

Women's League Shabbat: January 23, 2010

THEME: *Le'avdah Ul-Shamrah*
PARASHAT: *Bo*

Committee should consist of the following members:

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

The committee needs to meet to determine how involved sisterhood members will be in the service. 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

- Committee should be formed and initially meet 2-3 months prior to the service
 1. Discuss the participatory range of your sisterhood in the service
 2. Discuss the range of food involvement of your sisterhood for the *kiddush* and if you will be making your own centerpieces.
 3. Discuss publicity/flyers/Shabbat morning handout
- Reading parts should be assigned 1 month in advance. Confirmation emails/postcards should be sent immediately to participant.
- Flyer sent to congregation one month in advance.
- Shabbat handouts should be printed 1-2 weeks prior to the service. **Make sure that it has been proofread by several people.**
- Remind participants 1-2 weeks prior to the service.

GENERAL INFORMATION and SUGGESTIONS

- Shabbat morning hand-out 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: several are included in this packet *or* someone in your sisterhood may choose to write one. Included are a d'var Torah written for this parashah and a generic one if your sisterhood is celebrating on another date.

