



PSJC KIDDUSH POLICY MANUAL

(last modified: December 2020)

Kiddush after services is one of the most important communal activities at our synagogue. Helping PSJC serve a nice Kiddush is always welcome, and is an especially appropriate way for an individual or family to honor an important lifecycle moment - a birthday, anniversary, yahrzeit, baby naming, *aufruf*, or Bar/Bat Mitzvah.

At PSJC, we like to emphasize the communal nature of the Kiddush, so that no one “owns” the Kiddush. Therefore, our policy is that the Synagogue ‘pays’ for the Kiddush, and we acknowledge our Kiddush sponsors by saying “Kiddush is sponsored by [members] through their contribution to the Kiddush Fund in honor of [the Simcha].” We find this approach balances the communal aspect of a Kiddush with the recognition that a sponsor (or co-sponsor) deserves, and as discussed below, also provides the sponsor a useful tax benefit. All kiddushes should be arranged with the PSJC office: office@psjc.org or 718-768-1453.

This policy manual is meant to help sponsors understand the process and expectations for both the sponsor and PSJC.

Inside you will find:

- 1. Types of sponsorship.....page 2**
- 2. Co-Sponsorship..... page 5**
- 3. Caterers.....page 6**
- 4. Budget worksheet.....page 8-9**
- 5. Disclaimer.....page 11**
- 6. Checklist to give to PSJC.....page 12-14**

Types of Sponsorships

Since members or their families sponsor Kiddush for a variety of reasons, we have a two options for sponsorship: Standard Shabbat Kiddush and Special *Simcha* Kiddush. These options were designed to help ease the possible confusion of ordering food and assigning staff. The number of guests is what informs each type.

All PSJC Kiddushes include: 2 PSJC facilities staff, challah, seltzer, coffee, tea, wine and juice for kiddush, and our standard paper goods. If a family needs to modify these items they must contact the office to make arrangements.

All Kiddush food must be brought in from an approved Kosher caterer or prepared in the PSJC kitchen according to PSJC's kashrut policy. If you are unsure if a caterer is acceptable, please contact the Rabbi.

1. Standard Shabbat Kiddush (SSK) (100 people or less)

To sponsor (or co-sponsor) an SSK, the number of guests expected should be less than 100. PSJC created three types of SSK in an attempt to make this as easy as possible.

- **Basic Friday night Kiddush** (\$75): Cookies and other standard items.
- **Basic Shabbat Kiddush:** (\$550) Bagels, cream cheese and choice of three salads, cookies and cake.
- **Basic Plus Shabbat Kiddush:** same as Basic Shabbat Kiddush with three additional salads or spreads (\$700) or \$1000 if fish is being served.

Substitutions may be allowed. Please contact the PSJC office.

2. Special *Simcha* Kiddush (more than 100 guests or special arrangements)

You need this type of Kiddush if:

- You expect more than 100 guests (from inside or outside the PSJC community).
- You will be creating a unique menu or other special set up plans.
- You will want to have a larger or different display of food than can be offered with the three Standard Shabbat Kiddush levels.

When a Special *Simcha* Kiddush is planned a minimum of **\$250 fee will be charged**. This fee is for additional costs incurred by the synagogue (staffing and supplies) and is in addition to the catering costs and fee schedule described above. In addition to this, please speak to the Synagogue Administrator regarding appropriate tips for our synagogue maintenance staff.

Four steps for a Special Shabbat *Simcha* Kiddush

Since **Special Shabbat *Simcha* Kiddushim** are a bit more complicated and involved, here are four steps (with space for notes) to guide you in arranging this type of Kiddush:

Step 1: Estimate the total number of expected people at Kiddush.

We understand this is hard. People cancel at the last minute and others arrive without notice, but please try to come up with a range that is as accurate as possible. If you underestimate your guest number by a sizeable amount, the staff will be overwhelmed and the possible outcome is that things may not run as smoothly as you would like. The number of staff members necessary to maintain the Kiddush is dependent upon the total number of Shabbat attendees, whether they are members of the PSJC community or outside guests. Inform the PSJC staff as soon as possible so arrangements can be made for proper staffing. In addition to your guest list, **do not forget to add 65** (the approximate number of PSJC members that attend each Shabbat) to your own guest list. **# of people** _____

Step 2: Choose a Caterer.

This can be one of the most overwhelming steps as there are so many choices. One option is to speak with the Synagogue Administrator to supplement our standard kiddush offerings. A second option is to reach out directly to a kosher caterer. When considering this second option, please contact the office for a list of caterers who have worked well with our community.

When speaking with caterers for price quotes, keep in mind that the Kiddush must be dairy/parve. You do have the choice of either all cold foods or both hot and cold foods. Also, to get an accurate price quote, **do not forget to add 65** (the approximate number of PSJC members that attend each Shabbat) to your own guest list. When a meat/*fleischig* Kiddush is desired, ovens, utensils and serving trays must be brought in from the caterer. **Please discuss the details of the Kiddush you are hoping to have with the Rabbi and office well in advance of the event.**

You also have the choice of hiring additional staff from the caterer or have PSJC's staff handle your set-up/clean-up/on-going support. At least two PSJC staff members must be present while other caterers are on site.

Caterer chosen: _____ **Phone:** _____

Email: _____

Step 3: Calculate your costs Attached is a checklist form that you may find helpful in figuring this out. It explains any extra costs for staffing, additional items for the service and ideas for ways to save.

Estimated total Cost: \$ _____

Step 4: Arranging Delivery.

The Sponsor is responsible for all payments and arrangements with the florist, caterer (only if paying on your own) and any other vendor. Sponsor should coordinate with the PSJC office and vendors to ensure that all deliveries arrive at PSJC **no later than Noon** on the Friday prior to the Kiddush or the day before the holiday begins if that is relevant. PSJC staff is not responsible for payments to vendors and payments must be made in advance of the expected delivery date and time. We are not responsible if your bill is not paid. *Please do not pay your vendor on Shabbat.*

Steps If Using a Caterer and Not Working Solely with the PSJC office:

- 1) The family contacts the caterer and has an initial meeting
- 2) The family and caterer have a logistics-oriented conversation with the Synagogue Administrator and Director of Maintenance on-site
- 3) Communication with Office, Maintenance and Rabbi (as necessary) continues
- 4) Regarding Payment: The Caterer charges the shul for kiddush. The family must reimburse the synagogue prior to the synagogue paying the caterer. This arrangement is done as a courtesy to the family so that payment for kiddush can be a tax-deductible donation.

Co-Sponsorship

Often two families or individuals want to sponsor kiddush on the same Shabbat. This splits the full cost of the Kiddush to each sponsor, while both the quality and quantity of food offered remains the same. This can benefit both of the sponsors, provided that the two parties can work out the details and differences in their need or expectations of the type of Kiddush each desires.

In the unfortunate event that the two sponsors do not agree on the type of Kiddush (either in terms of an equitable cost split, or quantity or selection of food to be ordered) AND it is impossible for either to sponsor a Kiddush on a different Shabbat, then the following are the basic rules to follow on the final size/type of Kiddush:

1. A Bar/Bat Mitzvah on a given Shabbat is the “main” sponsor.
2. The individual that called the PSJC office first to request to sponsorship becomes the “main” sponsor, while every effort to satisfy the needs of the other sponsor (and neither sponsor is a bar/bat mitzvah).
3. An unexpected *Simcha* and desire to sponsor a Kiddush at the last minute requires more cooperation. If plans have already been made by the “main” sponsor, then the family or individual requesting the last minute sponsorship can contribute to the Kiddush Fund an amount that will correlate to covering any other additional costs (i.e. additional food, staffing) that the Kiddush may incur. The last minute sponsor should also offer any other assistance that may be required to accommodate any last minute changes to the Kiddush in light of their request.

Please try to remain flexible and cooperative in light of the fact you are both celebrating a *Simcha*.

Additional helpful information

Kiddush Checklist Please fill out the Kiddush checklist at the end of this document to begin communication with the PSJC office. This form should be returned to the office as soon as all of the questions are known. Ideally we would like the information at **least 3 weeks ahead** of time.

Three weeks before my date is _____

PSJC Office:

Phone: 718-768-1453

Email: office@psjc.org

Facility Manager (for set-up purposes only): 718-715-2535 *Please do not contact the facilities manager before speaking with the Synagogue Administrator

Regular Catering at PSJC:

- Kosher Bagel Hole 718-377-9700
- Fairway Kosher Catering 866-392-2837

A List of caterers you may have seen recently:

- Village Crown 212-207-3888
- Main Event 201-894-8710
- Pride Caterers 646-369-2510
- Benz's 718-919-9529
- Sara Catering 917-497-1345

Bakery we use regularly:

Chiffon Kosher Cakes 718-258-8822

Our weekly vendor for challah, mini challah rolls, and desserts.
Everything at Chiffon's is parve.

Florist we use regularly:

- The Rose Garden – Miguel - 646-270-7587

Additional information regarding costs

Standard Shabbat Kiddush payments should be made at the time of the request.

Special Shabbat Kiddush has three main PSJC payments:

- **PSJC Payment** of \$250
- **Caterer's Payment** (if you choose to pay through PSJC for tax exempt status).
- **Additional Staff Payments** (when over 100 people are expected as explained in step one on page 3)

PSJC Payment: In an effort to recover most of the expenses incurred for the planning and successful execution of each Special Shabbat *Simcha* Kiddush, PSJC implemented a **\$250 Kiddush Fee**, to be paid at least 1 month prior to your special *Simcha* Kiddush. This does not include food or additional maintenance staff. We appreciate your support and we look forward to celebrating your *Simcha* at PSJC.

Caterer's Payment: If PSJC makes the final payment to an outside caterer, the order will be tax exempt due PSJC being a non-profit religious organization. Although the sponsor ultimately is responsible for all catering fees (including deposit and final payment), the sponsor can take advantage of this price reduction method by paying PSJC's office the final balance amount owed to the caterer no less than 2 weeks prior to the *Simcha*. To avoid confusion, this payment should be separate from any other payment to PSJC. If the sponsor either chooses not to pay the caterer through PSJC or is late in paying PSJC the full amount within 2 weeks of the *Simcha*, then the sponsor becomes entirely responsible for payment to the caterer, including the tax payment. In such a case, a check must be available for the caterer at the time of delivery for all charges due at delivery. PSJC will NOT, under any circumstance, write a check to a caterer when the office has not received payment by the sponsor in advance (even if it means that the food is not delivered.) [Occasionally, a caterer may change a price quote at the last minute, due to changes in guest list, or menus, for example. In such cases, the sponsor should coordinate with the shul office to ensure that any incremental amount is paid to PSJC, or directly to the caterer by the sponsor, on a reasonably timely basis.]

Additional Staff Payments: As the additional costs worksheet shows, the number of staff members necessary to set-up, maintain, and clean-up a *Simcha* Kiddush is based on the number of guests expected. PSJC pays three staff members on a regular Shabbat. It is the sponsor's responsibility to pay for additional staff necessary on their *Simcha*. Therefore, based on the Sponsor's expected number of guests, a check made payable to PSJC for the cost of hiring additional staff is required.

Staff Tip: A tip for PSJC staff is not included in the costs but is greatly appreciated. Although the staff is paid by PSJC, a Special *Simcha* Kiddush usually runs longer than a normal Kiddush, requiring the staff to work longer hours. Please keep in mind that they will do their very best to help make your *Simcha* special and they will put in extra attention, time and detail to the set-up and on-going maintenance throughout the morning. In keeping with the sanctity of Shabbat, tips can be given either before or after your *simcha*, and not on Shabbat.

Budget worksheet for a Special Shabbat *Simcha* Kiddush

Number of people Total number of people expected to attend Shabbat Services on the day of the <i>Simcha</i> . <i>To find this number, add 65 to your guest list if you have guests coming that do not attend PSJC regularly.</i>	Caterer Payment Paid through PSJC at least 2 weeks in advance to use PSJC's tax exempt status. <i>Sponsor is responsible for direct payment if PSJC does not receive within two weeks prior to Simcha.</i>	Additional Staff In addition to three staff members, paid weekly, you are required to pay for additional staff hired by PSJC. Provide office with a check, cash or credit card for the amount indicated below prior to your <i>Simcha</i> (unless you have hired caterer's staff separately).	Costs
Special <i>Simcha</i> Kiddush			\$250
101 to 150: total number of people expected at Kiddush (includes your guests plus 65 regular attendees)	See above	1 additional staff \$150 does not include tips	\$

151 to 200: total number of people expected (includes 65 regulars)	See above	2 additional staff \$250 does not include tips	\$
201 to 250: total number of people expected (includes 65 regulars)	See above	3 additional staff \$350, does not include tips	\$
Greater than 250 people expected at Kiddush (includes 65 regulars)	See above	4 additional staff \$450, does not include tips	\$
Additional Simcha items: candy, brochures, kippot, doilies			\$
Caterer Estimate			\$
Total Estimated Costs			\$

Ideas on how to reduce the cost of sponsoring a Kiddush

If economy is desired, there are other ways to put together a Special Shabbat *Simcha* Kiddush.

You can prepare all or some of your own food; the preparation must take place in the PSJC kitchen. You are expected to do all preparations before Shabbat starts on Friday. Please contact the main office to make arrangements for use of the kitchen, the possibility of supplementing one of the standard Kiddush levels, and to discuss further details (i.e. platters, utensils, PSJC Kiddush policy). All food prepared in our kitchen must be dairy/parve. *Please contact the Rabbi before bringing food into the kitchen.*

PSJC will still provide 3 PSJC staff members, challah, seltzer, coffee, tea, wine and juice for kiddush, seltzer and our standard paper goods. The sponsor is responsible for any other bakery items desired by either providing them independently from an approved kosher bakery or by working with PSJC staff to add to the weekly bakery order.

The number of staff members necessary is still dependent upon the approximate number of people expected (see chart on previous page). However, instead of paying PSJC to hire additional staff members, you may choose to bring in your own volunteers, provided you (and your volunteers) understand that the work done is what would normally be handled by paid staff members. These arrangements must be made in conjunction with the Synagogue Administrator and the Director of Maintenance.

The expectations for your Kiddush volunteers are as follows:

1. Volunteers do ALL food set-up, which may cause volunteers to miss part of the service, because the buffet and tables need to be set.
2. Volunteers assist with maintenance of the space during the Kiddush (i.e. spills, trash overflow, etc.),
3. Volunteers perform a complete clean-up of both lower sanctuary and kitchen after Kiddush ends, (not just picking up plates, but washing dishes, sweeping and clearing all tables).

Keep in mind that the PSJC staff member on site will not be of much assistance downstairs. During a large Kiddush, their primary responsibility is to handle the sanctuary, balcony, Kiddush room and restrooms both during and after. Therefore, if the volunteers do not complete the above mentioned items and the PSJC staff is required to work overtime, the Sponsor will be billed for this overtime amount.

Speak with the main office to discuss both economizing options: cooking part of the Kiddush at PSJC and/or bringing in volunteers. The B'nai Mitzvah handbook has more ideas on how to economize.

Disclaimers regarding PSJC's involvement with a Caterer Or When Kiddush is Not Being Organized by PSJC Office

- PSJC office must be contacted at the beginning of the Kiddush process regarding Kiddush menu and/or use of a full-service caterer.
- PSJC will not mediate any disputes that may arise between the caterer and the Sponsor either before or after the Kiddush.
- PSJC will not contact the caterer to arrange for delivery. The sponsor is responsible for coordinating the time with both the office and the caterer.
- Down payments with the caterer are made by the sponsor; this payment will not go through PSJC. Before down payments are made, please verify that the caterer is on the list of approved caterers or is approved by the Rabbi.
- If the caterer was not paid in advance or a check for the final balance was not given to the office in advance, the office will not write a check to the caterer for any amount when the food is delivered. We cannot make any exceptions. Checks from PSJC take a week to process. Please provide the information with enough time to make this happen.

PSJC Kiddush Checklist

Please return and office no later than 3 weeks prior to your sponsorship.

We suggest that you make a copy for your own records prior to submitting this form to the office.

Name of primary contact for Kiddush: _____

Type of *Simcha*/name of Honoree: _____

Best way to communicate: email or phone (circle one and provide):

1. I will / will not make all Kiddush arrangements through the PSJC office.
Please circle the option you are choosing.

2. Total number of people expected at Kiddush (*Circle the range remembering that PSJC has 65 people in regular attendance*)

101-150 151-200 201-250 250+

3. Which type of Kiddush are you planning (check all that apply)?

Standard Shabbat Kiddush (assumes total number of people up to 100):

___ Level I "basic" Kiddush (\$550)

___ Level II "basic plus" Kiddush (\$700)

___ Level II "basic plus" Kiddush with fish (\$1000)

Special Shabbat *Simcha* Kiddush (see page 3 for definition) \$250 basic cost does not include catering costs.

_____ I have (or will) make arrangements with the PSJC affiliate Caterer.

_____ I will bring in a caterer WITHOUT their staff.

_____ I will bring in a caterer WITH their staff.

_____ I will coordinate volunteers to assist PSJC staff, and will speak with the office to know exactly what is expected of my volunteers.

_____ I will cook some (or all) of my Kiddush at PSJC, and will need to make arrangements for use of the kitchen with maintenance and Rabbi.

4. Questions for Kiddush Set-up:

_____ I will provide paper supplies (table cloths, plates, utensils, cups (hot and cold) and napkins).

_____ I will need to use the oven for hot food (Dairy/vegetarian only). Note: The PSJC oven is small and can reheat only a limited amount.

_____ I have a particular table arrangement preference and it is attached or I plan to speak with PSJC staff.

5. Special Shabbat *Simcha* Kiddush Event Payments:

Please check as many as needed:

_____ I will pay, through PSJC, final caterer balance 2 weeks prior to the Special Shabbat *Simcha* Kiddush

_____ I will take full responsibility for direct payment, including tax. (Payments for menu changes in the final 2 weeks will not go through PSJC.)

_____ I expect over 100 people to attend, and will be responsible for the additional staff necessary either by paying PSJC in advance or by bringing in extra help.

6. If you are using a caterer:

Name of Caterer: _____

Phone: _____

Email: _____

____ I agree to provide PSJC with the final invoice 2 weeks prior to the Kiddush to ensure payment (please initial).

____ I understand that if a meat/*fleischig* Kiddush is desired, ovens, utensils and serving trays must be brought in from the caterer (please initial).

7. Additional Information (please initial):

____ I understand that all deliveries (food, flowers, etc) must be made by 12:00PM the day before the Kiddush, (specifically the day before Shabbat or holiday begins) and that the office is aware of these deliveries.

____ I understand that all "extras" (i.e. candy, paper supplies, brochures, kippot) should be brought to PSJC by noon on the Friday prior to the Kiddush, (specifically the day before Shabbat or holiday begins). I will check with the PSJC office about where to store them.

____ I understand that when possible, staff is happy to assist with decorations, but please note an additional fee may be requested if decorations go above and beyond ground-level tasks (for example, hanging lights from the ceiling).

Please write any special information or instructions pertaining to your Kiddush below

Signature _____

Date _____