



## GUIDELINES FOR KIDDUSH AT FABRANGEN

For any questions about Kiddush at Fabragen  
please contact **Judy Beltz**, Fabragen's Kiddush Coordinator  
Email: [kiddush@fabragen.org](mailto:kiddush@fabragen.org) Phone: **240-354-6109**

**WHAT DO I HAVE TO DO?:** Approximately once a year, each member of Fabragen is assigned to provide Kiddush for the community. This includes the following:

- bringing a light snack to eat after services
- bringing two challahs for Motzi
- pouring wine and juice for Kiddush
- cleaning up after Kiddush

It does NOT include washing the reusable dishes (see below).

Please read this information carefully, save this document, print it out, and keep the hard copy in a place where you can find it. This document is also available on our website and is posted in our closet at WES.

Providing Kiddush is **COMPLETELY VOLUNTARY** – if you do not wish to be included in the Kiddush schedule for any reason, please notify Judy and Clare, and they will leave you off the schedule (but you need to tell them, otherwise they will include you in the schedule).

### **HOW ARE KIDDUSH DATES ASSIGNED?:**

- **Cycle of dates:** The Kiddush schedule cycles through the entire membership of Fabragen. When one cycle ends, a new cycle begins. If you have any dates when you do (or do not) want to provide Kiddush, please let Judy and Clare know – they will make every effort to accommodate your scheduling requests. Occasionally your dates may be pre-empted by someone who wants to celebrate a birthday or other special date by providing a special Kiddush.
- **YOUR KIDDUSH DATE IS AN IMPORTANT COMMITMENT:** As soon as you receive the new schedule, check for your assigned date. Put it on your calendar so you do not forget. You may want to touch base with your Kiddush partner so you are both prepared.
- **If you cannot make your Kiddush date:** If something comes up and you cannot make your date, it is your responsibility to find someone to trade with. Judy or Clare will be happy to assist you in arranging a swap to cover your Kiddush date if you cannot do it, but the responsibility to find someone to cover the date is yours.
- **Two people are assigned per Shabbat.** Couples are usually assigned to the same Shabbat. If couples would rather be assigned to different days, or for any other scheduling requests, please contact Judy (with a cc: to Clare and Fabragen Webmaster Elena Rodriguez at [tia.elena.rodriguez@gmail.com](mailto:tia.elena.rodriguez@gmail.com) to update our Web calendar).
- **Reminders:** Two weeks before your assigned date, Judy will remind you by email that your date is coming up and will call you if necessary to confirm if he does not hear back from you by phone or email.



**WHAT SHOULD I BUY FOR KIDDUSH?:** Kiddush should be simple, in line with Fabragen's general policy of dairy/veggie food. The food does not need to be heckshered or prepared in a Kosher kitchen. You should plan for 30-50 people at services, and it should cost no more than about \$40-50 per kiddush provider unless you choose to spend more. Your shopping list should include the following:

- **Two challahs:** One recent change is that you now need to bring two challahs for Motzi. Supermarket challah is fine, although our favorite challah is from Great Harvest in Rockville – if you can get there, Fabragen has an account, so you can just sign for the challah.
- **Suggested items:** The menu is totally up to you, but should include mostly finger food. Popular items include (but are not limited to) the following: bagels, cream cheese, hummus, baba ganouj, pita, crackers, chips, rice cakes, dips, cookies, cakes, pies, baby carrots and other raw vegetables, grapes, apples, and other fruit, dried fruit, nuts, soda, soda water, juice, green salad, fruit salad, potato salad, cole slaw, pasta salad, tuna or other fish, kugel, and other prepared dishes.
- **Paper goods:** You may need to purchase some paper goods, also (see below).
- **Wine and juice are provided by Fabragen, so you do not need to bring them.**

**SHOULD I USE DISPOSABLE OR REUSABLE DISHES AND UTENSILS?:** It is your choice. A set of reusable dishes and utensils (including cloth napkins and small Kiddush cups) has been purchased. **IF** the reusable dishes are at WES, and **IF** someone has volunteered to take the dishes home to wash, **THEN** the Kiddush providers should use the reusable dishes. If you want to use disposable dishes, there are some at WES, but check with

Clare when you go shopping, to see if there are any paper goods you need to buy. (Many Fabrangeners avoid products made by Dixie.)

**WHERE DOES FABRANGEN DO KIDDUSH?:** The wine and juice are passed out in the Main Hall during *Adon Olam*. Immediately after services, the service leader says the blessing. Immediately after the wine, the challah is brought up to the table in the Main Hall and the children say *Motzi*. After that, everyone goes out into the lobby, where the food has been set up on two or three tables set up for us there by WES.

**WHERE DO I FIND THE SUPPLIES I NEED FOR KIDDUSH?:** Supplies are all in the basement.

- **Fabrangen kitchen:** located to your left after you come down the stairs. The handle to the door is locked, but the door is not locked, so just push the door open and prop it open with the orange door stop on the floor. As you walk in the door, we have a small refrigerator and a cupboard above it, to your right. The light runs on a motion detector, but you can turn it on by pushing the button. Open wine and juice are in the refrigerator. There should be at least one kitchen knife in the cupboard. There are trays and large serving platters on top of the refrigerator.
- **Gray cupboard:** Walk past the restrooms, and the gray cupboard will be directly in front of you. The combination for the padlock is **3618**. The gray cupboard holds paper goods, utensils, cups, serving bowls, and supplemental food, as well as unopened bottles of juice and wine. There is also a bag with Passover dishes, including special serving plates and a cloth cover for the matzah used for motzi.
- **Downstairs office:** Past the classrooms, just before the doors that lead out the back of the building, there is a small office, where we have some storage shelves with boxes. One of the boxes holds tablecloths. The reusable dishes and other supplies may also be there.

**IF I NEED TO PREPARE FOOD, WHERE AND WHEN DO I DO THAT?:**

- **Kitchens:** For preparing food, use the serving kitchen on the ground floor, behind the coatroom. The WES kitchen, in the basement, next to the elevator, is usually locked, but **DO NOT** use it even if it is open – use of the kitchen is not covered in our lease, and we are not covered by their insurance.
- **Preparation:** Prepare your food and put it out as early as possible. It takes longer than you think it will and if there are specific parts of the Shabbat service you do not want to miss (like the Torah reading or the discussion) early preparation will leave you the time to enjoy the Shabbat service. This includes any pouring of juice or wine (see below).

**HOW DO I SERVE THE WINE/JUICE AND CHALLAH?**

- **Wine and juice:** Use either the plastic kiddush cups or the 3 oz paper cups. Set them up on the table in the lobby. Pour juice into about one third of the cups, and pour wine into the others. Pouring wine or juice into a large cup and then into the smaller cups is usually easier and safer than pouring directly from the bottle into the little cups.
- **Challah:** Put the challot on a large platter and cover with the challah cover, which is in the Main Hall, in the drawer under the books, where the yads are kept. Put the challot on one of the chairs on the side in the Main Hall. Someone will bring them up to the table when it is time for motzi.

**HOW DO I CLEAN UP?:**

- We are supposed to leave by **1:00**, so watch the time. Take a wastebasket through the hall to pick up any used cups. Clean off tables and counters. There is a recycling bin in the coat room for bottles, cans, cardboard, and other items that can be recycled. Pack up the reusable dishes so the assigned person can take them home and wash them. The refrigerator is really too small for leftovers, so take them home or give them away as people leave. Unopened packages that will last on the shelf can be left in the gray cupboard to use in case of emergency. Wash and put away any serving dishes and platters. If the tablecloths need to be washed, either take them home and wash them or find someone else willing to do it.
- **If there is a special Kiddush or simcha scheduled, your only responsibilities are for setup and serving of the Kiddush and challah.**

**Thanks in advance for your cooperation!!** We hope these guidelines are helpful. Please remember:

- **If you cannot be at Fabrangen on your assigned date, you must to find a substitute and confirm the swap with Judy** by email: [kiddush@fabrangen.org](mailto:kiddush@fabrangen.org) or by phone: **240-354-6109**. Judy may have some suggestions for you about who to trade with, but the you are responsible for arranging the substitution.
- It is your responsibility to notify Judy, Clare, and Elena about any switches.
- If we need more wine, juice, or paper goods, or for any other questions, please email [clare.fabrangen@gmail](mailto:clare.fabrangen@gmail.com) or call 202.302.1823 if we need to replenish our supply of wine, juice or cups or other disposable paper goods.