving. It is NOT the "lock-up" persons responsibility to clean the kitchen. If a serious problem is discovered, please contact the Administrative Assistant.

If a Temple or staff member finds a problem, he/she will contact the Administrative Assistant (See Administrative Assistant list of duties).

Please treat the synagogue building with respect - this is the home of our community.

In Pirke Avot, Rambam says, "From where do we know this concerning the Temple? Since it is written: "The place which You, O God, have made for your abode; the Sanctuary which Your hands, O God, have established.'"(Exodus 15:17)

DATE OF BOARD APPROVAL: 5/9/00   REVISED: 6/1/05  
DATE OF GENERAL MEMBERSHIP APPROVAL: NA

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## **PROCEDURE: Oneg Responsibilities**

Thank you for helping with an Oneg!

The Oneg Schedule:

At Temple Beth Or, all families assist with Onegs, on a rotating schedule.  
If the assigned date does not fit your schedule, please find someone on the schedule to trade with you.  
The Temple office will not make assignment trades.  
If you make changes to the Oneg schedule, please notify Terri in the Temple office.  
If you are unable to find a replacement, please notify the office at least two weeks in advance in order to allow time for us to make other arrangements.  
Members unable to fulfill their Oneg responsibility and unable to find their own replacement will be charged \$50.00, as per Temple policy.  
Call the Temple office with any questions at 425-259-7125, extension 10.  
A Governing Board member is always assigned as a "greeter" and will be at the Temple approximately thirty minutes prior to start of services to open the building.

You will need to bring:

Dessert items such as cookies, cakes, or fruit. One sugar-free item such as veggies or cheese is suggested in consideration of those who cannot have sugar.  
The Temple provides challah, wine and grape juice for the blessings; coffee, tea, napkins, and creamer.  
Plan on 40-50 people for a regular Shabbat Service.  
Review the TBO calendar in The ORacle or on the TBO website at [www.TempleBethOr.org](http://www.TempleBethOr.org) or call the office to check if there are any holidays, b'nai mitzvot, or any other special occasions on the evening of your Oneg assignment so that you can plan accordingly.  
Contact the other individuals with whom you are sharing the Oneg no later than the Monday preceding your designated date in order to coordinate what to bring.

What needs to be done before the service starts:

Wine and juice for blessing  
Pour wine and white grape juice into small plastic cups and place on trays.  
Place both juice and wine on each tray, as some people do not drink alcohol.  
Fill kiddush cup for Rabbi/Leader and set on center table in Oneg room.

Challah  
Two challahs are supplied by the Temple.  
Set the challahs whole on a covered platter on center table.

Beverages  
Beverages are usually set out on table nearest the kitchen window.



Set out one or two pitchers of fruit juice, lemonade, or water.

On the beverage table, set out tea bags, sugar, creamer, cups for hot beverages, and glasses for juice or water.

For hot tea water, use the percolator marked for water, just fill and plug in.

For coffee, the 10-cup drip coffee maker is usually sufficient. Use the large percolator when you need to make greater than 10 cups of coffee for special events. Instructions for using the large percolator are posted in the kitchen near the window. Use of fair trade, shade grown, decaffeinated coffee is TBO policy and is provided by the Temple.

#### Food

Cover two tables in center of Oneg room with tablecloths for food.

Arrange food, utensils, napkins, and plates on the tables.

#### Location of Supplies

Lower center cabinet in kitchen marked "Oneg supplies" contains kosher wine, white grape juice, small plastic wine cups, coffee, and coffee filters. Please check refrigerator for wine and juice before opening new bottles.

Tea, sugar, creamer, stir sticks are in top cabinet above "Oneg supplies".

Dishes, cups, and glasses are in upper cabinets on sink side of kitchen. Pitchers are in lower cabinet to right of dishwasher.

Tablecloths and trays are in drawers near refrigerator.

What needs to be done after Oneg:

#### Clean up

Clean and unplug coffeepots. Empty dishwasher if necessary.

Rinse dishes, load into dishwasher and start dishwasher.

Use disposal for food waste (switch is located under sink).

Collect trash into plastic bags, securely close the bags, and place trash outside in garbage cans. Sweep floor if necessary.

No cardboard or recyclable paper products are to be stored outside next to building due to potential fire hazard.

Take tablecloths home to launder and return to Temple as soon as possible.

#### Leftover food

**DO NOT LEAVE ANY LEFTOVER FOOD AT THE TEMPLE!**

You may wish to send leftover food home with members, or donate it to the homeless shelter.

REFER TO REVISED KITCHEN POLICY OF 6/1/05 POSTED IN THE KITCHEN

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## PROCEDURE: Oneg Preference Letter Example

Dear Members of Temple Beth Or,

One of the most attractive features of our congregation is our welcoming nature. This spirit of community is fostered through a number of activities including our Friday evening Oneg Shabbat and our Shabbat services greeter program. For the upcoming Jewish year 5766 (October 7, 2005 through September 15, 2006) these programs will use one convenient schedule.

Following each Friday evening service throughout the year, an oneg is hosted by two member families. As per board policy, this responsibility rotates throughout the year amongst the households and committees of the congregation. On August 5, 2003, the Governing Board voted to establish a formal Second Greeter Program. As part of our covenant of membership with TBO, all members are asked to act as a second greeter for a Friday evening service on a rotating basis. The second greeter arrives 30 minutes before services begin, stands inside the downstairs door, and welcomes members and guests. At the start of services, the second greeter makes certain that the downstairs door is locked and then joins the congregation for services.

Prior to completing the schedule for the upcoming Jewish year, I want to make sure that all households and committees have an opportunity to indicate their preference for convenient dates. You may wish to choose a

date that coincides with a family Yahrzeit or other special occasion. If you do have a preference, then please complete the form below and send it to the TBO office, or to me via email ([agoralnick@hotmail.com](mailto:agoralnick@hotmail.com)), no later than August 25. If I do not hear from you, then I will assume you do not have a preference, and will assign you one date for each mitzvah (oneg and second greeter).

While hosting an oneg is the responsibility of all member households, we realize that some cannot fulfill this mitzvah due to extreme mitigating circumstances. If this is your situation, you have an option of paying \$50 for an oneg instead. To avoid being scheduled for an oneg, please notify me before August 25 if you are not able to participate.

Sincerely,

Anita Goralnick , Oneg Coordinator

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PREFERENCES FOR ONEG AND SECOND GREETER DATES (10/7/05-9/15/06)

Please return to TBO office or via email to [agoralnick@hotmail.com](mailto:agoralnick@hotmail.com) by August 25, 2005

- ☐ I am unable to participate on the following dates \_\_\_\_\_
- ☐ The Friday evening I prefer to host an oneg is (month/day/year) \_\_\_\_\_
- ☐ The \_\_\_\_\_ Committee prefers the following date to host oneg \_\_\_\_\_
- ☐ I would like to host an additional oneg \_\_\_\_\_
- ☐ Due to my unusual circumstances I am unable to host an oneg. Enclosed is a check for \$50 (made out to TBO) as per Temple policy
- ☐ The Friday evening I prefer to be second greeter is \_\_\_\_\_
- ☐ I am unable to participate as second greeter

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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## PROCEDURE: Oneg Schedule Letter Example

Dear Members of Temple Beth Or,

Enclosed you will find a copy of the oneg host and second greeter schedule covering the upcoming Jewish year 5766 (October 7, 2005 through September 15, 2006), as well as a copies of the oneg and second greeter instruction sheets. "Oneg Shabbat" means "Celebration of Shabbat." Hosting an Oneg Shabbat is a mitzvah that creates a special time for our community to gather after Shabbat Services. Participating in the second greeter program supports our goal as a welcoming community.

I attempted to make these assignments convenient, by coinciding with special dates you requested, whenever possible. Typically, newer members are paired with longer-term members and longer-term members are asked to help guide new members through the process. Please note the date for which you are scheduled in a prominent place on your personal calendars.

Please take time to review the oneg and second greeter instruction sheets. If the assigned date does not fit your schedule, you will need to find someone on the schedule to trade with you. The Temple office will not be able to make assignment trades. If you make changes to the oneg schedule, notify Terri in the Temple office. If you have questions regarding the oneg system please refer to "Oneg Responsibilities" or call the Temple office. Please do not hesitate to call me with any questions or concerns.

Thank you for participating in these important community traditions.

L'shana Tova,

Anita Goralnick  
Oneg Coordinator

Enclosure: Assignment List  
Oneg Responsibilities  
Second Greeter Responsibilities

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## **PROCEDURE: Second Greeter Responsibilities**

- Arrive 30 minutes before services are scheduled to begin.
- Stand inside the Temple at the downstairs door and welcome guests and members. Please wear a name tag.
- At the start of services, confirm that the downstairs door is locked and then join the congregation for services.
- At Oneg Shabbat, introduce yourself to visitors and spend some time chatting with them.
- If you meet a prospective member, please ask them to sign the guest book upstairs in the foyer so that we can send them information about the Temple. Offer them a copy of the Oracle. Leave a note for the Membership Committee or voice message (425-259-7125) about the individual's interest in Temple Beth Or.
- Thank you for participating in this Temple Beth Or tradition.