


Kol Ami is made up of progressive Jews whose practice is egalitarian, interactive, traditional and modern. The active engagement of all our members is a critical part of our thriving community. THANK YOU for doing your part in hosting Shabbat services today. To do our part, we're making hosting easier, in 3 quick steps!

BEFORE YOU GET THERE, don't forget to bring the CHALLAH. Two loaves if we're expecting a larger than usual crowd. Plan to arrive 30 - 45 minutes ahead of services. Normally we'll be in the Chapel on the lower level. But check our website or the UUCA announcement board for any changes in location. You'll find a key  for the supply closet on the window ledge and a back up key in the closet on the upper level of UUCA located across from a copier room. A folder for Kol Ami is in this closet in one of the first two crates located on the left as you enter.

1 **ROLL OUT THE RITUAL ITEMS** Here's what you'll find: the Torah ark ♦ musical instruments ♦ kippot ♦ a bookcart of Siddurim ♦ the table cover is located in the bottom drawer of the ark ♦ candles and matches are on the back shelf for Friday services



2 **ROLL OUT THE REFRESHMENTS**
It's all there on the cart!

Roll it down to the oneg room (also called the "youth room") at the far end of the hallway. Here's what you'll find: ♦ two blue table cloths to cover the table for refreshments and the table for potluck food ♦ coffee & fixings ♦ pitchers to fill with water - 2 for ice water, 1 for the Keurig ♦ plastic silverware ♦ hot & cold cups ♦ 2 platters to serve wine & grape juice with mini-Kiddush cups ♦ the challah tray and cover ♦ the Kiddush cup ♦ food allergy labels ♦ as potluck offerings arrive, add serving pieces & display them to your liking



3 **MOST IMPORTANTLY, ROLL OUT THE WELCOME**
It's your chance to represent Kol Ami and play host! Display our sign near the front door. A black & white striped folder has brochures to display in the Chapel foyer. If there are young families on a Saturday when Tot Shabbat is NOT offered, offer to bring toys out of the closet so families can take a break in the oneg room during services. On Tot Shabbat weekends, the Tot Shabbat coordinator will handle set up.

Use Kol Ami's calendar on the website to **make announcements** near the end of Shabbat. Then head down to the oneg room a few minutes before the service ends to **pour wine and grape juice for Kiddush**. When folks arrive, **introduce yourself and introduce others**.



Additional Security & UUCA building guidelines

Please **keep your phone on vibrate during services** in the rare instance of an emergency or medical event. **An emergency contact list and medical instructions** are provided in a separate document hung on the storage closet door.

Our UUCA hosts have been very welcoming and generous in sharing their space with Kol Ami since its founding days, **please help us honor that relationship** by complying with their guidelines:

- ♦ **Place NO adhesive for signage** on walls, woodwork, doors, glass or furniture use easels instead.
- ♦ **Do not leave the outside doors propped open**, if you are loading or unloading, the doors must be supervised during that time.
- ♦ **Windows must remain closed and locked at all times**, the HVAC is a temperamental beast and open windows will just cause it to work harder. The Chapel may be hot if it's been closed a long time, leaving the doors open for ventilation should resolve that.
- ♦ The **UUCA is smoke-free**, also **no food or drink** (except water) is allowed in the **Sanctuary, Chapel or Rooms 13/15 or 16**.
- ♦ The **UUCA is a green facility**, **no foam plates or cups are permitted**, **mylar balloons** are not permitted upstairs.
- ♦ **Children must be supervised at all times**.

After the Oneg/Potluck

Offer leftover food to others to take home, or take it yourself. If any remaining food is in good condition, notify Kol Ami's Administrator that you've left it in the refrigerator for church staff; otherwise dispose of it.

Wipe down tables, wash and dry the silver Kiddush cup and reusable utensils & pitchers.

If the tablecloths are soiled, inform Kol Ami's Coordinator (admin@KolAmiVirginia.org). If you can bring the tablecloths home to wash and have back by next Shabbat, that's always appreciated. Otherwise leave them unfolded atop the tablecloth box.

Return the easel and signage to the closet along the wall where they won't be damaged. **Return brochures** and reading material to their folders. **Sweep floors**, especially around tables, if needed.

Be sure the kitchen is clean and neat; do not throw garbage into the sink or recycling bucket. If the garbages are full or our services are in the evening, **dispose of garbage in the trash cans located outside the back door of the Activity Room**. Take care to **separate recycling and place recycling ONLY in their designated bins**.

Please return the Shabbat supplies *neatly to their designated locations in the storage closet*. ***Please be sure not to block access to the lighting box or the circuit breaker box. Lock the closet.***

UUCA staff will take down tables & chairs & empty garbage during maintenance hours.

Please advise admin@KolAmiVirginia.org if any supplies need to be re-ordered, any damage has occurred, or if any prospective members or visitors would like follow up. If you would like reimbursement for any expenses, please send your receipts to treasurer@KolAmiVirginia.org