

***Thank you for Hosting at a Kol Ami Bnai Mitzvah!***

**We extend our heartfelt thanks to Bnai Mitzvah hosts for creating a welcoming environment for the celebrating family and the congregation.** There should be four unrelated hosts at the Kol Ami youth b'nai mitzvah service and two more on standby. We especially encourage Bnai Mitzvah families to sign up to perform this mitzvah for one another. It comes with the added benefit of gaining insights and a team spirit as your families support one another.

This is a very special day for the family, and a busy time for them. Someone from the Shabbat hosting team should **reach out at least 1 week in advance to coordinate with the family.** This is a great time to make sure the Bnai Mitzvah family remembers to bring enough challah (usually 2-4 challah), wine and grape juice for the guests and congregation they expect to attend and make sure they have a plan for laundering the tablecloths and returning them after the service. Please let them know who's on their Shabbat host team and ask how the team can best support them.

As always, if you are unable to host on your assigned date, it is your responsibility to swap with someone in the community to take your place. For Bnai Mitzvah Shabbats, please note there are alternate hosts already listed.

***Guidelines AHEAD of Shabbat Hosting***

**Shabbat hosts should plan to arrive 45 minutes or more prior to the service** to bring needed supplies upstairs and check with the family about the timeframe and their expectations. Kol Ami supplies are in the downstairs Chapel closet. A key to the closet is on the window ledge with a back up key in the closet on the upper level of UUCA across from a copier room. A folder for Kol Ami is in this upstairs closet in one of the first two crates located on the left as you enter. Please make sure to **return the key to its proper location** after clean up.

One host should be designated to **greet the security guard and exchange cell phone numbers** with them. 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. It is also a kindness to offer the guard a seat and some food during the oneg hour.

You may use the UUCA elevator to transport the **supplies**:

1. the **book cart** with Shabbat Vehagim (Siddurim) and Chumashim (Torah books);
2. **kipot & tallit baskets** usually found on the shelf opposite the door;
3. the **Kol Ami sign & easel** are usually against the back wall under the circuit box;
4. **from the white oneg cart**, bring up the: silver Kiddush cup and small cups for grape juice and wine; the challah tray and cover; "about Kol Ami" material in the publicity folder, and the food allergy labels with the "Oh Nuts" lucite sign
5. **the Torah ark**;
6. **tablecloths** (4 longs and as many rounds as needed to seat the guests)

**We customarily hold b'nai mitzvah services in the large sanctuary** on the upper level with celebrations immediately afterwards in one of the two large spaces behind the sanctuary. Fellowship Hall is directly behind the sanctuary. The Center Gallery is the space with large windows to your left as you exit the sanctuary. Challah and juice are placed on the 1-2 long tables at the entrance to the Fellowship Hall. Two separate long tables are at the entrance to the Sanctuary to display the prayer books, kippot, tallit, any programs the family creates and “about Kol Ami” material.

Hosts are not catering staff or party planners. But please **consider yourself a welcoming greeter** and help orient guests who may have basic questions such as where the bathroom is and what is happening next. Please let the b'nai mitzvah family know if something might require their attention.

### ***During the Service***

The designated host who conferred with the security guard should remember to **keep their phone on vibrate** 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.

### ***About 30 minutes before the service ends (around 11:30 am)***

**Pour individual servings of juice and wine** into small cups for Kiddush. Toward the end of the service, one or two hosts should pour the cups, being careful to keep track of which is wine and which is juice. **Pour wine into the silver Kiddush cup.**

### ***During the luncheon that follows***

**Please ask the family if there are any emergency needs you can help with.** Please also check with the security guard and offer them a plate of food. If there are no emergency needs, you are a guest at the luncheon until “after the oneg” duties call.

### ***After the Oneg/Potluck***

Be sure to **wash and dry the silver Kiddush cup** before storing it.

Please **return supplies** to the designated locations listed on page 1. **Please be sure not to block access to the lighting box or the circuit breaker box. Lock the closet. Return the key.** Congratulate yourselves on a mitzvah well done, congratulate the family too!

**UUCA staff will take down tables & chairs & empty garbage** during maintenance hours. You **do not need to sweep floors.** The family’s rental fee covers the facility cleanup.

**Please release the security guard,** thank him for his service and ask if there is anything you need to report back to Kol Ami’s coordinator.

*Please remember to advise [admin@KolAmiVirginia.org](mailto:admin@KolAmiVirginia.org) if any supplies need to be re-ordered, any damage or security issue has occurred, or if any visitors would like follow up information.*

***The UUCA asks that we also observe their guidelines:***

Place **NO signage using adhesive** on walls, woodwork, doors, glass or furniture - use easels instead and bring **no mylar balloons** into the facility.

**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 UUCA is smoke-free**, also no food or drink (except water) is allowed in the Sanctuary or Chapel.

**Children must be supervised** at all times.

***Additional tips for the family of the b'nai mitzvah child & their caterers***

It's up to you and your caterer to **supply all disposables** (cutlery, plates, napkins, cups, sugars and sweeteners, creamers). You may use the UUCA's **water pitchers and platters as needed**.

Remember the UUCA is a green facility, **no styrofoam plates or cups** are permitted.

If you are having food delivered during the service, be sure to **leave tips** with your caterers or friends who are tasked with receiving it.

You can use **UUCA's vases for cut flowers**. **Arrange ahead of time** if you'd like to leave the flowers for the church's use in the upcoming week. They have a closet full of floral arrangement materials. Bring your own flowers from Trader Joe's or another affordable shop and just spruce them up (plan to do this the day before).

**In the kitchen, please take care** to wash, clean and properly replace all borrowed items; NOT to throw garbage into the sink or recycling buckets; NOT place items other than scoopers in the ice maker; NOT to cover the stove's pilot light with trays when the stove is off - it's really hard to relight!; and please use the fans when operating the stove or oven - the switch is by the door.

The UUCA has giant **urns for coffee**. They are expensive to repair and replace so work with a UUCA staff member to learn how to operate them or have your caterer work with them. You can have one set up for regular coffee and one for decaf. They have machines for hot water for tea as well. Please bring your own coffees and teas, rather than relying on the Kol Ami closet.

***and tips for the family after the oneg***

Either you or the caterer should **wipe tables and wash, dry, and replace borrowed utensils**.

**Be sure that the kitchen is left clean and neat**. If garbage cans are full or our services are in the evening, **dispose of garbage in the bins outside the back door of the Activity Room**.

**Carefully separate recycling** placing it and ONLY it in the designated bins.

**You can offer leftover food** to others or take it yourself. Food and flowers in good condition may be left for church staff only if you check with them first. The nearest shelter (Baileys Crossroad, 3525 Moncure Ave, Falls Church) is open 24 hours. You may call them (703) 820-7621 about accepting food.