

# MINYAN M'AT KIDDUSH AND SIMCHAH GUIDE

## Kiddush

### The Rotation List

Current practice is to assign four member units to sponsor each kiddush. A unit is considered the same whether it is a single, couple or family. A coordinator is assigned for each week, who is responsible for contacting their fellow sponsors and working out arrangements, including both items and amounts.

Members often choose to sponsor kiddush to mark a simchah or other life cycle event—be it a birthday or a book party. This is encouraged, welcomed, etc. and efforts will be made to accommodate scheduling.

What happens if you can't be there that Shabbat? And, yes, swapping does occur—but you're responsible for making it happen. Please let the Kiddush Rotation Coordinators (not to be confused with the coordinator for a specific kiddush) know of any switches. You can also request a particular date in advance. You can also keep your assigned day but also make an extra contribution to the kiddush on the Shabbat you'd like to commemorate -- for example, extra treats, a decorated cake, special schnapps, exotic fruit, flowers, etc. If you choose this route, contact the assigned coordinator for that week to let them know you want to horn in.

We've tried to avoid scheduling kiddush assignments for members we know are living abroad or out of the larger neighborhood. However, errors do occur. Please contact us if you know of someone who cannot participate in the kiddush rotation.

### Procedures

The minyan usually doesn't serve bread at kiddush. Bread signifies a meal and requires that we wash and bentsch. Suggested alternative: crackers. If you must serve bread, it will be your responsibility to retrieve pitchers and bowls from the Ansche Chesed kitchen for washing.

The shul supplies grape juice and the minyan provides harder beverages. These are stored in the locked cabinet over the refrigerator on the 5th floor. Basic paper goods and some serving trays are also in the kitchen. If you are concerned about specific items, inspect the cabinet the week before your kiddush.

Ansche Chesed staff brings the grape juice and paper cups to the 5th floor kitchen Saturday morning. It's a good idea to look in the kitchen (or on the tables in the hallway) as soon as you arrive in shul to see if the required items are there. The kiddush sponsors are responsible for pouring grape juice and putting out a small stack of empty cups for liquor and sodas.

If you have to prepare anything by slicing or cutting, bring your own knife and/or scissors. It should be a dairy or pareve knife.

Generally speaking, you can bring food to the 5th floor refrigerator late in the day on Friday. If you need to bring a lot of food to the shul in advance please call the Ansche Chesed office (865-0600).

### **Amounts**

Using your own discretion, bear in mind that the minyan list currently tops 150 families. While you can never bring too much, you are not expected to bring lunch for the minyan and the fact is, this group will stand around talking to each other even when we have a "liquid kiddush" with just grape juice. Past guidelines recommended imagining you're having a cocktail party for 75 people.

### **Clean-Up**

Kiddush sponsors are responsible for straightening up in the minyan room. The shul staff handles the kitchen. Please be sure to put away the scotch, lock the cabinet, and pick up the trash. There is a recycling garbage can in the kitchen for bottles. Sponsors are encouraged to take home and recycle any aluminum foil, metal, plastic. We are currently composting and instructions are in the kitchen.

## **Smachot**

### **TO MAKE CELEBRATING YOUR SIMCHA EASIER . . .**

Ah, so the big day is approaching. Here are the Nine Steps to celebrating a Simchah at Minyan M'at. And don't forget to check out Ansche Chesed's kashrut and space policies.

### **One-and-a-Half to Two Years In Advance**

- Determine the date of your simchah. For bar/bat mitzvah, the "Hundred-Year Jewish Calendar, 1920-2020" of *The Jewish Encyclopedia* or *The Comprehensive Jewish Calendar* (Spier-Feldheim) are good resources to help determine the date and parshah.
- Determine whether you want to use the Minyan's regular makom t'filah or to rent Hirsch Hall from Ansche Chesed.

### **Considerations:**

- The Minyan's regular makom offers intimacy, familiarity, and ease; but it is extremely short of space. Extra seating for guests is usually minimal in

the fall/winter/spring (10-20 people) but is higher during vacation and summer weekends.

- Hirsch Hall offers a significant increase in space and formality - but requires a significant increase in planning, anxiety, and expense. (In some cases, the gym may provide an alternative to Hirsch Hall; however, its use increases the logistic difficulties. Also, it is not air conditioned and its acoustics are uncertain.) Ansche Chesed members rent Hirsch Hall for Shabbat morning t'fillot as well as for the celebrations after davening. There is often competition for the same date. Costs and regulations are explained in Appendices One and Two.

## Six Months to One Year in Advance

Notify Minyan M'at's

- **Troika:** The Troika needs to know about your simchah for planning purposes.
- **Simchah Committee Chair:** The Simchah Committee Chair needs to assign a point person whose job is to help you negotiate the details for the ceremony and the davening.
- **Kiddush Coordinator:** The Kiddush Coordinator needs to know because the baalei simchah customarily provide kiddush for the Minyan.
- **Leyning and D'var Torah Coordinators:** At times, people reserve *leyning* and *d'var Torah* spots far in advance. To avoid conflicts, contact these coordinators as early as possible. See Appendix Eleven for names and telephone numbers.

Start thinking about the kind of kiddush/lunch you would like to have ... *ein kemach, ein Torah* ...

- Review the kashrut standards in Appendix Four.
- For ideas about a do-it-yourself kiddush, speak to your point person.
- MM's Kiddush Coordinator also has information on M'at kiddushes.
- If You Plan To Use an Outside Caterer
  - Price, interview, and hire a caterer. (Appendix Five provides a non-inclusive list of kosher caterers already approved by A/C.)
  - Provide caterer with the Instructions for Caterers (Appendix Three) and for Space Renters (Appendix One).
  - Note: On a typical Shabbat, we have between 125 - 150 people.

## Four-to-Six Months in Advance

*Ein Torah, ein kemach* ... It's time to plan the davening -- and, if you're using Hirsch Hall, it's time to hone in on the details with Ansche Chesed. It is the privilege of

the *baalei simchah* to choose all principals for *Shabbat* morning *t'filot*. Appendix Ten provides a list of these central liturgical positions as well as other honors and roles that can be specified. You do not have to assign any or all of them. By this point, however, the following coordinators should have been told whether or not you will be assigning your own *davener*, *darshan*, *leyners*, *baal/baal haftorah*, and/or *gabbaim*. Notify:

- Minyan M'at's Davening Coordinator, D'var Torah coordinator, Leyning coordinator, Gabai
- Please observe the following restrictions:
  - Daveners, darshanim, and gabbaiim must be members of the Minyan.
  - Photography and the use of musical instruments and microphones are not allowed any time on Shabbat.

### **If you're using Hirsch Hall:**

- Set up a meeting with the Executive Director of Ansche Chesed for an update of your plans.
- Take notes during the meeting, so you can refer to them in subsequent meetings. Find out about:
  - **Kiddush:** Provision of wine, glasses, trays and setting up AC's policy on providing this part of kiddush is periodically revised. You need to determine how and where kiddush will be set up. If you'll use HH Lobby -- and you need to negotiate its use with AC -- determine who will rearrange the set-up there, etc.
  - **Siddurim and Chumashim:** Calculate how many of each you will need. The MM Book Committee Chair will know how many Bokser siddurim we have available. We do not have enough for HH use. AC has other books in storage. These include approximately 500-600 Siddur Chadash, edited by Sidney Greenberg, donated by the Nadler-Sharon family. Request equal number of chumashim.
  - **Chairs and room layout:** Be explicit about how many chairs you will need. MM usually has about 125-150 people without a simchah. AC has recently purchased 150 new chairs; many of the older ones are in poor shape. If another AC event requires chairs, you may have to -- or prefer to -- rent additional ones.
  - **Bima:** The staff tends to set up the Minyan's regular bima, but you can ask for the bima from the Chapel (which is the leyning table we use for the High Holydays). It is less bulky and looks nicer.
  - **Tables:** At least two tables are needed in Hirsch Hall Lobby to lay out books, etc. You'll need others for food.
  - **Coat racks**
  - **Screens:** If Hirsch Hall needs to be reset for kiddush/lunch, screens should be set up between the davening space and the preparation space.

In addition, screens should be used to block off access to the stage and piano -- to discourage children from playing. AC usually has enough screens; if not, you can rent them.

**Price any rentals you will have to make.** Tristate Party Rental (772-0620) is a good source for chairs, tables, and screens.

**Finalize guest list. Plan invitation. Order invitations if working with a printer.**

## **Two-to-Four Months in Advance**

- Speak to:
  - Simchah Committee point person to be sure all bases are being covered and to coordinate efforts. Provide an estimate of the number of children expected so that child care coverage can be planned.
  - Ansche Chesed's Executive Director, if you're using Hirsch Hall. This is time for a refresher meeting and an update of your plans. Review all points in Section III.
  
- Plan menu:
  - If catering kiddush/lunch, meet with caterer to plan menu. (See Appendix Three: Instructions for Caterers .)
  - If planning a "do-it-yourself" or "pot luck" kiddush/ lunch, plan menu, and make food assignments. See *Kashrut* Standards in Appendix Four and remember:
    - 1) Because motzi requires that we wash, do not use bread, pita, and bagels unless you make arrangements for n'telot y'dayim and benching, and
    - 2) Do-it-yourself means clean-up-yourself. In the MM makom, you'll need at least 5 people for set-up during musaf and the same for clean-up. For HH, you'll need to speak in detail with your point person.
  
- **Think about accommodations for out-of-town guests on Shabbat.** (Appendix Six provides suggestions for lodging guests.)

## **Six Weeks-to-Two Months in Advance**

Check out davening supplies:

- *Tallitot* - Check the Minyan M'at tallit supply to see about quantity and quality. Dirty ones may be cleaned. You can ask the Executive Director of Ansche Chesed for extras or consider making a donation of tallitot to the Minyan.
- *Kippot* - Check the Ansche Chesed kippah supply. The black satin variety may be ordered by the gross jointly with the Shul. If you want custom-printed, better-quality kippot, order them now. Buy bobby pins.

- *Cover for leyning table* - You may want to have it dry cleaned. Benchers If bread is served, we need to do Brachat haMazon. Check with Ansche Chesed or order your own.  
*Kippot, tallitot and benchers can be ordered from West Side Judaica, 362-7846 or Ziontalis, 925-8558.*

**Notify honorees and discuss functions with them.** Refer to Appendix Ten -- a must. Various techniques have been used to familiarize people with the brachot. Some have made tapes for their friends/relatives with directions as well as with a recorded chant of the brachot. Be sure that people have enough practice time. Be especially aware that hagba and galila cannot be done by just anyone. They are harder than you think. Pick experienced people.

### **Mail invitations.**

**Plan for flowers or plants for bima and kiddush if desired** (please avoid lilies as several people are highly allergic).

### **One-to-Six Weeks in Advance**

- **Coordinate with your Simchah Committee point person.** Include discussion about ushers, child-care, Minyan gift.
- **Think about sibling assignments for Adon Olam or Aneem Zmirot.**
- **Consider using the special misheberach for bar/bat mitzvah or for hatan and kalah.** See Appendix Nine.
- **Give gabbai a written list with the names for aliyot and leyners.** Names for aliyot should be in Hebrew or spelled phonetically in English. Remember that MM's policy is to use the names of both mothers and fathers.
- **Meet with caterer to finalize kiddush/lunch plans.**
- **If you are making a "do-it-yourself" celebration, arrange for friends to set up and clean up.**
- **Buy kosher candy for throwing:**
  - Make sure it is not too hard--it hurts! Not too soft--it melts.
  - Decide when you want candy thrown and designate an adult (possibly your point person) to advise the candy distributors when to start passing candy around. Timing is tricky here because the distribution of candy usually triggers a great deal of excitement and noise. We recommend that it be distributed only one or two aliyot before the simchah aliyah.
  - Provide baskets (usually 3-4) for the candy.
  - Consider an alternate method: Place a large, candy-filled basket next to the siddurim with a sign stating when in the service it is time to throw candy. We've tried this. It works well and simply. Ask your point person for more information.

- **Call garages about parking for out-of-town guests** (see Appendix Seven for a Parking Map).
- **If you will use Hirsch Hall, set up final meeting with Executive Director to review arrangements made at Step III:**
  - Chairs: Check number, placement, and rental need. See Appendix Eight for sample set-ups for davening and for kiddush/lunch
  - Maintenance staff
  - Aron kodesh: The aron needs to be moved from 6th floor. Also the table that supports the aron needs to be moved -- or ask for the taller, white table that is used for the High Holydays. The maintenance staff usually stores it near the stage.
  - Siddurim and Chumasim
  - Leyning table
  - Tables: Tables need to be in lobby for siddurim and chumashim as well as prepared for kiddush/lunch. If you have flower arrangements that need tables, arrange for them.
  - Coat racks and hangers
  - Screens
  - Call rental company to rent extra chairs, tables and/or screens.

### **One-to-Two Weeks in Advance**

- **Meet with your Simchah Committee Point Person.** This is a key meeting and will keep you from getting anxious as time draws near. Your point person is your stage manager.
- **Rehearse with honorees what is expected of them.** Practice the brachot with them, explain timing, etc.
- **Announce your simchah.** You or the troika may make announcements about your forthcoming simchah in the week or two prior to it.
- **Make definite arrangements for the Torah.** Speak to gabbai about the key to the aron and who will bring Torah from the aron in the Chapel on the morning of the event -- and who will return it.
- **If you're having a "do-it-yourself" kiddush:**
  - Consult with MM's kiddush coordinator
  - Check/buy supplies: For example: trays; paper or plastic plates and napkins; tablecloths; can openers and corkscrews; garbage bags, paper towels, storage bags, aluminum foil; plastic flatware and glasses; serving platters, bowls and implements; sharp knives Be sure AC is providing cups, wine, juice.
- **If you are using Hirsch Hall, meet with AC's Executive Director"**
  - Make sure the staff has been informed of all details. Review Step III.
  - Ask for names of staff who will be setting up your event, so you can tip them.

- **Make signs directing guests to the davening.** (MM sign experts include Howard Berkowitz, and Janet Heettner.)
- **Arrange for use of leftovers Leftovers.** May be donated to City Harvest (for pick-up, call: 463-8801) or the Ansche Chesed Shelter, if you arrange it in advance.

### **Friday before your simchah**

- **Remember:** You can't bring food and candy by car on Shabbat. So bring all your supplies on Friday.
- **Designate a friend to keep track of any presents people bring.**
- **If you are using Hirsch Hall:**
  - Review with the Executive Director all the details established in Step III that pertain to the davening space, the transition to kiddush, as well as kiddush. (Note: Although you may be serving wine with a catered meal, you still need to arrange for kiddush wine or juice to be poured and distributed.)
  - Be sure the staff knows about special kippot, which siddurim, how many chairs and books, room arrangements. (Check that any rentals have been delivered and the staff knows they are for your simchah.)
  - Tip Ansche Chesed staff - We suggest you do this on the Friday before. Your point person can help you with a suggested dollar range.
  - Make sure air conditioning, fans, heat, ovens, percolators are turned on, as appropriate, and that candy and baskets are prepared, flowers are arranged, benchers are given to the caterer or put some safe place.
- **If you are using the Minyan's space on the 5th floor**
  - Be sure all your supplies are in kitchen.

### **The Morning of Your *Simchah***

The Simchah Committee point person will arrive by 9:15-9:30 a.m. for last-minute troubleshooting. Because guests tend to arrive earlier than Minyan regulars, generally between 9:30-10:00, we recommend that you be there by 9:30 and move into Hirsch Hall by 9:45 am. Don't Worry, Enjoy! Mazal Tov!