

BAR/BAT MITZVAH GUIDE



CONGREGATION BETH ISRAEL
5716 Carmel Valley Road, Carmel, CA 93923
(831) 624-2015 Fax (831) 624-4786
www.carmelbethisrael.org
Email – ShalomCBI@aol.com

Revised May 2018

TABLE OF CONTENTS

BAR/BAT MITZVAH GUIDE – Introduction & What is a Bar/Bat Mitzvah	2
HISTORY OF BAR/BAT MITZVAH	3
LETTER OF AGREEMENT	4
BAR/BAT MITZVAH PREPARATION SCHEDULE	5
CONGREGATION BETH ISRAEL B'NAI MITZVAH HONORS LIST	6
B'NAI MITZVAH GUIDELINES	7
B'NAI MITZVAH STUDENT/PARENT CHECKLIST	10
PRAYERS TO BE LEARNED FOR B'NAI MITZVAH STUDIES	11
B'NAI MITZVAH HOMEWORK LOG	12
COMMITMENT	13
BAT/BAR MITZVAH SERVICE EXPECTATIONS	14
GIVING - MAZON & MITVAH PROJECT	15
TALLIT CEREMONY,	16
PARENTS SPEECH	16
BAR/BAT MIZVAH HONORS	16
STUDENT'S D'VAR TORAH (SPEECH)	16
DIRECTIONS FOR HAGBA'AH (LIFTING THE TORAH)	17
DIRECTIONS FOR G'LILAH (DRESSING THE TORAH)	17
YOU HAVE BEEN HONORED WITH AN ALIYAH	18
PART II – THE CELEBRATION	19
PHYSICAL SET-UP	19
FOOD AT CBI – GENERAL CONSIDERATIONS	19
CONSIDERATIONS FOR CATERERS	20
KASHRUT FOOD POLICY	20
CHILDCARE ARRANGEMENTS	22
FRIDAY NIGHT ONEG	22
SATURDAY MORNING KIDDUSH	22
CELEBRATION RESOURCES	23
PARTY VENUES	23
OTHER VENUES, CATERERS, BAKERIES	24
FLORISTS, ITEMS FOR GUESTS, ENTERTAINMENT	25
PHOTOGRAPHERS	26
INVITATIONS	26
OTHER RESOURCES: Tallit, Kippot, Books and Websites	26
IN SUMMING UP... SOME OPTIONS TO CONSIDER	27
CHECKLIST	27
HELPFUL TIPS	28
FORM FOR SET-UP FOR BAR/BAT MITZVAH'S	29
SAMPLE INSTRUCTIONS	30

BAR/BAT MITZVAH GUIDE

The Bar or Bat Mitzvah of a child is a joyous experience for the whole family. Through understanding the different parts of the event, we hope it will become more meaningful for your whole family. There are many opportunities for your involvement and many chances to personalize the service and the complete Bar/Bat Mitzvah experience. Be sure to take advantage of all possibilities to make this rite of passage important for your child and yourself. There are two purposes for this handbook. Its primary purpose is to acquaint you with the expectations and requirements that will be placed on your child as he or she enters the age of mature Jewish existence. Some of the expectations relate directly to the Bar/Bat Mitzvah service. Others relate to his/her ability to function as a Jew who has reached the age of maturity.

The second half of this book is filled with practical suggestions on how you can make this family simcha a more meaningful and joyous event. One of the nicest aspects of living as a Jew on the Monterey Peninsula is that we have a pleasant history of “not keeping up with the Joneses.” Over the years it has been a common practice for friends to help out with the arrangements for a reception, and often to be involved in such basic tasks as food preparation. It is hoped that we will continue to maintain the studied informality that has made such simchas a time for cementing friendships. If at any time you have questions, be sure to contact the office, Rabbi Greenbaum, Cantor Alisa Fineman or Louise Riddell-Kaufman.

WHAT IS BAR/BAT MITZVAH?

The process of becoming a mature adult and a mature Jew is not an easy one, particularly in our time. Bar/Bat Mitzvah is a religious celebration of the potential for growth and commitment, as a child begins to undertake the responsibilities of adulthood. What makes the ceremony uniquely Jewish is that, after several years of study, the child can begin to frame those responsibilities in a Jewish context, aligning him or herself to a system of mitzvot, which demands an appreciation and adherence to ways of righteousness and decency.

A Bar/Bat Mitzvah begins this new stage of life by doing the most adult thing that a Jew can do. He or she is called to lead the congregation in prayer.

A Bar/Bat Mitzvah is a time for great joy. The student has been challenged to take on a task larger than any other he or she has ever undertaken. By demonstrating competence and commitment to our Jewish heritage, the Bar/Bat Mitzvah can take his or her place as an adult partner in the Jewish community.

The Bar/Bat Mitzvah ceremony gives honor to the Torah, the Jewish community, and to our maturing children, and as such has earned a special place in our tradition.

Our congregation will give each family a copy of **For Kids - Putting God on Your Guest List**. **We encourage you to read this book as a family as you prepare for your special event.**

HISTORY OF BAR/BAT MITZVAH

The origins of the Bat Mitzvah ceremony go back at least two thousand years. While the Bible offers no clear demarcation of the stage of life when one is expected to practice the obligations of Jewish adulthood, we know that by the first century C.E., those obligations were set at age thirteen for boys. At this age, a minor's word was valid in a court of law. We read in the Talmud (Avot 5:21): "At age five a child is brought to the bible, at ten to the Mishnah, at age thirteen one becomes subject to the Commandments."

The Bar Mitzvah ceremony may well have been just begun as a simple acknowledgment that a child had reached the age of majority. But by the thirteenth century three expectations had been firmly established: Kr'iah (reading Torah), Drashna (a discourse on the passage or on Jewish Law), and Se'udah (a festive meal). While many congregations have different expectations of B'nai Mitzvah, these three elements are usually present.

The origins of Bat Mitzvah are relatively modern, since, in traditional Judaism, women were not obligated to lead religious services or read Torah. The first recorded Bat Mitzvah in the United States was that of Judith Kaplan, in May 1921. Judith Kaplan was the eldest of four daughters of Rabbi Mordecai Kaplan, the founder of the Jewish Reconstructionist Movement. It may not be a coincidence that the first Bat Mitzvah took place one year after the ratification of the Nineteenth Amendment, which guaranteed women the right to vote. Many Jewish organizations became sensitized to the changing roles of women at that time.

At Congregation Beth Israel, there is no difference in practice or observance between the Bar and Bat Mitzvah ceremonies.

In contemporary America, the Bar/Bat Mitzvah ceremony has become an important life cycle event. Often, relatives and friends will gather from near and far to participate in this significant event in the life of the Bar/Bat Mitzvah and the family. In acknowledgment of the achievement of the student, various honors distributed at any Shabbat morning service, such as the honor of the opening of the Ark doors, of raising and dressing the Torah scroll, and most important, being called up to bless the reading of the weekly Torah portion (aliyah), are given to significant family and friends of the Bat/Bar Mitzvah student.

B'nai Mitzvah Letter of Agreement

Dear B'nai Mitzvah Parents:

As your child or children get closer to celebrating their Bar/Bat Mitzvah we want to clarify the requirements needed from your family to insure that this is a rewarding and positive experience for all of us. We believe becoming a Bar or Bat Mitzvah is an important step in your child's Jewish education and want to make it as meaningful as possible.

During the earlier years of Hebrew Study (Kitah Aleph, Bet and Gimmel) the child may use a tutor instead of attending the Hebrew classes on Wednesday afternoons. For the last year of preparation for the Bar/Bat Mitzvah service the child must be enrolled in our Kitah Daled and B'nai Mitzvah classes at the start of the school year. To enroll in this class the student must be able to read fluently the Yotzer, Ma'ariv, V'ahavta and the Amidah prayers.

Attendance in both religious school and the Hebrew school program are essential. We require **a minimum of 60% attendance for each program** during this year of study. We also require the student to attend at least one Shabbat service a month the 6 months prior to the Bar/Bat Mitzvah service. Attendance can be at a Friday night or Saturday morning service and can also be at other synagogues. If you are attending services in other communities please let Rabbi Greenbaum know. While the student is required to attend these services, parents are encouraged to join them.

Your child will receive his/her Torah portion approximately 6 months before the Bar/Bat Mitzvah weekend and the Haftarah portion 3 months in advance. Our goal is to have each child chant a minimum of 3 Aliyahs (approximately 10-12 verses of Torah) and a few verses of Haftarah in Hebrew. The student writes a speech (drash) explaining their personal understanding of the parsha as well as what this milestone event means to him or her. Finally, the Bar/Bat Mitzvah is expected to engage in a Mitzvah project. He/she should make a commitment to do a social action activity. This activity should be discussed with the rabbi and can be included in the speech written by the Bar/Bat Mitzvah student.

If attendance in our classes or the progress of the student does not meet our minimum needs, we will require a postponement of your child's Bar/Bat Mitzvah date. If you have any questions regarding this letter of agreement please do not hesitate to contact one of us. Otherwise please keep a copy of this letter for yourself and sign and return this letter to the congregation. Thank you.

Sincerely,

Rabbi Bruce D. Greenbaum

Louise Riddell-Kaufman, RJE

Cantor Alisa Fineman

Parent Name (please print) _____

Parent Signature _____

Date _____

BAR/BAT MITZVAH PREPARATION SCHEDULE

1. Approximately one year before Bar/Bat Mitzvah
 - a. Select Bar/Bat Mitzvah Date with Rabbi and Alisa
 - b. Review Parent Manual
2. At the beginning of the summer before final year of Hebrew School
 - a. Assess readiness for B'nai Mitzvah Class
 - b. Engage private tutor for summer if needed
3. Approximately 10-12 months before Bar/Bat Mitzvah Date
 - a. Begin enrollment in Wednesday Bar/Bat Mitzvah Class
 - b. Attend services at least once a month on Friday evenings.
4. Approximately 6 months before Bar/Bat Mitzvah Date
 - a. Meet with the Rabbi or Cantor to select Torah Portion
 - b. Begin individual tutoring sessions with Alisa
 - c. Start practicing a **minimum of 20-30 minutes a day** on Torah portion and prayers.
 - d. Start planning the Mitzvah project (contact Louise Riddell-Kaufman assistance).
5. Approximately 3 months before Bar/Bat Mitzvah Date
 - a. Meet with Rabbi Greenbaum to discuss D'var Torah (speech)
 - b. Keep practicing at least **30 minutes a day aloud**.
 - c. If necessary, engage a tutor for final preparation.
6. Approximately 2 months before Bar/Bat Mitzvah Date
 - a. *Must* know entire Torah portion so can move on to learning without vowels
 - b. Begin learning Haftorah portion
 - c. Set up meetings with Rabbi Greenbaum to write and edit D'var Torah (speech).
7. One Month prior to Bar/Bat Mitzvah
 - a. Schedule final walk-through with the Rabbi Thursday or Friday the week of Bar/Bat Mitzvah.
 - b. Parents should prepare their talks/blessing they will give to their child.
Note: This should be addressed to the child (not the congregation) and kept a brief as possible.

During Bar/Bat Mitzvah Preparation: Students must attend religious school on Sundays and once a month on Saturdays. The Bar/Bat Mitzvah student is strongly encouraged continue in the teen programs through high school.

**If during this process the student falls behind, does not attend Religious School or Hebrew School regularly, and does not attend Friday Sabbath services monthly, the Rabbi may elect to postpone the Bar/Bat Mitzvah.*

****Finally, Synagogue contributions must be current, or you must make appropriate arrangements with the Synagogue Administrator at least three (3) months prior to the Bar/Bat Mitzvah.**

Questions should be directed to Rabbi Greenbaum at 624-2015 or Alisa Fineman at 726-2759.

Congregation Beth Israel B'nai Mitzvah Honors List

Date of Bar/Bat Mitzvah _____

Name of Bar/Bat Mitzvah (English & Hebrew names – speak with Rabbi if one needs to be given)

Parent's Names (plus Hebrew name, if known) _____

Phone Numbers _____

Friday night Candle lighter (*Must be Jewish*) _____

Person/People organizing the Friday Oneg _____
(Please give Abby King this information)

Shabbat Day Service

Giving the Tallit _____

Open and Close Ark doors (2 - 4 people each time)

1. _____

2. _____

3. _____

Grandparents & Parents who will pass the Torah _____

Aliyot: (*Must be Jewish*) Name of Blessor in English Hebrew Name (relation)

1. _____

2. _____

3. _____

4. _____

Hagba'ah (person lifting the Torah) _____

G'lilah (people dressing Torah) _____

Parents Speaking to B. Mitzvah _____

This form should be given to Rabbi Greenbaum at least **10 days** before the Bar/Bat Mitzvah.
Please address all questions to Rabbi Greenbaum 624-2015.

B'NAI MITZVAH GUIDELINES

In order to facilitate a meaningful Bar/Bat Mitzvah experience, the following guidelines and procedures have been implemented at Congregation Beth Israel.

1. **School Attendance:** B'nai Mitzvah students are expected to attend Hebrew School, B'nai Mitzvah class, and the Religious School programs held at Congregation Beth Israel. **All** Saturday Religious School services must be made up if missed. **If a student misses more than 60% of the classes in either Hebrew or Religious School, during their B'nai Mitzvah year, the B'nai Mitzvah will be postponed or canceled.** Recognizing that extra-curricular activities are often held on Shabbat, families must make special arrangements with Rabbi Greenbaum and/or Louise Riddell-Kaufman when conflicts arise.

2. **Service Attendance:** During the year prior to becoming Bar/Bat Mitzvah, students are expected to attend Friday night services at least once a month and Shabbat morning services whenever Religious School is in session. **Parents, please attend as well!**

Students can make up services by attending worship services at other synagogues and at Jewish camps (if they missed services during the summer). **All B'nai Mitzvah students are expected to attend all Bar/Bat Mitzvah services during the year prior to their own Bar/Bat Mitzvah.** Parents are asked not to pick up students before the end of these services, at approximately 12:30 p.m. Other Saturdays, services end usually at 12:00 p.m.

3. **Dates:** The selected date for the Bar/Bat Mitzvah should allow not only for the gathering of family to share in the event, but also the readiness of the child as well as the availability of those officiating. **We require that students participate in at least half a year of Kitah Daled and the B'nai Mitzvah class prior to their date.** Particular care should be given when selecting a date during the summer, a major vacation period or a three-day holiday weekend. Please double-check the desired date with the Rabbi and Cantor Alisa. Please note that Alisa works part-time at CBI and is not available every weekend. CBI will provide an alternative Cantor or Cantorial Soloist at CBI's expense if Alisa is not available, and if requested by the parents. **Priority of dates will be given based on proximity to the child's 13th birthday, and when parents approach the Rabbi and Alisa to set the date.**

3. **Invitations:** It is particularly important to note that the Bar/Bat Mitzvah students will be together as a class and that **no classmates should be excluded** from the festivities. Louise Riddell-Kaufman can supply a list of all classmates with their addresses.

It is appropriate to invite the Rabbi, the Educator, the Cantor with their spouses to the Bar/Bat Mitzvah reception. The president of the congregation should also be included. Often the 6th and 7th grade teachers are invited as well.

4. **Leading the Service:** All Bar/Bat Mitzvah students will be expected to lead part of the Sabbath evening service preceding the Bar/Bat Mitzvah. The family and the Bar/Bat Mitzvah will be invited to share in the blessings of the Candles and the Kiddush, **as well as host the Oneg that evening.**

4. **Appointments with the Rabbi:** Three months before the actual Bar/Bat Mitzvah date, a parent needs to contact Rabbi Greenbaum to set up regular appointments for the Bar/Bat Mitzvah for the final preparations and speech. During the month prior to the Bar/Bat Mitzvah each student will be asked to assist in leading both Friday evening and Saturday morning services. **Parents must contact the Rabbi to set up these appointments, he will not contact you.**

5. **Aliyah and Hebrew names:** There are 3 to 4 Aliyahs under normal circumstances. We would like to call up the Aliyahs by their Hebrew as well as their English names, if possible. An Honors/Aliyah form is provided to you for that purpose. Individuals blessing the reading of the Torah must be Jewish. There will be ample opportunity to provide for meaningful ways of honoring all family members in the worship service. The Honors/Aliyah form will require you to notify us in advance as to who will be called up for an Aliyah. (See form on page 5)

6. **Family Involvement:** There will be an opportunity for the Jewish grandparent(s) (or a relative representing that generation) to be involved in the passing of the Torah from generation to generation. In order to insure that the service is comfortable for everyone, there will be a **rehearsal** scheduled during the week preceding the Bar/Bat Mitzvah. The parent(s) as well as grandparent(s), if appropriate, will be expected to attend. Rabbi Greenbaum will conduct the rehearsal and set the date with each family.

7. **Hebrew Name:** If your child does not have a Hebrew name, it is appropriate that one be provided before the Bar/Bat Mitzvah. Please contact Rabbi Greenbaum, if necessary.

8. **Tallit:** A tallit is usually presented to the Bar/Bat Mitzvah at the beginning of the service to symbolize the accepting of the mantle of responsibility. A Tallit may be a wonderful gift given by parent(s), grandparent(s) or other family members and symbolizes the family tradition being passed down from one generation to the next.

9. **Receptions:**

- a. The family, or friends of the family, is expected to provide the deserts for the **Oneg Shabbat on the Friday evening** prior to the Bar/Bat Mitzvah. Often the B'nai Mitzvah class shares this responsibility. Families take turns providing the food for each other's Friday evening Oneg. One person is asked to organize it by sending an email to everyone else in the group. That person also steps in to help set-up and clean-up the oneg. Challah and wine are provided for the Friday evening oneg.
- b. **The family is expected to provide a Kiddush reception following the Saturday morning service.** It should be of an inclusive nature, even if a private reception immediately follows. Challah and wine are NOT provided for the Saturday morning Kiddush. You will need to make sure someone pours the small tasting cups as part of your Saturday morning (and Friday night) set-up.

10. **Post B'nai Mitzvah:**

- a. Following the Bar/Bat Mitzvah, students **are expected** to continue their studies in our Wednesday evening teen program.
- b. **Madrichim Program:** Students are invited to become teacher's assistants in the Religious School and be models for the younger children. They usually share the job, alternating weeks of work. This is a paid position.

11. **Donations:** In honor of the special occasion of the Bar/Bat Mitzvah it is customary to make a contribution to the Rabbi's Discretionary Fund and to CBI in your child's honor. Many families dedicate

a leaf on the Temple's Tree of Life (ordered at least 4 weeks previously) immediately following the service. There is a discount on the Tree of Life leaf if ordered with school registration.

12. **Shofar Article:** Two months before the date of the Bar/Bat Mitzvah, have a photo taken of the student. By the 10th of the month preceding the month of the Bar/Bat Mitzvah, please send the picture and a brief description of your child to the Temple office for inclusion in the "Shofar."

13. **Gift Certificate for Israel:** At the Bar/Bat Mitzvah service, the student will be presented with a gift certificate offering \$360 towards a NFTY Israel trip, which CBI will at least match.

B'NAI MITZVAH STUDENT/PARENT CHECKLIST

Name: _____
 B'nai Mitzvah date: _____
 Torah Portion: _____
 Haftorah Portion: _____

- | | DATE |
|---|-------|
| 1. Initial Meeting – Rabbi, Parents, student, teacher | _____ |
| 2. Begin B'nai Mitzvah Class (10 -12 months prior to B'nai Mitzvah) | _____ |
| 3. Schedule individual tutoring sessions time with Alisa (6 months prior) | _____ |
| 4. MP3s Prayers (receive at 1 st B'nai Mitzvah class) | _____ |
| 5. Torah Portion (receive approximately 6 months prior) | _____ |
| 6. Haftorah (receive approximately 2 months prior) | _____ |
| 7. Torah Tikkun – copy of Torah script | _____ |
| 8. Speech - begin 3 months prior | _____ |
| Welcome | _____ |
| Site Torah Portion (chapter and verses) | _____ |
| Explanation of portion | _____ |
| Quote from 1 -2 commentaries on Torah portion | _____ |
| Personal meaning of Torah portion | _____ |
| Description of Mitzvah project | _____ |
| Thank-yous | _____ |
| Personal Prayer | _____ |
| 9. Assignment of Service portions (6 weeks prior to B'nai Mitzvah) | _____ |
| 10. Hebrew and English marked in own prayer book | _____ |
| 11. * Schedule Meetings with Rabbi | |
| Dates: _____ | |
| 12. Prayer Mastery (Hebrew & English) Begin polishing 1 year prior | _____ |
| 13. Complete approximately (6 months prior) | _____ |
| 14. Torah Portion Polished (2 months prior) | _____ |
| 15. Begin chanting directly from Tikkun, ie without vowels (2 months prior) | _____ |
| 16. Begin reading/chanting Haftorah portion (2 months prior) | _____ |

*** Parents are responsible for making appointments with the Rabbi. Parents should ask student to see their homework log after each class. Parent should sign homework log.**

PRAYERS TO BE LEARNED FOR B'NAI MITZVAH STUDIES

I. Prayers usually read or chanted in Hebrew by Bar/Bat Mitzvah

Barchu	146/226	
Ma'ariv Aravim	148	
Shema	152/232	
V'ahavta	154/234	
Avot V'Eimahot	166/244	
G'vurot	168/246	
K'dushat Hashem	170	
Tallit Blessing	190	
L'asok		204
Yotzer	228	
Avodah (R'tzeih)	254	
Torah Blessings	368	
Haftorah Blessings	372	
Candle Blessing	120	
Kiddush	123	
Motzi	606	

II. Prayers the students should recognize/read after the above

Candle Lighting	120
Hatzi Kaddish	208
MiChamocho	240
Kedushah	248
Yism'chu	250
Oseh Shalom	260
Birkat Shalom (Sim Shalom)	258
Torah Service	362-366
Aleynu	586-588
Kaddish	598

All pages numbers refer to **Mishkan Tefillah**

Candle Lighting

The candles are lit before the blessing is recited.

BARUCH atah, Adonai
Eloheinu, Melech haolam,
asher kid'shanu b'mitzvotav,
v'tzivanu l'hadlik
ner shel Shabbat.

בָּרוּךְ אַתָּה, יי
אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,
אֲשֶׁר קִדְּשָׁנוּ בְּמִצְוֹתֶיךָ,
וְצִוֵּנוּ לְהַדְלִיק
נֵר שֶׁל שַׁבָּת.

ASK
YOUR
CHILD

BLESSED ARE YOU, Adonai our God, Sovereign of the universe,
who hallows us with mitzvot,
commanding us to kindle the light of Shabbat.

ABOUT THIS FORM AFTER EACH B'NAI MITZVAH CLASS!

B'NAI MITZVAH HOMEWORK LOG

Name: _____

Homework Assignment: (minimum of 20 minutes a day)

Study time:

Date	Time spent	What I did

Attendance at Shabbat Services

Dates:

--	--	--	--	--	--	--	--	--	--	--	--	--

Participation in Shabbat Services:

Dates:

--	--	--

I have reviewed the homework log and listened to my child practice _____ times.

Parents' signature: _____

COMMITMENT

These are suggested activities to help establish the beginnings of commitment to Jewish life.

1. Attend Shabbat services regularly (at least monthly) as a family.
2. Continue involvement in the Religious School through the Madrichim and Sababa programs.
3. Recite Kiddush and Motzi every Shabbat.
4. Light the Shabbat candles every Friday night.
5. Read at least six Jewish books a year.
6. Take an active role in assisting your family in preparing the weekly Shabbat meal.
7. Actively participate in the synagogue teen programs.
8. Learn the skill of reading and or chanting the Torah and practice this skill in the synagogue when called upon to do so.
9. Carefully read the weekly Torah portion and discuss it with your family.
10. Work on a family tree, finding out as many names, dates, places and occupations as you can.
11. If relevant find out about the person for whom you were named.
12. Adopt a "grandparent" in the congregation.
13. Help to maintain upkeep of the synagogue, such as the playground or library.
14. Visit people who are sick in the hospital.
15. Join with other Jewish adults and attend a Shiva Minyan as needed.
16. Choose a meaningful cause and participate throughout the year.

BAT/BAR MITZVAH SERVICE EXPECTATIONS

The Bat/Bar Mitzvah service is a Shabbat morning service at which the Bar/Bat Mitzvah is called upon to lead the congregation in prayer and study. A typical Shabbat morning service is divided into seven prayer segments. During the service, your child will be called upon to lead many of these segments, both in Hebrew and in English. Students lead as much of the service as they are capable.

The sixth segment is the Seder Kriat ha-Torah, or Torah service. This segment is the heart of the Shabbat morning service, and is the focus of the primary tasks of the Bar/Bat Mitzvah that morning. The usual expectation is that she/he will read or chant at least 10 verses from the Torah scroll, divided into parts, or aliyot. Each aliyah begins and ends with a blessing. It is considered an honor to recite this blessing and is to be given to a Jewish friend or family member whom the family wishes to specially acknowledge. More than one person may share any given aliyah. In each aliyah, the honored person is expected to read or chant the Hebrew blessing that is traditionally said before and after the Torah reading. Transliteration of the Hebrew is provided.

The Bat/Bar Mitzvah candidate is also expected to recite a companion reading to the Torah portion, called the Haftarah, and to chant the traditional blessings before and after the reading of the Haftarah.

A third traditional requirement is that the Bar/Bat Mitzvah student delivers a speech, a D'var Torah, on the theme of the Torah portion. This speech is delivered in English.

THE SERVICE

The Saturday morning service lasts approximately 2 hours. **The Service begins at 10:30 a.m.** The Rabbi, the Bar/Bat Mitzvah child and the parents will plan the service. Some things to consider are:

- 1) Confirm with the Rabbi and Alisa a date for the event 12 months in advance.
- 2) Ask the Rabbi or Alisa about the student's Torah portion.
- 3) Make sure your student spends sufficient time studying for the service so that she/he feels adequately prepared. Learning Hebrew and preparing for the ceremony is hopefully a period of positive growth, not a rushed, high-pressured experience. Ask for a periodic evaluation of your student's progress so that you may provide assistance accordingly.
- 4) In choosing a Tallit for your child, check the Gift Shop inventory. Catalogs are available to order items that are not in stock in the gift shop.
- 5) Video filming is allowed during your child's ceremony. The camera must remain stationary and only natural lighting is allowed (that is sufficient even in January). Allow for a TALL tripod (you can borrow the synagogue's tripod) since during much of the service the congregation may be standing. The camera must be set up in the rear of the synagogue and may not be moved around during the service.
- 6) **No flashing of cameras is allowed during the service.** Please inform friends and relatives that they cannot take photographs from the pews during the service. A photo session on the bimah can be arranged before or after the service. Check with the Administrator to insure that the building will be open.
- 7) Over the years, Congregation Beth Israel has evolved a pattern of worship for Shabbat morning. The Bar/Bat Mitzvah family can discuss with the Rabbi and the Cantor possibilities for creativity within the service format.

MAZON

Because a Bar/Bat Mitzvah ceremony is a celebration rooted in a display of commitment, our congregation joins with other congregations throughout the country who encourage the family to make a 3% of the cost of the festivities contribution to charity in honor of the occasion. MAZON is a national Jewish organization that distributes funds to Jewish and non-Jewish hunger projects throughout the world, based on a voluntary tax of three percent of the cost of the Bar/Bat Mitzvah festivities. Congregation Beth Israel is also a sponsor of SHELTER OUTREACH PLUS, a local charity that provides food, shelter and counseling. Contributions are tax deductible.

MITZVAH PROJECT

Each student is asked to select and perform a mitzvah around the time of the Bar/Bat Mitzvah. The purpose of this assignment is to help the student understand the meaning of being a “child of the commandments.” This Mitzvah requires the students to have hands-on involvement.

In their Bar/Bat Mitzvah speech, students should discuss the mitzvah they performed and why they chose it. **Students are expected to spend minimally five hours performing their selected mitzvah.** Students should meet with the Rabbi at least three months prior to their scheduled Bar/Bat Mitzvah date to discuss their Mitzvah projects.

When considering the Mitzvah Project the student is asked to consider:

1. The student’s personal talents/ skills which they would like to share with others.
2. An area of concern that is personally meaningful. Where would they *especially* like to help “heal the world”/ Tikkun Olam.

Some possible Mitzvah project ideas:

- 1) Visit the elderly. Ask the Rabbi for names of congregants in nursing homes.
- 2) Pick up trash. Adopt a park, beach or road.
- 3) Make a dish for I-Help and organize a dinner during the summer months.
- 4) Start a petition for a cause such as a hate crime bill.
- 5) Organize a food drive and help at the shelter where they are delivered.
- 6) Take CPR, a first aid class, or an emergency preparedness class at the Red Cross.
- 7) Help get out the vote for a politician, or help register people to vote.
- 8) Volunteer to help a senior adult around their house with chores.
- 9) Work in a daycare, after school, or reading program.

Consult [The Kids Guide To Social Action](#) or [It’s A Mitzvah](#) and [Teaching Torah](#) all in the CBI library for more ideas. For further assistance, feel free to contact Louise Riddell-Kaufman at 624-2015 or directorlouise@aol.com.

TALLIT CEREMONY

Parents or grandparents can present a tallit as the service begins. The Bar/Bat Mitzvah will say the blessing before the tallit is placed upon him/her.

PARENTS SPEECH

Parents should limit the length of their speech to 2-3 minutes at most (less is more!). Parents should be sensitive about not upstaging their child. The speech should focus on the child, not the parent(s), and parent(s) should face the child, not the congregation when speaking. This is an opportunity to affirm and share the child's strengths and qualities as well as your hopes and dreams for their future. It is also nice to discuss the role Judaism can play throughout your child's life. Parents may elect to add a prayer to the end of their speech. Feel free to discuss your speech with the rabbi for assistance.

BAR/BAT MITZVAH HONORS

A very special part of the Bar/Bat Mitzvah is the sharing of the honors of the day. This is a chance for parents, grandparents, and other special friends and relatives to join in making the day more special. You have the following honors to distribute:

1. Hotza'ah (opening of the Ark) is done 3 times during the service. Preferably 2 (no more than 4) people each time the ark is opened.
2. Aliyah: 3 – 4 Aliyot for which more than one person may give the blessing. This honor is given to Jews only. Each Aliyah requires the Bar/Bat Mitzvah to read at least 3 verses of Torah.
3. Hagba'ah (Lifting the Torah) 1 strong person
4. G'lilah (dressing the Torah) 1 – 3 people

STUDENT'S D'VAR TORAH (SPEECH)

The purpose of your speech is to explain to the Congregation the meaning and importance of your Torah portion to you personally. It is also traditional to acknowledge scholars that have gone before you by quoting 1 -2 commentaries. You will share your Mitzvah project and thank important people in your life. Your speech is traditionally ended with your own prayer.

The Rabbi and Cantor will help the Bar/Bat Mitzvah prepare their speech!

DIRECTIONS FOR HAGBA'AH (LIFTING THE TORAH)

After the final Torah reading by the Bar/Bat Mitzvah and the Mi Shebeirach prayer for health, the Rabbi will call out, "Ya'amod ha'magbiah, ya'amod ha-goleil." The rabbi will also call out their names. At that time, you will come to the bimah and lift up the Torah in such a way that three columns of print are exposed. To get the Torah scroll from a horizontal to a vertical position, the secret is to pull the scroll halfway off the reading table, and use the edge of the table as a fulcrum. By pushing down on the handles, the top half of the scroll will move upwards into a vertical position. You then lift up the bottom of the scroll to at least your shoulders and turn your back to the congregation, so that they may see the writing of the scroll. Watch out for the beam overhead!

The congregation will begin singing "Vzot ha-Torah." After a few notes are sung, the Rabbi will direct you to a chair on the bimah, where you will sit and hold the scroll, until the Torah binder(s) have clothed the scroll. You then sit holding the Torah while the Bar/Bat Mitzvah reads the Haftarah.

DIRECTIONS FOR G'LILAH (DRESSING THE TORAH)

One to three people will be given the honor of G'lilah. After the final Torah reading you will be called up to the bimah.

Your task is to bind and clothe the Torah scroll after the person lifting the Torah sits down. The first thing you do is grasp the tops of the wooden Torah spindles and roll the scroll together. You then put the binding strap around the scroll. (Remember: the front of the scroll is facing away from you.) You next put the mantle over the scroll, and then the breastplate, the yad, or pointer is put over one of the Torah spindles and then the crown or crowns on the scroll.

After accepting thanks of the Rabbi, you return to your seat.

YOU HAVE BEEN HONORED WITH AN ALIYAH

It is customary to wear a tallit (prayer shawl) when being called to the Torah, both as a sanctifying garb and because the ritual tassels in the corner (tzitzit) are symbolic of the many sacred teachings contained in the Torah. If you do not have a tallit, you are invited to borrow one from the basket near the sanctuary entrance.

When you are invited to the pulpit by the rabbi, please come to the reading table. The text of the benedictions over the reading of the Torah is on this table in large print Hebrew with an English transliteration. You are welcome to bring your own copy or a prayer book with you.

The Rabbi will show you the opening word of the Torah passage. If you wish, traditional Jews touch that place in the scroll with one of the ritual tassels of the prayer shawl, kiss the tallit and then read the blessing in Hebrew or transliteration:

After doing the second blessing, receive the rabbi's thanks and blessings, and then take a few steps back staying on the pulpit as the next Aliyah takes his/her place. When he/she, in turn, finishes, you may resume your seat with thanks.

Before the reading:

Barchu et Ado-nai ha-m'vorach

בְּרַכּוּ אֶת יי' הַמְּבָרֵךְ

Baruch Ado-nai ha-m'vorach l'olam va-ed.

בְּרוּךְ יי' הַמְּבָרֵךְ לְעוֹלָם וָעֶד (repeat)

בְּרוּךְ אַתָּה יי' אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר בָּנוּ מִכָּל הָעַמִּים
וְנָתַן לָנוּ אֶת תּוֹרָתוֹ, בְּרוּךְ אַתָּה יי', נוֹתֵן הַתּוֹרָה

Baruch Atah Adonai Eloheinu Melech Ha'olam, Asher bachar banu mi-kol ha-amim, v'natan lanu et Torato, Baruch ata Ado-nai, notain ha-Torah.

After the reading:

בְּרוּךְ אַתָּה יי' אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר נָתַן לָנוּ
תּוֹרַת אֱמֶת, וְחַיִּי עוֹלָם נֹטֵעַ בְּתוֹכָנוּ, בְּרוּךְ אַתָּה יי', נוֹתֵן הַתּוֹרָה

Baruch Atah Adonai Eloheinu Melech Ha'olam, Asher natan lanu torat emet v'cha-yei olam nata b'to-chei-nu. Baruch ata Ado-nai, notain ha-Torah.

PART II THE CELEBRATION

This section of the guide is aimed at providing ideas, contacts, information and resources. This list should not be considered a list of endorsements, nor requirements. If you know of other qualified merchants who provide quality services, or you have such services to offer, please contact the synagogue so that such names can be included in the next revision of this guide.

When your child's Bar /Bat Mitzvah is over, share your experiences with others. Pass on information, ideas, successes, and failures. Within our small community we can help and support each other in many ways. All of our families of former B'nai Mitzvah will be happy to share their learned experience with you. See the end of this manual for some referrals.

PHYSICAL SET-UP

Once you have established the date of your Bar/Bat Mitzvah with the Rabbi and Alisa we ask that you call the Administrative Assistant/ Facilities Coordinator, Abby King, akingcbi@gmail.com, to discuss use of our Social Hall for the Kiddish after the Shabbat morning service. If you use the Social Hall and Kitchen for your celebration following the service, and your celebration is open to the entire congregation, a rental fee will not be charged. **The custodial and linen usage fee and any other B'nai Mitzvah celebration charges will be charged to your account and due upon receipt.** Please make an appointment with for all arrangements and access and use of our facilities.

The sanctuary can hold approximately 150 seated occupants in the permanent pews and 225 seated occupants on temporary chairs when the partition wall is opened extending into the social hall. Remember to include the 10 to 20 people who generally attend Saturday morning services in your count. If your date falls on a Religious School day, include another 15 in your count.

Our custodial staff will prepare the room set-up for your Bar/Bat Mitzvah. In the appendix of this guide we have included sample forms to describe how you wish things to be set up. Please submit the form to the Temple Administrator at least one month in advance.

FOOD AT CBI – GENERAL CONSIDERATIONS

Since the Bar/Bat Mitzvah family is responsible for the Saturday morning Kiddush, here are some of the things you will need to consider:

PREPARATION AT CBI

Check the synagogue kitchen facilities in advance of your event. Supplies such as platters, utensils, tablecloths, challah boards, knives, kiddush wine cups, etc. are available in the Temple kitchen. You should check with Abby King to see if there are enough of any items you will be using.

The custodian will set up Oneg tables in the social hall on Friday afternoon. You will need to instruct them as to your desired arrangement. Check with the Administrator for the appropriate form.

CONSIDERATIONS FOR CATERERS

Food plays an important part in congregational life, ours being a tradition that nourishes the body as well as the soul. In terms of articulating our Jewish heritage, it is our conviction that what we serve is as important as what we pray.

We articulate this awareness through a delicate balance. As a non-Orthodox congregation, we reject the need for stringent principles of kashrut (ritual purity) in the preparation and the serving of food. At the same time, we seek to convey the uniqueness of our faith at our table as well as in our worship. Accordingly, we maintain an established policy, concerning the food from our kitchen or brought from outside which needs to be signed by your caterer (see below).

CONGREGATION BETH ISRAEL (KASHRUT) FOOD POLICY

Although Congregation Beth Israel does not keep the entire range of the laws of *kashrut*, it has been the practice of the congregation since its inception to avoid using non-kosher foods in the Temple as the communal way of marking this as part of our traditions. Below is a list of categories of foods that, according to a modern interpretation of the Torah, are not kosher, along with examples of each. Members of the congregation and those renting our facility are to keep the Temple's practice in mind with respect to foods brought into the Temple.

Milk and meat should be served on separate platters. Keep in mind foods such as butter, sour cream, and cheese are all considered "milk".

Shabbat dinners can be either meat or dairy. In keeping with rabbinic traditions (Talmudic teaching) we separate Meat and Dairy foods. They should not be cooked together or served in the same dish in the synagogue. Dessert served at immediately following the main meal, is considered to be part of the meal. At Oneg after Friday night services or Shabbat, dessert can be different because it is separate from the meal.

The following foods are *treif* and are not allowed in Congregation Beth Israel:

All foods from animals without split hooves or those that do not chew their cud:

Pork	Ham	Lard	Rabbit
Pork Ribs	Bacon	Bear	

Shellfish and fish that do not have scales and fins:

Shrimp	Oysters	Calamari (Squid)	Eel
Clams	Lobster	Catfish	Scallops
Crab	Monkfish	Prawns	Shark

Processed foods if they contain any of the following:

Lard:	Check baked goods	& baked beans	
Pork:	Sausages	Lunchmeats	Hotdogs
Shellfish:	Clam Chowder	Oyster Sauce	Bouillabaisse

The presence of non-kosher ingredients in processed foods can be checked in the following ways:

- Note the list of ingredients (e.g. if the shortening is not specified as being from a vegetable source, it usually contains lard).
- Ask your bakery if lard was used in preparing the item in question.

If one of the following symbols appears on a package, it indicates that the product is kosher:



Alcoholic Beverages – beer, wine and champagne may be served at social events. Hosts and sponsors need to provide a server or bartender to ensure that alcohol is not made available to minors and that guests do not consume to excess (State law, see below).

1. No person may sell, furnish, give or cause to be sold, furnished, or given away, any alcoholic beverage to a person under the age of 21, and no person under the age of 21 may purchase alcoholic beverages. (California Business and Professions Code, Sec. 25658)
2. It is unlawful for a person under the age of 21 to possess alcoholic beverages on any street or highway or in any public place or in any place open to public view. (California Business and Professions Code, Sec. 25662)
3. It is a misdemeanor to sell alcoholic beverages any place in the state of California without a proper license issued by the California State Department of Alcoholic Beverage Control. (California Business and Professions Code, Sec. 23300)
4. It is a misdemeanor to sell, furnish, or give away an alcoholic beverage to any obviously intoxicated person. (California Business and Professions Code, Sec. 25602)

Questions concerning this policy may be referred to the Ritual committee.

I HAVE A COPY OF, AND UNDERSTAND, (KASHRUT) FOOD POLICY

Name of Business/Signature/Title/Date

CHILDCARE ARRANGEMENTS

We would like to help make this event meaningful and enjoyable for you, others and especially your child. To make plans for the safe supervision of infants, toddlers and younger children, please make outside arrangements in advance. CBI will provide the space. To reserve childcare space, contact the synagogue Administrative Assistant/ Facilities Coordinator, Abby King, AKingCBI@gmail.com.

FRIDAY NIGHT ONEG

It is traditional for the B'nai Mitzvah family to host the Friday night service Oneg Shabbat. Participation and attendance at the Shabbat service is expected. You honor the congregation by this participation. Often friends of the family and B'nai Mitzvah class parents help with the Oneg. Check with the rabbi to find out approximately how many to plan for at the Friday night oneg. In addition to the guests you expect to attend, CBI usually has between 35-50 people present.

Typical items for the Friday night oneg include: sweets (cookies, brownies, etc.) fruit, a cheese platter and juice. Finger foods are easier, but we do have paper plates and plastic utensils if you want to slice up a pie or cake. CBI has coffee and tea provisions. **The Synagogue will provide one challah for Friday evening as well as the wine and juice.** If you wish for additional challah for either Friday night or Saturday morning, you should contact a local baker.

SATURDAY MORNING KIDDUSH

Your first consideration is whether the Kiddush will be a short affair prior to your guests leaving CBI, or whether it will be the focus of your celebration. If it is the focus of your celebration, please consider the ideas provided below under "Celebration Resources." If you will only be serving a kiddush ("quick nosh") following the service before moving onto another venue for a party, you only need to provide challah and juice or wine. If you are having an evening party and have out of town guests that will need to eat, you may want to make your kiddush a light lunch rather than just a nosh.

CELEBRATION RESOURCES

Here are some resources to help with your celebrations. We have listed the phone number, but many of the vendors also have websites for you to explore. We list these for your convenience and are not recommending any particular purveyor.

PARTY VENUES

Congregation Beth Israel

We encourage this as your first choice.

Caterers can be brought in for lunches or dinners. Kosher dietary restrictions apply, although private functions need not be dairy only (as is the case for the public kiddush).

Custodial, linen, and other B'nai Mitzvah celebration fees will be charged for all events. A rental fee is charged for the use of the kitchen and social hall for events where the whole community is not included. If the event is open to the community, use of the social hall is included as part of the B'nai Mitzvah fees.

Cost of utilizing CBI facilities:

Should you wish to have a **private party** the Social Hall is Rental is \$700.00

For all Events a \$250.00.00 **security deposit** may apply.

Tables & Chairs:

The CBI Janitorial Services will set up/take down tables and chairs on the day of your event. You will be charged for this service. The minimum fee for set up is 150.00 Larger parties or more complicated setups may result in a higher set up charge.

Linens for your event can be provided including rental, purchase and CBI linens that we have in house.

Please see Facility Use Coordinator for current availability & pricing.

Place Settings & Service Ware:

Tableware

Chafing Dishes

Serving Dishes

Glass/Stemware

Paper Plates, cups, plastic forks/spoons/knives & napkins

Please see Facility Use Coordinator for current availability & pricing.

Large Events Requiring paid staff:

Dishwasher/Cleaning/Attendant(s) can be provided at a rate of \$20.00 per hour per person.

Please see Facility Use Coordinator to coordinate your needs.

Please Note

Outside vendors of any kind must provide proof on insurance and certificate naming CBI as additionally insured.

Other Celebration Venue Options:

Adventures by the Sea, 372-1807
Best Western Carmel Mission Inn, 624-1841
Carmel Valley Ranch Resort, 625-9500
Carmel Youth Center, 624-3285
Carmel Valley Community Youth Center, 659-3983
Edgars at Quail Lodge, 620-8910
Hyatt Regency, 372-1234
La Playa Hotel, 624-6476
Mission Ranch, 624-3824
Monterey Beach Hotel, 394-3321
Monterey Hilton, 373-6141
Monterey Marriott, 649-4234
Monterey Plaza Hotel, 646-1700
Rancho Canada Golf Club, 624-0111
The Inn at Spanish Bay, 647-7500

CATERERS

Nicole's Catering, Nicole Esteybar, 521-2685, chefnicole1214@gmail.com
Bird of Paradise, 659-3417
Grapes of Wrath, 649-3445
Jeffrey's Grill and Catering , 624-2029
Kelly Rodriguez, 586-9383 (serving only, food only or full catering)
Sarah LaCasse - 622-0327
Wild Thyme Deli, 884-2400
Unforgettable Feasts (Richard Kreitman) 236.3120
Wild Plum Catering, 646-3109
Whole Foods, 333-1600

BAKERIES

Bechler Patisserie, 375-0846
Gayle's Bakery, 462-1200
Ill'Fornio, 622-5100
Layer's, 655-1544
Paris Bakery - large challahs, 646-1620
Parker Lusseau, 643-0300 or 641-9188
Pavel's Bakerie, 643-2636
Robin's Cake Creations, 685-0603
Trader Joe's, challah and flowers
Whole Foods, 333-1600 (makes challah)

FLORISTS

Many families provide fresh flowers for the pulpit and Oneg. Some families have chosen to decorate the pulpit with potted orchids or other plants. Please arrange with your florist or decorator to meet at the Temple at a time well in advance of your service to set up.

Donna' Design, 206-6096

Self-arranged with flowers from: Earthbound Farms, Farmers Market, Trader Joe's
Swenson & Silacci – 375-2725

Tempel's of Carmel , 624-5395

Pacific Grove Floral Co., 375-9809

Oh Flowers, 657-2188

Jane Hand, The Workshop janewhand@gmail.com

Marysu Erickson, cassiaforet@gmail.com

ITEMS FOR GUESTS

AT SERVICE - options, not required

Pamphlet with explanation of service, list of those honored, Torah & Haftorah portion, thank yous – Louise Riddell-Kaufman has hard samples & soft copy versions to use as a template
Sign in book

Display of photos of child throughout his/her life

Kippot &/or clips

At the Hotel

Guest Gift Bags, Contents – water, snacks, *directions*, time of events

ENTERTAINMENT

DJ's/Bands

A Step Above, 916-858-1759

Denon & Doyle, 800-944-9585,

Kelly Productions, 375-7270

Kool, Inc., 649-4494

Shtetl Blasters – band, 510-287-2540

Spotlight Mobile DJs, 375-7140

DNA Entertainment, 372-5555

OTHER ENTERTAINMENT IDEAS

Contests (hula hoop, limbo, etc.) (Speak with DJs)

Henna Tattoos

Karaoke

Richard Myer - Magician 626-8681 or 402-3079 rtmeyer@aol.com

Scrapbook pages as momento to Bar/Bat mitzvah child

Pure Photo Lounge, 601-8217, small individual take home favors in a strip of fun photos

PHOTOGRAPHERS

Joshua Tockerman, 805-252-6058, tockphoto@me.com
Ben Kaatz, 297-2000, benkaatz@gmail.com (CBI member)
Kira Godbe, 625-5799, info@carmelphotography.com
Robert Neimy Photography, 659-9284
Bergman Photography, 372-2050, stevenbergman27@gmail.com
Cook's Photography, 424-5486, www.cooksphotography.com,
Robert Ellis, 373-7518 www.robertellis.com
Greg Wutke, 375-7131, www.bestoftimesphoto.com
Patrice Ward, 595-5166, www.patriceward.net
Richard Green, greenfoto@gmail.com

INVITATIONS

Do –it- yourself (consider blank wedding invitations as a starting point)
Paperless/web-based
Printing, Inc., 899-2505
Spencer's, 624-2001
The Quill , 373-8189
www.allthebestinvitations.com
www.barmitzvah.com

OTHER RESOURCES

Tallit

Check the CBI Gift Shop for what is in stock, they can also order one for you.
Precious Heirlooms, www.preciousheirlooms.com
Self-made
Afikomen Judaica, www.afikomen.com, 3042 Claremont Avenue, Berkeley, CA 94705
Carol Cassidy in Laos, laotextiles.com

Kippot

<http://mazeltops.com>
www.koolkipah.com (From Sheri Chodosh: They were a good company to work with)

Books & Websites

<http://liturgy.exc.com>
<http://myfotopic.net> – share photos
<https://www.dropbox.com> – share photos
<http://www.mechon-mamre.org/p/pt/pt0.htm> - Torah portion in Hebrew & English for program
Mitzvah Chic – book
My Bar Mitzvah Companion – software
www.Barmitzvahfindit.com
www.invitationsforsale.com

IN SUMMING UP...SOME OPTIONS TO CONSIDER

Things to consider for your invitations and thank you notes:

- 1) Enclose a map to our Temple in your invitation. We are located 1.8 miles East of Highway 1 on Carmel Valley Road, just where Carmel Valley Road goes from 2 lanes, to 1 lane each way.
- 2) Louise Riddell-Kaufman has many invitation samples available for style and wording assistance.
- 3) Include the Mitzvah project description.
- 4) Include a note to parents explaining times for pickup, appropriate dress and behavior.

These would create a nice touch but are not necessary:

- 1) Order Kippot with the name and date of the student printed on it.
- 2) Create a photo display of your child throughout his/her life
- 3) Create a pamphlet that explains this life cycle and includes the Torah and Haftorah portions. Samples available from the Rabbi or Louise Riddell-Kaufman. Soft copy versions also available. This is distributed at the service.

CHECKLIST

The following are items that are to be considered when planning that special day. ***Not every item will apply to you.*** What you choose to include is part of what makes this day unique and personal for your family.

SYNAGOGUE ARRANGEMENTS

Date for service
Child's training and preparation
Aliyahs
Location of reception
Meeting with Caterer (food, challah, cake)
Photographer
Music
Florist (and decorations)
Oneg Shabbat- Friday night
Saturday Kiddush
Donations
Childcare for toddlers/infants
Fees

THINGS TO ORDER/ THINGS TO DO

Invitations
Party favors
Place cards (or table assignment cards)
Guest Book
Thank you notes
Napkins, tablecloths
Large Challah
Special presentations
Tallit and Kipah for B'nai Mitzvah
Kipot for Guests
Service Programs
Needs of out of town guests

HELPFUL TIPS

The following are some miscellaneous suggestions that might help you in your planning process.

Allow 4 to 6 weeks for invitations to be printed and mail them out approximately 6 - 8 weeks in advance of the event. If you are using a calligrapher, be sure to allow an additional 2 weeks. You may want to send a "save the date" postcard to out of town guests 6 months in advance so they can make travel arrangements.

If ordering a tallit on-line, allow for enough time for delivery especially, if it is coming from Israel or someplace else out of the United States.

When making plans for out of town guests, check into group rates at a conveniently located hotel. Some hotels will provide a hospitality room as well. Keep a record of all arrival times and arrange for help with the "pick-ups" if necessary. Enlist the help of friends and/or rental cars for transportation to the synagogue. If a relative does not ride on Shabbat, arrange the location accordingly.

For guests who are unfamiliar with the area, be sure to provide appropriate maps or directions for getting to the Temple and around the peninsula.

When discussing plans with the florist, don't forget to consider flowers for the Sanctuary and oneq tables.

When looking at halls, keep in mind the lighting, time of day of the celebration, stage, color scheme, location and capacity.

Remember the custom of our congregation making donations to the rabbi's discretionary fund and to the congregation. An extra tip to the custodial staff is always appreciated.

If those who receive the honor of aliyahs are not up to date in their Hebrew, be sure to provide copies of the blessing in advance. Transliterations of the blessings are available. Be sure that everyone who has a part in the service knows what they are to do, and when they are to participate.

FORM FOR SET-UP FOR BAR/BAT MITZVAH'S

TABLES

ROUND

RECTANGLE

HOW MANY?

TABLECLOTHS - See Facility Use Coordinator for Availability & Pricing

YES

How many? _____

NO

Please draw a positioning of the way you would like the tables' setup in the social hall.

STAGE

[Kitchen door]

SANCTUARY ENTRANCE

How many guests are invited? _____

Are you inviting the Congregation?

YES

NO

Will you be using the kitchen facilities?

YES

NO

PLEASE SUBMIT FORM TO ABBY KING, Facility Use

ADDITIONAL SET-UP INSTRUCTIONS - SAMPLE

Plans for Bar/Bat Mitzvah Reception

1. Set up extra row of chairs at rear of Sanctuary
2. Setup 6' table at end of vestibule, beneath stained glass window
3. Setup 6' table in foyer, in front of wall hanging
4. Setup CBI's 2 tables (8 X 3) on platform in social hall and put on "skirts"
5. We have rented 15 tables (8' X 30") and 150 folding chairs. They will be delivered on Friday morning to CBI and need to be setup (see Diagram) prior to 8:00 a.m. on Saturday. Please setup 14 tables with 10 chairs for each (one extra table and 10 extra chairs are for "Emergency overflow" and should not be setup).

PLEASE, if there is any problem with these plans, call us immediately.

NAME: _____

WORK PHONE: _____

HOME PHONE: _____

CELL PHONE: _____

CELL PHONE: _____

EMAIL: _____

PLEASE SUBMIT FORM TO ABBY KING, OFFICE MANAGER