

Kol Ami – Securing Shabbat Hosts for B’nai Mitzvah and Responsibilities of B’nai Mitzvah Shabbat Hosts

Background: Kol Ami members volunteer as required as part of the Kol Ami volunteerism policy (see volunteerism policy on Kol Ami website) to serve as Shabbat hosts for services throughout the year. During the course of any given year we will celebrate several B’nai Mitzvah within a Shabbat service (typically a Saturday morning service). These services typically are held at UUCA in the sanctuary. These services typically are attended by many more people than the number of people who attend our usual Shabbat services. For these reasons as well as to assist the B’nai Mitzvah’s family the following document was developed.

Actions:

1. The Shabbat host coordinator will be made aware of all B’nai Mitzvah celebrations on the KA schedule to take place at UUCA and within a Shabbat service (Fri night or Sat morning) by the Kol Ami administrator or Ritual Committee chair as they are scheduled.
2. The Shabbat host coordinator will communicate with the B’nai Mitzvah family at least 4 to 5 weeks prior to the B’nai Mitzvah to determine from the family location of the service, expected number of attendees, and numbers of Shabbat hosts needed. The family will provide the Shabbat host coordinator with names of Kol Ami members who they have determined are willing to serve as Shabbat hosts for the event. The Shabbat host coordinator will contact these individuals to assure their willingness to serve as host.
3. The B’nai Mitzvah family will also alert the Shabbat host coordinator as to how they plan to have the sanctuary set up for the service (e.g.: where should the ark and Torah be set up, number of row of chairs which should be saved for immediate family, additional materials for the back table). The UUCA is responsible for room set up and UUCA provides at a minimal cost to the family an event coordinator who must be utilized. (See FAQs for additional information.)
4. The Shabbat host coordinator will then request volunteers (for an attendance of 60 to 100 people three hosts are needed, for attendance above 100 four hosts are needed) to serve as Shabbat hosts for the B’nai Mitzvah. The Shabbat host coordinator will clarify with the Shabbat hosts the variations from usual Shabbat hosting and Shabbat hosting for a B’nai Mitzvah service (as noted below under responsibility variations and/or provide via e-mail this paragraph).

5. Once the Shabbat host coordinator secures an adequate number of hosts he/she will let the family know who have volunteered. Ideally one of the Shabbat hosts will be identified as the lead to communicate further with the family about their wants and needs.

Variations for Shabbat Hosting for B'nai Mitzvah services: Shabbat hosts for B'nai Mitzvah are responsible for activities solely related to the Shabbat service and not for activities related to the post service celebration. To clarify further, Shabbat hosts for B'nai Mitzvah are responsible for setting up many, but not all, of the items as described in [Shabbat Hosting Information](#). Due to the additional set up time and the need to move items from the Kol Ami closet at the UUCA on one floor to another floor Shabbat hosts should arrive for set up an hour before the service. Of note, the UUCA custodian is responsible for moving the ark from our closet to the sanctuary for the B'nai Mitzvah so as not to damage the floors at UUCA.

1. The Shabbat hosts for B'nai Mitzvah are responsible for collecting and storing all of the items which are taken out and used for the service. These items should be returned to the Kol Ami closet when the service part of the B'nai Mitzvah celebration and challah and wine blessings concludes.
2. The Shabbat host for B'nai Mitzvahs are NOT responsible for purchasing Challah or wine/grape juice. They are also NOT responsible for setting coffee service and any food related event the B'nai Mitzvah family has planned. The family is responsible for this aspect of the service as well as any cleanup to do with the post service celebration.
3. Shabbat hosts responsibility for the B'nai Mitzvah family/service is complete once the service items are returned to the Kol Ami closet.

See related document found on Kol Ami website: [FAQ for B'nai Mitzvah Service and Celebration](#).