

Temple Beth Sholom
32 Park Avenue
Park Ridge, NJ 07656
(201) 391-4620
www.temple-beth-sholom.org



Bar/Bat Mitzvah Handbook

For the _____ Family



Last revised January 2009-B

Table of Contents

| | |
|---|-----------|
| Introduction | 2 |
| From the Rabbi – Preparing for the Bar/Bat Mitzvah at TBS | 3 |
| Religious and Educational Requirements | 3 |
| Dates and Times | 4 |
| Flowers, Photographs, and Dress | 5 |
| Torah Honors | 5 |
| Arrangements | 7 |
| Oneg Shabbat and Kiddush | 7 |
| Fees and Honoraria | 8 |
| Chaperoning at Bar/Bat Mitzvahs | 9 |
| The Bar/Bat Mitzvah’s Role in the Services | 10 |
| Leading Friday Evening Prayers from the Bimah | 10 |
| Leading Saturday Morning Prayers from the Bimah | 10 |
| Speeches | 10 |
| Optional Prayers | 10 |
| Community Service Project | 10 |
| Bar/Bat Mitzvah Resources (Mentors, Tutors, Party Planners, Photographers) | 11 |
| Guidelines from the Temple Executive Administrator | 12 |
| During the Week of Your Bar/Bat Mitzvah | 12 |
| Food Preparation | 12 |
| Paper Good and Supplies | 12 |
| Refreshments | 13 |
| Other Miscellaneous Items | 13 |
| Bar/Bat Mitzvah Commitment Letter | |
| Timeline/Checklist | |

From the Rabbi and the Bar/Bat Mitzvah Committee

Dear Family:

Mazel Tov! Your child's Bar or Bat Mitzvah *Simcha* marks an important moment in the life of your family. It is your child's time of opportunity, a time for assuming responsibility, a time of discovery. By beginning this journey, each family indicates a commitment to perpetuate our Jewish heritage.

Many new experiences are on the horizon. All of us involved (your child, you, and we here at the Temple) will have to work hard together to make those experiences come to fruition. The staff at Temple Beth Sholom is ready to help you along at every step, but your active participation is what really makes a difference. The synagogue can't do it alone; our clergy and staff try to be role models as teachers and tutors, but your child is exposed to them only a few hours every week. You are the ultimate role model! When we tell your child how important it is to be at Shabbat services, we depend on you to join your child and participate in the service. When we say your child needs at least two to three hours per week of home study and practice, it is crucial that you encourage him/her and see that he/she does the work. Yes, this will be a rigorous process for you and your child, but one that will be well worth it!

In the next few pages, you will learn about the Bar/Bat Mitzvah policies and practices at Temple Beth Sholom, the process of preparation for the ceremony and the celebration. We will attempt to answer some of the most frequently asked questions. The Rabbi and Temple Executive Administrator are available to address specific questions and concerns about your particular *Simcha*. Also included in this handbook is a list of "Bar/Bat Mitzvah Advisors," Temple Beth Sholom members who recently celebrated a Bar/Bat Mitzvah. Feel free to reach out to any of these "Mentors" for assistance or for answers to questions you may have.

Once again, welcome to this very important chapter in the life of a Jewish family. Stay in touch, come to temple often, and share with us your feelings and impressions as your child grows into maturity.

From the Rabbi and Bar/Bat Mitzvah Committee

Contacting the Rabbi

Rabbi Gerald Friedman

Office: (201) 391-4652

RebYossel@optonline.net

Regular Office Hours:

Wednesdays: 10:00 a.m.-12:00 p.m.

Thursdays: 10:00 a.m.-12:00 p.m.

Sundays: 9:30 a.m.-11:00 a.m.

It is best to call for an appointment. Other times may be arranged, including home visits, at mutual convenience.

Preparing for the Bar/Bat Mitzvah Services

A. RELIGIOUS AND EDUCATIONAL REQUIREMENTS

1. Bar/Bat Mitzvah Training and Ceremonial Rites are reserved for Jewish students as defined by standards of the Conservative movement.
2. In order for a child to have a Bar/Bat Mitzvah ceremony at TBS, he/she **MUST** have attended Hebrew School for a period of five years (Gimmel – Zayin). Exceptions may be made to accommodate special circumstances.
3. Each Bar/Bat Mitzvah child **MUST** attend the following minimum amount of Shabbat services yearly:
 - Gimmel – 3 Fridays and 3 Saturdays (6 total)
 - Dalet – 4 Fridays and 4 Saturdays (8 total)
 - Hey – 5 Fridays and 5 Saturdays (10 total)
 - Vav – 7 Fridays and 7 Saturdays (14 total)
 - Zayin – 8 Fridays and 8 Saturdays (16 total)

Please note the amount of services Vav and Zayin students must attend during the **two** years before the Bar/Bat Mitzvah date (14 and 16 respectfully). **IMPORTANT: ATTENDING SERVICES AT OTHER SYNAGOGUES DOES NOT COUNT TOWARD YOUR REQUIREMENTS.**

One purpose of this policy is to allow the child, **as well as the parents**, to become familiar with the services. You and your child should come to services on time, and your child needs to stay to the conclusion of the services to get credit for attendance.

By attending services at Temple Beth Sholom regularly, you and your child will become comfortable with the following:

- a. Friday evening and Saturday morning prayers
- b. Chanting the *Kiddush*
- c. Opening the Ark
- d. Having an *Aliyah*

Not meeting these requirements will affect your child's Bar/Bat Mitzvah studies and private lessons with the Rabbi

- 4. Each Bar/Bat Mitzvah child is **required to attend group classes** taught by the Rabbi, these average 2 sessions per semester on Sundays after Hebrew school. There are occasional group meetings for parents.
- 5. Each child will receive individual instruction from the Rabbi once a week starting about eight to ten months before the Bar/Bat Mitzvah date. It is essential that during this time, parents and students consistently schedule 2-3 hours per week of supervised Bar/Bat Mitzvah home study. Parents are encouraged to attend the instruction sessions with their child. The Rabbi might also recommend additional tutoring, if necessary.
- 6. Please invite your child's Hebrew School class to your Bar/Bat Mitzvah services.
- 7. **ONGOING PARENT RESPONSIBILITIES**
Hebrew School learning becomes the building block of your child's Jewish education. In order to make the Bar/Bat Mitzvah process as successful as possible:
 - a. Please be sure your child attends Hebrew School regularly.
 - b. Please ensure that your child completes his/her Hebrew School homework each week.
 - c. Attend Shabbat services regularly with your child.

B. DATES AND TIMES

| | | |
|--|-----------------------|-------------|
| My child's Bar/Bat Mitzvah date is: | | |
| _____ | _____ | _____ |
| <i>day</i> | <i>month and date</i> | <i>year</i> |

- 1. Each temple parent may request the date for the Bar/Bat Mitzvah up to four years in advance. Please contact our Executive Administrator regarding a date, and review with the Rabbi your desired date. The temple will contact you by the end of 4th grade (Dalet) to confirm a date.
- 2. Bar/Bat Mitzvah ceremonies are held during services on Saturday morning. In addition, the Bar/Bat Mitzvah will have some role in the Friday evening service. Other times, such as Rosh Chodesh, Sunday morning, etc. may be arranged with the Rabbi if there are special circumstances and if TBS administrative scheduling permits.

3. Regular Friday evening services begin promptly at 7:30 p.m. When there is a Bar/Bat Mitzvah, services begin at 8:00 p.m. The Saturday morning services begin promptly at 9:30 a.m. and conclude at approximately 11:45 a.m. unless it is a special occasion (i.e. Holiday, special Torah reading, etc.). Families please arrive on time and remember, proper Shabbat attire is required (see #4 below).

C. FLOWERS, PHOTOGRAPHS, AND DRESS

1. The Bar/Bat Mitzvah parents traditionally order flowers for the pulpit, to be used Friday night and Saturday morning. The pulpit flowers and any leftover food may be removed from the Temple only on Sunday morning during Hebrew School, or Monday morning if Hebrew School is not in session on Sunday. (**Please be sure to make arrangements with the Temple office in advance.**) After the Bar/Bat Mitzvah, you may wish to donate the flowers to a local hospital or nursing home.
2. **No photography (still or video) or voice recording is permitted on Temple premises on Friday night and Saturday.** Please inform your guests. If you wish to have pictures taken at a different time, please contact our Executive Administrator and the Rabbi.
3. Please remind your guests to silence all electronic devices before entering the Temple (cell phones, beepers, pagers, etc.).
4. Please remind your guests to dress appropriately for Shabbat and holiday services. It is **NOT** acceptable to wear jeans, sneakers, sweatpants, mini-skirts, tube tops, sleeveless tops or sleeveless dresses (unless a jacket or shawl is worn to cover the arms).
5. All males are required to wear *yarmulkes* (*Kipot*). Jewish men are also required to wear a *tallit* on Shabbat morning. Women with honors must wear a head covering on the pulpit (*Bimah*).

D. TORAH HONORS

All Torah honors and other liturgical roles are reserved for members of the Jewish faith, Bar/Bat Mitzvah age and older.

1. On Sabbath morning, it is the custom to divide the reading of the Torah into eight parts called *Aliyot*. Each person called for an *Aliyah* recites the blessings before and after the Torah reading. You may distribute all eight *Aliyot* if you wish. The first *Aliyah* is reserved for a Kohen (member of the Priestly Family) and the second *Aliyah* for a Levite. If you do not have a Kohen or a Levite in your family, the honor will be given to Temple members. (Please notify the Rabbi if this is the case.) It is the TBS custom to honor the Bar/Bat Mitzvah's parents with the next to last *Aliyah*. The last *Aliyah*, or *Maftir*, is usually given to the Bar/Bat Mitzvah.
2. In addition to the eight *Aliyot*, the following honors are given:
 - a. *Petichah* – Opening the Ark to remove the Torah
 - b. *Hotza'ah* – Taking out and carrying the Torah

- c. *Hagba'ah* – Lifting the Torah*
* **NOTE: Because *Hagba'ah* requires strength and some skill, please select someone appropriate for this honor.** The Rabbi will be glad to instruct the honoree on the proper and respectful way to lift the Torah.
- d. *G'lilah* – Dressing the Torah
- e. *Hachzarah* – Returning the Torah to the Ark
- f. *Segirah* – Closing the Ark after the Torah is returned

Sometimes two Torahs are read, allowing for an additional *Hatzaah*, *Hagba'ah*, *G'lilah*, *Hachzarah*, and *Segirah*.

- 3. It is important that at least two weeks before the event that you provide the Rabbi with a list of names (both English and Hebrew) of those to be honored with Torah Aliyahs and those participating in opening and closing the Ark. Please see appendix. Please note that we also need the Hebrew names of the honoree's parents. Again, all male guests coming to the *Bimah* need to wear a *tallit* and a *yarmulke*. Women are required to wear a head covering.
- 4. Notification of the person to be honored should be done in advance. For example, "You will be honored with a Torah *Aliyah*. Please be with us at 10:00 a.m. to participate in the Torah service."

In order to avoid embarrassment, please insure the honorees know how to recite the two blessings (in Hebrew or in transliteration if necessary). Transliterations will be made available in advance for those who request them. They are also available on the temple's website (www.temple-beth-sholom.org).

- 5. Ask the Rabbi for help in preparing and editing your Bar/Bat Mitzvah booklet or program.
- 6. Each family will be given the option to select English translations in lieu of Hebrew prayers. These should also be assigned in advance.
- 7. At the beginning of the Torah service, after the conferring of the Tallit and parental blessing to the Bar/Bat Mitzvah, parents and family members join the Rabbi in the *Shehechyanu* blessing, thanking G-d for allowing them to celebrate this joyous occasion.

*Barukh attah Adonai, eloheinu melekh ha-olam,
She'he'chyanu, vekiyemanu, vehigi'anu, la'zman hazeh.*

Additional non-ritual, private blessings or readings may be added including those by non-Jewish parents/grandparents. The Rabbi will be glad to provide you with samples. Anyone honored with an English reading should be sent a copy of the reading prior to the service so they can familiarize themselves with the reading. At the conclusion of the services, the parents, the Bar/Bat Mitzvah, and grandparents may join the Rabbi on the *Bimah* for *Kiddush* and *Motzi*.

8. During the week preceding the Bar/Bat Mitzvah ceremony, the Rabbi will meet with the Bar/Bat Mitzvah and his/her family to review the order of the service and the list of honors. A dress rehearsal will also be scheduled, well in advance, for that week.
9. ***Reminder: All liturgical roles, including the presentation of the Tallit, are reserved for members of the Jewish faith. There are other ways to honor those not Jewish. Please discuss this with the Rabbi.***

E. ARRANGEMENTS

Once you have a confirmed date for the Bar/Bat Mitzvah, you should decide on the type of reception or *Kiddush* at the Temple.

1. The Temple's Social Hall is available for Saturday luncheon or evening receptions. There is an extra fee for evening receptions so please contact the temple's Executive Administrator in advance.
2. The meal that follows a religious event that is held onsite at Temple Beth Sholom, such as a Bar/Bat Mitzvah, MUST be Kosher. The Rabbi must approve all caterers who serve food at the Temple. Some Kosher caterers* in the area include, but are not limited to:
 - **Classic Caterers:** www.ClassicCaterers.com (845) 353-5578
 - **Foremost Kosher Caterers:** www.foremostcaterers.com (201) 664-2465
 - **Harold's II Kosher Superette:** Paramus (201) 262-0030
 - **Ma'adan Kosher Caterers:** Teaneck (201) 692-0192
 - **Main Event Caterers:** Englewood (201) 894-8710

* *not endorsed by the Temple - Feel free to consult the Rabbi for other possibilities*

3. Each boy should be provided with a *Tallit* that will be presented at his Bar Mitzvah on Shabbat *morning*. Many parents now also provide a *Tallit* for their Bat Mitzvah daughter. These items, as well as colored and personalized *yarmulkes*, *Tallit* clips, and other religious items, may be ordered through Temple Beth Sholom's Judaica Shop (contact the temple office for information) and online (give 4-6 weeks advance notice for *yarmulkes*). ***Upon request, the Rabbi will teach those who want instruction in the meaning and ritual practices of Tallit and/or Tefillin.***
4. Six weeks prior to the Bar/Bat Mitzvah, send an electronic picture to the Temple Bulletin's (Kol Sholom) Editor via e-mail. An invitation must be extended to the congregation (in the Kol Sholom) to the services, the *Oneg Shabbat*, and the *Kiddush* at TBS, in honor of the Bar/Bat Mitzvah.

F. ONEG SHABBAT AND KIDDUSH

It is required for the family to sponsor the *Oneg Shabbat* on the Friday evening of the Bar/Bat Mitzvah and the *Kiddush* after Saturday morning services. Only items with Kosher seals are to be brought into the Temple.

1. You will receive paperwork from the Temple's Executive Administrator guiding you along the way in the setup of the Bar/Bat Mitzvah weekend.
2. On Friday evening, you may serve only **PARVE** cookies and cakes. Nuts and fruit are perfectly acceptable as well.

On Saturday morning, dairy cakes, breads, and other items are permitted as well. You must choose between dairy and meat luncheons, with no mixing.

Kosher bakeries must always be used. Some Kosher bakeries in the Park Ridge area include, but are not limited to:

- **Butterflake Bakery:** Teaneck (201) 836-3516
- **Glauber's Kosher Bakery:** Spring Valley, NY (845) 352-4683
- **Gruenbaum Bakeries:** Teaneck (201) 836-3128
- **Novelty Kosher Pantry Shop:** Spring Valley, NY (845) 356-0428
- **Rockland Kosher Supermarket:** Monsey, NY (845) 425-2266
- **Sugar Flake Bake Shop:** Westwood (201) 664-1253

If you tell them the cake and *challah* are for an Oneg Shabbat and Kiddush, they will help you choose the types of cakes and how much will be needed for the number of people you expect.

Temple Beth Sholom congregants must always be provided for, even if you choose not to have your reception at the *Oneg Shabbat* or *Kiddush*. Ask the Rabbi or the Temple Executive Administrator for an estimate number of congregation attendees. The Saturday morning *Kiddush* can be as elaborate as you wish. Necessities are: *challah*, cake, wine, and drinks for children. It has been traditional to also include for a Bar/Bat Mitzvah *Kiddush* items such as: fish, egg and tuna salad, sliced vegetables, fruit, etc.

3. **It is your responsibility to contact the Temple Executive Administrator at least two-three weeks prior to the Bar/Bat Mitzvah to discuss the specifics of setting up and staffing.**
4. All deliveries to the Temple must be made by 9:30 a.m. on the Friday of the Bar/Bat Mitzvah weekend. Please make arrangements with the Temple Executive Administrator.
5. Absolutely, no foods or tableware may be delivered after Shabbat begins on Friday evening and all day Saturday.

G. FEES AND HONORARIA

1. **ALL** fees and other financial obligations **MUST** be paid before a Bar/Bat Mitzvah can occur. **The Bar/Bat Mitzvah fee is \$450 per child (\$650 for twins) for the year 2009/2010. Please check nearer the time for updated rate for 2010/2011.** You will be billed six months prior to your Bar/Bat Mitzvah. If your party will be held in the Temple's Social Hall, there is an additional fee to be determined by the Executive Administrator. Please note that your setup will remain for both Friday night and Saturday morning services.
2. It is customary to make a donation to the TBS' Rabbi's Discretionary Fund. Other Temple Funds/Committees may also be honored, if you prefer.

H. CHAPERONING AT BAR/BAT MITZVAHS

1. Your family is required to chaperone the Bar/Bat Mitzvah before your *Simcha*. If you are unable to assist on the required day, it is your responsibility to call another Bar/Bat Mitzvah family to trade dates. These requirements include:
 - Arriving fifteen minutes earlier (9:15 a.m.)
 - Ushering people to their seats
 - Handing out booklets/programs
 - Pointing out head coverings for women; found in the outside foyer
 - Ensuring that all males who enter are wearing *yarmulkes*, and showing where *tallitot* are located in the outside foyer.
2. Please make every effort to contact the Bar/Bat Mitzvah family in advance to find out if they have any special needs such as someone arriving in a wheelchair or needing additional assistance.
3. Please inform all guests that the ceremony is part of a Religious Service and requires appropriate respect and demeanor.

*If you have any questions,
please contact the Rabbi or the Temple's Executive Administrator.
We trust that the above information will enable you to have a joyous and
dignified Simcha.
We assure you of our full cooperation in making this possible.*

THE BAR/BAT MITZVAH'S ROLE IN THE SERVICES

Geared to Siddur Hadash

A. LEADING FRIDAY EVENING PRAYERS FROM THE BIMAH

| | |
|-------------------------------------|-----------------------------|
| 1. <i>Shalom Aleyhem</i> p. 16 | 4. <i>V'Shamru</i> p. 64 |
| 2. <i>Mizmor L'David</i> p. 34 | 5. <i>Kiddush</i> p. 90 |
| 3. <i>Shema and V'Ahavta*</i> p. 54 | 6. <i>Aleinu</i> p. 118-220 |

OPTIONAL FRIDAY EVENING PRAYERS:

- | | |
|--------------------------------|--|
| • <i>Mah Tovu</i> p. 6 | |
| • <i>L'chah Dodee</i> p. 38-40 | |
| • <i>Yigdal</i> p. 126 | |

B. LEADING SATURDAY MORNING PRAYERS FROM THE BIMAH

| | |
|---|---------------------------------|
| 1. <i>Shema and V'Ahavta*</i> p. 242 | 6. <i>Mizmor L'David</i> p. 342 |
| 2. Blessing on the <i>Tallit</i> p. 142 | 7. <i>Eyn Keloheynu</i> p. 400 |
| 3. Blessings before/after the Torah reading p. 322 | 8. <i>Aleinu</i> p. 402-404 |
| 4. Blessing on <i>Haftorah</i> p. 326-328 | 9. <i>Adon Olam</i> p. 412 |
| 5. Chanting <i>Maftir</i> and <i>Haftorah</i> sections* | |

* With Cantillation

OPTIONAL SATURDAY MORNING PRAYERS:

Lead Ashrei p. 190

- Lead *Shaharit* service (p. 224)
- Lead service for taking the Torah from the Ark (p. 312-320)
- Lead service for returning the Torah to the Ark (p. 340-346)
- Chanting additional *Aliyot* from the Torah portion
- *Musaf Amidah* – short form (p. 357-358)
- Additional songs, poetry, dramatic readings and/or individual arts/study project to be exhibited at TBS

C. SPEECHES

1. *D'var Torah* based on Torah and Haftorah themes
2. Thank you (a personal statement)

D. ALSO REQUIRED: COMMUNITY SERVICE PROJECT

To be reviewed with the Rabbi
(minimum of 5 hours).

BAR/BAT MITZVAH RESOURCES

MENTORS:

Below is a list of families who recently celebrated a Bar/Bat Mitzvah at Temple Beth Sholom. Feel free to contact them to get some advice, ask questions, and more.

- Elissa and Mark Goldner (Ben's Bar Mitzvah) – (201) 476-0598
- Jody and Andy Groh (Gaby & Remy's Bat Mitzvahs) – (201) 505-1365
- Ellen and Andy Kaufman (Ben's Bar Mitzvah & Rachel's Bat Mitzvah) – (201) 664-8828
- Deb and Neal Kirschner (Molly's Bat Mitzvah & Bennett's Bar Mitzvah) – (201) 782-0903
- Alice and Dennis Nudelman (Adam's Bar Mitzvah) – (201) 391-4403
- Lori and Marc Rabin (Rebecca & Rachel's Bat Mitzvahs) – (201) 476-1466
- Robin and Michael Steiner (Jake's Bar Mitzvah) – (201) 782-0780

TUTORS:

- Adam Nudelman (prayers, songs) – (201) 391-4403
- Alan Saslowsky – (prayers and Haftorah cantillation) – (201) 664-3856
- Irving Zeidel – (prayers, Torah and Haftorah cantillation) – h(201) 836-1798
c-(201) 424-2386

The following party planners and photographers frequently advertise in the Park Ridge area. However, Temple Beth Sholom endorses none of those listed below. They are simply listed to give you a start when planning your Bar/Bat Mitzvah.

PARTY PLANNERS

PHOTOGRAPHERS

- **Alex V. & V.I.P. Disc Jockeys** (800) 606-4847
- **Explosive Entertainment** (866) 975-6368
- **Mungo Party** (973) 239-8627
- **Party Details** (973) 758-1554
- **Powerhouse Studios** (800) 287-4613
- **Total Party** (732) 723-3555
- **Bart Gorin Photography** (973) 379-5626
- **Korbman & Company** (609) 208-0930
- **Mark Leslie Photography** (973) 305-1088
- **Prestige Photography** (908) 654-0473
- **Robin Schwartz Photography** (973) 729-7020

Guidelines from the Temple Executive Administrator

Dear Temple Family,

Your child's Bar/Bat Mitzvah is soon approaching and you will have many questions about what you need to buy and do. The following information will guide you along the process. Please call the temple office if you have any questions or concerns.

1. During the week of your Bar/Bat Mitzvah,

- A. You are responsible for providing your supplies no later than 9:30 a.m. Friday morning. Of course you can bring them to the temple earlier in the week as well. The custodian will set out your paper goods, but if you require anything special, then please discuss this in advance with the Temple Administrator.
- B. All set-up needs to be completed by 11:30 a.m. on Friday morning as the Temple office closes at 1:00 p.m. Setup is not permitted after sundown. Also, nothing may be brought into or removed from the synagogue after sundown on Friday and before sundown on Saturday. You may return on Sunday morning, if there is Hebrew School that is, or Monday if not, to collect any flowers and/or leftovers. Please let us know if you plan something different.

- 2. **Food preparation** is allowed in our kitchen during Friday morning (i.e. assembly of a cookie or fruit platter). You may use our platters and dishes, but please check out the kitchen in advance to ensure that everything you need is there. If not, you may purchase NEW items. **Remember, ALL FOOD AND DRINKS MUST BE KOSHER.**

IMPORTANT: Even if your home is Kosher, no serving items, utensils, platters, etc. may be brought into the temple.

3. Paper goods and Supplies

What you require depends on what you are serving. Generally, you will need the following items: disposable round and rectangle table cloths (plastic), hot/cold cups, napkins, paper plates, stirrers, 1 oz. plastic wine cups, wine (for Kiddush), plastic flatware, tea bags, coffee, non-dairy creamer, sugar and artificial sweetener, soda, juice (apple and white grape), challah, and a box of large Zip-lock type of baggies.

Tablecloths: In addition to the required number of tablecloths for Friday night, you also need to supply fresh ones for Saturday in case some need replacing. If we do not have to use them on Saturday, they will not be opened. It is suggested that you use colors other than white or very pale colors since the surface of the round tables will show through light colored tablecloths. It would be very helpful if you label your supplies for each day so we know which ones you want to use on Friday and which ones on Saturday.

- 4. If you are serving bagels on Saturday, they must be pre-sliced and in plastic bags to keep fresh. **Remember, ALL FOOD AND DRINKS MUST BE KOSHER.**

5. If you plan to have flowers set up on the Bimah in the sanctuary and/or on tables, then kindly ask your florist to have them here on Friday by 9:30 a.m.
6. Please mention to your guests that at no times may they park in the Post Office parking lot, as they will be ticketed and possibly towed. In addition to using the temple's parking lot, on-street parking is allowed. Please discuss any plans for a valet service with the Temple Administrator.
7. You may obtain copies of the *Aliyah* blessings in Hebrew (with transliteration) from us, upon request. They can also be found on the temple's website.
8. During your Friday night celebrations, we generally draw 20+ congregants (Saturday about 25), so please plan to include them in your Oneg Shabbat and Kiddush preparations.
9. It is customary for you to provide a Saturday morning Kiddush for members of the congregation, but if you plan to invite 40+ people, you may need to provide a server. Please discuss this with the Temple Executive Administrator. Suggested foods include salads (egg, tuna), cookies, fruit, *challah*, and other breads.
10. Because our sanctuary seats 120, it may become necessary to open a portion of the large wall and place rows of extra chairs for your guests. Please discuss this in advance with the Temple Executive Administrator.
11. Use of the telephone facilities/offices are not permitted during the Sabbath.
12. **Refreshments: How much should I buy?**

Beverages: If you supply 7 oz. cups, then as a rule of thumb, about 5 oz. of beverage will be poured into each cup. The total fluid oz. content is listed on your beverage bottle and since you know the number of guests expected, you can work out the total number of ounces required. It is up to you to decide how many cups of beverage you think your guests will consume.

Cookie/Cake Platters: People tend to take two or three cookies or cake portions per person.

Challah: Please allow one small *challah* to be used for the blessing. However, if you plan to serve *challah* as one of the main breads for your Kiddush on Saturday, then either have a large *challah* or two smaller ones.

13. Friday night services **MUST BE PARVE**. This means that your cookies and other foods must be Parve. Also, a **non-dairy creamer** MUST be used.
14. Since NO photographs may be taken during services, you may wish to meet with a professional photographer at the Temple prior to your event. Before planning this date and time, please check with the Temple Executive Administrator and the Rabbi first to ensure there are no conflicts with other temple events.
15. If you plan to transport your guests to your affair and plan to have a bus arrive at the Temple, please let us know in advance so we block off the front of the building with cones.

16. You will need to provide *Yarmulkes* and clips, as well as head coverings and bobby pins for women. Please contact the Temple office for suggested places to order.
17. As you might be aware, some families like to “shower” their child with candy at the end of the *Haftorah*. Please, only supply individually wrapped **SOFT** jellies or something similar. **NO HARD CANDY** since we want your child to survive this experience!
18. **AS SOON AS POSSIBLE**, please e-mail a passport-size photo of your child for the Kol Sholom to the Editor. See the temple’s Kol Sholom, website, or call the office for this info.
19. Your family is required to assist the family who has the preceding Bar/Bat Mitzvah before yours. (Please check with the Temple office for the family name and contact information.) We need all of you to be there to act as ushers and have your child hand out prayer books, handouts, candy, etc. Please contact this family in advance to find out if they have any special needs. Sometimes their elderly family members arrive in wheelchairs or with walkers, so this is also an area where you can assist.

If you are unable to assist this family on the required weekend, it is YOUR responsibility to contact another family on the Bar/Bat Mitzvah list to ensure proper coverage.

If you have any additional questions, please contact the Temple office.

Thank you,

Cathy D’Eletto
Temple Executive Administrator
(201) 391-4620
tbsoffice@temple-beth-sholom.org

Bar/Bat Mitzvah Commitment Letter

(Family's Copy)

Today's Date: _____

Our Bar/Bat Mitzvah child/children, _____, and his/her parents/guardians, _____, have read through this Bar/Bat Mitzvah Handbook and promise to abide by these guidelines to the best of our abilities. We will make sure we do whatever we can to make the Bar/Bat Mitzvah experience as successful as possible. We understand this will be a rigorous experience for our child/children, yet a very rewarding one. We also understand that our child/children must:

- attend Hebrew School regularly and complete given assignments/homework
- attend lessons with the Rabbi and complete given assignments by studying at home each week
- attend the required amount of Shabbat services to become prepared for our Bar/Bat Mitzvah *simcha*

We understand that we must reach out to the Temple Executive Administrator, the Rabbi, the Hebrew School Principal, and/or the Bar/Bat Mitzvah Committee Chairperson when we have any questions or concerns throughout this experience.

Signed by the Rabbi: _____

Parent/Guardian

Parent/Guardian

Bar/Bat Mitzvah Child

Bar/Bat Mitzvah Child

Bar/Bat Mitzvah Commitment Letter

(Temple's Copy)

Today's Date: _____

Our Bar/Bat Mitzvah child/children, _____, and his/her parents/guardians, _____, have read through this Bar/Bat Mitzvah Handbook and promise to abide by these guidelines to the best of our abilities. We will make sure we do whatever we can to make the Bar/Bat Mitzvah experience as successful as possible. We understand this will be a rigorous experience for our child/children, yet a very rewarding one. We also understand that our child/children must:

- attend Hebrew School regularly and complete given assignments/homework
- attend lessons with the Rabbi and complete given assignments by studying at home each week
- attend the required amount of Shabbat services to become prepared for our Bar/Bat Mitzvah *simcha*

We understand that we must reach out to the Temple Executive Administrator, the Rabbi, the Hebrew School Principal, and/or the Bar/Bat Mitzvah Committee Chairperson when we have any questions or concerns throughout this experience.

Signed by the Rabbi: _____

Parent/Guardian

Parent/Guardian

Bar/Bat Mitzvah Child

Bar/Bat Mitzvah Child

