

WOMEN'S LEAGUE ANNIVERSARY SHABBAT GUIDELINES

January 24, 2009 Parashat: Va'era
Theme: Lev v'Nefesh—Heart & Soul

COMMITTEE should consist of the following:

- chairs/co-chairs
- publicity (Jewish newspaper, synagogue bulletin)
- flyers/Shabbat morning handout
- coordination of service
- food – kitchen crew
- centerpieces

The committee needs to determine how involved sisterhood members will be in the service, in consultation with the rabbi. Some sisterhoods choose to do everything and others, less. You will find in this booklet a copy of involvement for the entire service. You may pick and choose what your sisterhood will do. Also, you may choose to call upon your post-*bat mitzvah* girls to read Torah. This is a way of involving our youth.

SUGGESTED TIME LINE

- 2-3 months prior
 1. Committee should meet
 2. Discuss the participatory range of members in the service
 3. Discuss the food for the *kiddush*, if it is a sisterhood responsibility, and determine if you will be making centerpieces
 4. Discuss and assign publicity/flyers/Shabbat morning handouts
- 1 month prior
 1. Reading parts should be assigned. Confirmation emails/postcards should be sent to each participant.
 2. Flyer sent to congregation.
- 1-2 weeks prior
 1. Shabbat handouts for the service should be printed. **MAKE SURE THAT IT HAS BEEN PROOFREAD BY SEVERAL PEOPLE.**
 2. Reminder postcards should be sent to participants.

GENERAL SUGGESTIONS

- Try to incorporate What Is Anniversary Shabbat? in your service.
- Shabbat morning hand-outs should include publicity about Women's League
- Flyers and centerpieces: the artwork could be taken from the Women's League Calendar Diary.
- D'var Torah: included in this packet are samples that you may use OR someone in your sisterhood may choose to write one.