



B'nei Mitzvah Manual

Dear Parents,

What is Bar/Bat-Mitzvah (plural: B'nei Mitzvah)? For starters, it's not something you "get," or something that's done to you (as in "I was Bar-Mitzvahed"); nor is it simply a celebration, a milestone event, or a religious service. No, Bar/Bat-Mitzvah is really none of these things.

Bar/Bat-Mitzvah is something you become. Strictly speaking, it happens automatically when you come of age (in traditional Jewish terms, that's 13 years old). Here at Temple Beth-El, a child marks this coming-of-age through a process of study, social action, self-reflection, and religious service. And we, the congregation and professional staff, together with the child's family, celebrate their entry into Jewish adulthood.

Bar/Bat-Mitzvah is only a beginning. It represents a commitment to Jewish learning and living, and of dedication to the welfare of the Jewish community. Most of all, it represents a commitment to continued study and exploration. In the truest sense of the word, Bar/Bat-Mitzvah is a "commencement" of an emerging Jewish adult's religious studies.

Nevertheless, it is easy to lose sight of Bar/Bat-Mitzvah's true meaning. Our colleague Rabbi Steven Kushner puts it well: "There can be little doubt that the Bar/Bat-Mitzvah celebration has come to embody both the bright and dark sides of Judaism American-Style. We know the excesses. They've been elevated to legendary lore. But we also know the power, the beauty, the wonder of it all. Indeed, were Bar/Bat-Mitzvah not so filled with the potential for meaning, you would not be holding this book right now. Welcome (back) to the journey of discovery."¹

Because becoming Bar/Bat-Mitzvah is a long process, with lots of details to manage, we have put together this handbook: to help you manage the details and not get lost in the process. We want to make the process as smooth as possible, and, ultimately, a process in which the lives of the child and family are together enriched and blessed.

May this step along your way carry you, as ever, from strength to strength. We look forward to celebrating with your family.

L'shalom,

Rabbi Voss-Altman, Rabbi Mack and Cantor Seplowin

¹ *Bar & Bat Mitzvah Handbook*, Temple Ner Tamid, Bloomfield, New Jersey.

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BAR/BAT MITZVAH: MEANINGS AND MYTHS

Becoming Bar/Bat-Mitzvah is an ancient Jewish practice.

But it's not mentioned anywhere in the Bible. The practice seems to date back at least as far as the Second Century, when the Talmud notes that "at age thirteen a boy becomes subject to the commandments."² Further, traditional Judaism regarded the age of thirteen as the point at which a father is released from responsibility for his son's conduct. Though the practice of Bar Mitzvah has evolved throughout the ages, many believe that by the Middle Ages in Europe, a boy of thirteen would demonstrate his new status in the community by reading from the Torah scroll, leading the community in worship, and offering an original interpretation of the weekly Torah portion. These essential practices have been retained to the present day. In the 20th century, the demand for equality gave rise to the practice of Bat-Mitzvah for girls, which in Reform (and many Conservative) communities has become universal.

Becoming Bar/Bat-Mitzvah is, ultimately, about responsibility.

While the process of Bar/Bat-Mitzvah necessitates the acquisition of skills such as chanting Torah and Haftarah, studying Torah, and speaking in public, these do not comprise the essence of Bar/Bat-Mitzvah. The key is the word mitzvah: a sacred obligation. By becoming Bar/Bat-Mitzvah, a child learns his/her responsibilities to the community and acquires the motivation and experience to respond to a noble challenge. In so doing, s/he emerges as a "Jewish adult": one who has responded to the Jewish definition of maturity.

The Bar/Bat-Mitzvah ceremony is not a performance.

It's a celebration and a commemoration of a child's effort and personal growth throughout the entire process. The service is a religious ceremony, not a show. "The synagogue is not a theater and the bimah is not a stage and the congregation is not an audience. More to the point, the only mistake one can make at a Bar/Bat-Mitzvah is to lose sight of this truth."³

The Bar/Bat-Mitzvah ceremony emphasizes the centrality of Torah in Jewish life.

A child's primary honor at the service is to chant from the Torah scroll. Torah tells the story of our people as they emerged from tribes of nomads and slaves. It commemorates our people's early experience of God. It has served as the source of Jewish wisdom for millennia. And it unites the Jewish people, even today, as a common source of inspiration and hope.

2 - Avot 5:21.

3 - Kushner, *Bar & Bat Mitzvah Handbook*.

The reception which follows is a continuation of the celebration.

Please try not to think of it as a separate party or event. Traditionally called a Se'udat Mitzvah, or meal in honor of the performance of a mitzvah, it is a special and sacred occasion. "This is not to say that it must be solemn; it is to say, however, that the spirit of the... celebration should be perpetuated through the performance of mitzvot." 4 Setting aside a portion of one's abundance to help the poor and needy can demonstrate that the morning's celebration represents "not an isolated event, but a standard from which to follow." 5 MAZON, a Jewish Response to Hunger, recommends that the Bar/Bat-Mitzvah contribute a portion of gift money and 3% of the expense of the celebration toward this worthy charity. An enclosure from MAZON is included in your packet.

The meaning of becoming bar/bat mitzvah can lead to further Jewish growth.

Becoming Bar/Bat-Mitzvah "is not the experience of a lifetime, it is a lifetime experience" – a process that can remain with us throughout our lives. We state firmly that the Bar/Bat-Mitzvah ceremony is validated by a commitment to continue religious education at least through Confirmation (10th grade) and ideally through High School Graduation (12th grade), and is enhanced by participation in youth engagement programming.

3, 4 & 5 - Kushner, *Bar & Bat Mitzvah Handbook*.

PREPARING FOR B'NEI MITZVAH: A FAMILY JOURNEY

SCHEDULING THE CEREMONY

The process of Bar/Bat-Mitzvah at Temple Beth-El formally begins at the end of the 4th grade with the scheduling of a Bar/Bat-Mitzvah date. In the Spring of that year, parents receive a letter from our office, and a **B'nei Mitzvah Date Selection Form** for the given year. This form enables parents to state scheduling preferences.

The celebration will be scheduled as close as possible to the child's date of birth. In fairness to all, we cannot give May or June dates to children born in the winter months, much as we would like to promise everyone a warm Spring day. No July and August dates are scheduled. Therefore, children born in these months will probably be scheduled in June or September. Students get their own date except for twins and special circumstances approved by the clergy.

PRAYER BOOK GIFTS

Toward the end of the child's first year of Hebrew studies (4th grade), parents are asked to help create an ornamental jacket for their child's new siddur (prayer book), which will be presented as a surprise gift at the Kabbalat Siddur ceremony that commemorates the beginning of their Hebrew studies. This siddur will be used in the preparation and leading of the Bar/Bat-Mitzvah service. Parents of students who join our school after 4th grade will be provided the material and instructions to make a cover should the need arise.

B'NEI MITZVAH FAMILY EDUCATION WORKSHOP

The B'nei Mitzvah Family Workshop will be held during Religious School sometime in the fall of their 6th Grade year. During this session, families will explore together questions of Jewish identity, ethics, and community as they affect the experience of becoming Bar/Bat-Mitzvah. They will also be given an overview of the expectations and schedule of preparation.

REQUIREMENTS AND EXPECTATIONS

ELIGIBILITY

The celebration of Bar/Bat-Mitzvah at Temple Beth-El is a privilege afforded only to members in good standing. A member's account must be current, including annual support, Preservation Fund, Religious School, B'nei Mitzvah fees, and all other miscellaneous charges. Each child must be within a year of his/her thirteenth birthday (or older – it's never too late!) and enrolled in the Religious School of Temple Beth-El at the time of Bar/Bat-Mitzvah, having successfully met all the requirements in Religious and Hebrew studies.

FINANCIAL OBLIGATIONS

In addition to obligations of membership to Temple Beth-El, there are various costs incurred by the Temple specifically pertaining to Bar/Bat-Mitzvah which require reimbursement. The **B'nei Mitzvah fee of \$780.00** covers **weekly sessions with our tutor and/or clergy in small groups on Sunday mornings**, supplies necessary for preparation and service incidentals (like challah, wine, etc.). This fee will be automatically added to your Temple billing statement, and should be paid by the start of a child's preparation (approximately 9 months before the event). **If your child requires one-on-one sessions with one of our three tutors**, you will be responsible for scheduling those sessions and negotiating fees directly with that tutor, which will be paid directly to them.

MEETINGS WITH RABBIS, CANTOR, AND TUTOR

The period of preparation for Bar/Bat-Mitzvah, which is explained in detail below, begins approximately **9 MONTHS before the scheduled date**. (i.e., If you or your child will be away for an extended duration, do not count this time in your preparation timetable.)

Students will receive a binder with copies of the Torah portion, Haftarah portion, trope (cantillation melodies), and readings. Mp3s of the blessings, prayers, Torah and Haftarah portions can be found on the Temple website.

During the first 6 months of preparation, students will meet with in small groups with the clergy and/or tutor on Sunday mornings to establish expectations and practice essential skills necessary to lead the congregation in worship the day of their service.

Approximately 6 months before the scheduled date, families are required to meet with Rabbi Mack to review logistics for the service. Judith Gilson, our Clergy Assistant will be in touch to schedule those meetings. Also around this time, families will hear from Judy Moseley, our Executive Director to confirm logistics for any use of the Temple for celebrations surrounding the event.

Approximately 3 months before the scheduled date, students will meet once a week with the Cantor in a one-on-one session to conduct final rehearsals.

PRACTICE, PRACTICE, PRACTICE!

Preparing for Bar/Bat-Mitzvah requires diligence, patience, organization, and consistency. The following five guidelines will greatly assist your preparation and our ability to facilitate your progress.

1. The Bar/Bat-Mitzvah candidate will practice a minimum of thirty (30) minutes each day. A single day off per week is appropriate, but not more. As the date draws near, 45 minutes to 1 hour will be necessary, or as determined by the Cantor, Tutor and/or Rabbi. **REGULAR PRACTICE IS CRUCIAL.** Working once or twice a week for several hours **will not achieve the same effect as daily practice for shorter periods of time.**
2. Assignments must be completed each week and be kept up to date.
3. **Please bring all materials to every tutoring session and meeting.** Always have a pen or pencil and paper on hand.
4. **PHOTOCOPY any materials and/or save documents to the cloud so you have access to them.** This will make it hard for you to lose something important. Remember, becoming a Bar/Bat Mitzvah is all about responsibility. If you do lose any materials, please contact the Cantor **immediately** for a replacement.

STUDENTS WITH SPECIAL NEEDS

We will strive to make Bar/Bat-Mitzvah an enriching, positive, and meaningful experience for you and your family. For students with special needs (e.g., learning or developmental disabilities), we will help to tailor specific requirements and expectations for the process of Bar/Bat-Mitzvah. If your family is experiencing particularly stressful circumstances, this too will be helpful to know so that we can assist. Any such information will be treated confidentially and sensitively. We are aware that the experience of Bar/Bat-Mitzvah can easily become overwhelming, especially given these concerns; we are available to guide you and your child throughout the journey.

WHAT DOES THE BAR/BAT-MITZVAH DO?

SHALIACH TZIBUR: A LEADER OF WORSHIP

At Temple Beth-El, the Bar/Bat-Mitzvah joins with the clergy in leading the congregation in worship. The Hebrew prayers for this responsibility have been learned in Hebrew school prior to Bar/Bat-Mitzvah; and will be practiced with the Cantor and tutor. Specific prayers and English readings will be coordinated with the Cantor and Tutor on an individual basis.

TORAH AND HAFTARAH READING

B'nei Mitzvah will learn a total of 10-20 verses from the weekly Torah portion, later to be divided into four sections, or aliyot. They will also learn a selection from the weekly Haftarah. Specific verses are coordinated by the Cantor on an individual basis.

The Torah is un-vocalized (without the diacritical vowels or accents) while the Haftarah is chanted with vowels. Moreover, each student will learn the tropes or cantillation melodies. These skills are taught by the Cantor in the tutoring sessions at the beginning of their preparation. They are honed through practice with recordings (provided by the Cantor) and with the Tutor.

The Bar/Bat Mitzvah will chant the Torah blessings only over the fourth and final aliyah, or reading, known as the maftir ("conclusion"). Other aliyot are given to family members and friends.

D'VAR TORAH

Following the reading of Torah and Haftarah, the Bar/Bat-Mitzvah will deliver a brief (3-4 minute) teaching drawn from the Torah portion called a D'var Torah. This message will be prepared in monthly consultation with the Rabbi.

A D'var Torah (literally, a "word" of Torah) is not a sermon or a term paper. It is, simply, the identification of a question about or feature of the Torah portion followed by a thoughtful response. It is a single idea, based on the text of the Torah, and applied to the congregation and the speaker's personal experience.

Students will compose a four or five paragraph D'var Torah based on the student's Torah reading. Together with clergy, students will study the Torah and relevant commentaries, review the student's writing for content, and practice delivering the D'var Torah from the bimah.

Parents form an essential part of this process, helping with initial reading and brainstorming, as well as writing and proofreading – we encourage you to get involved in this process!!

The D'var Torah is, however, most importantly, an opportunity for the Bar/Bat Mitzvah to teach the congregation Torah and should reflect your own original thought and character!!

PERSONAL PRAYER & THANK YOU'S

Students will write a private prayer to be read as we return the Torah to the ark. This is a great time for them to thank their tutor, teachers and the clergy as well as their family and friends. We encourage you to be as inclusive as possible.

IMPORTANT

Students should come to all tutoring sessions and meetings prepared. There will be work to do at home in between each session. Taking the time to do the work each week in between sessions will insure that their time during sessions is well spent and productive.

TZEDAKAH/CHARITY AND RIGHTEOUSNESS

Many families have chosen this joyous occasion to make a special donation to the Temple in honor of their child's celebration. Sharing your joy in the form of tzedakah is always appropriate.

We suggest, in the spirit of your child reaching a state of maturity and responsibility, that they be encouraged to make a personal contribution to a charity of their choice from the gift money they receive.

THE BAR/BAT-MITZVAH SERVICE

WHEN AND WHERE SERVICES ARE HELD

- Bar/Bat-Mitzvah services are held at our congregational service which begins at 10:30 am from September until June
- Rehearsal for those with parts in the service will take place at 9:45 am. This is also an excellent time to take photographs.
- Families may choose to celebrate in the Temple's Rosalie and Norman Fain Sanctuary or in the Bennett Chapel (the latter of which seats only 80-90 people, and provides a more intimate setting).
- Ushers are not provided by the Temple. You may choose people to do this as an honor.
- A brief gathering in the foyer with challah and juice will follow services (families can make this more elaborate if desired, realizing that there might be about 10-20 community folks who attend each week in addition to invited guests).

PROGRAM FOR THE SERVICE

We will automatically create a program with your child's name on the front in Hebrew and in English. Please write their name (as you wish it to appear on the program) on the Service Information Sheet.

We cannot prepare individualized lists of honors. If you wish to create a program on your own or see examples of the program, contact Judith Gilson, Clergy Assistant.

ON THE DAY OF YOUR CELEBRATION

The Bar/Bat-Mitzvah and all members of the family who are participating in the service are asked to meet with the Clergy in the sanctuary promptly at 9:45 AM. It is advisable to arrive no later than 9:30 AM. For services at other times, a run-through is coordinated with the family at a mutually agreeable time.

INCLUSION OF RELIGIOUS SCHOOL CLASSMATES

If financially feasible, we encourage students to invite all Religious School classmates to B'nei Mitzvah celebrations to avoid hurt feelings. Email Joie Magnone, our Director of Youth and Family Engagement for a class list.

EXPECTATION OF TEEN'S BEHAVIOR DURING THE SERVICE

Our experience shows that when celebrants' friends sit together unsupervised by an adult their behavior often disturbs other worshippers and distracts the Bar/Bat Mitzvah. We request that groups of more than 10 teenagers not sit unsupervised in the back of the sanctuary. **Please appoint at least one adult usher/chaperone to make certain that the teen aged guests:**

- ✓ Have a prayer book
- ✓ Sit near the front of the sanctuary
- ✓ Remain quiet during the service
- ✓ Are respectful of the Bar/Bat Mitzvah and the hard work they have put into preparing for this celebration.

WHO CAN PARTICIPATE IN THE SERVICE?

We ask that you use the **B'nei Mitzvah Information Sheet** (found on our website) to plan the details of the service with the Rabbis. It includes all service responsibilities and honors which can be designated to your family members and friends.

INVOLVEMENT OF YOUNGER SIBLINGS AND CHILDREN

Children may be given age-appropriate honors such as helping to dress the Torah or opening the Ark. Often younger siblings or children will join the family at the end of the service to recite Kiddush and Motzi. Any child having already completed Bar/Bat-Mitzvah is eligible for an aliyah to the Torah.

INVOLVEMENT OF FAMILY AND FRIENDS

Temple Beth-El welcomes the participation of non-Jewish family and friends. While there are some limitations, we very much want all of your guests to feel welcome.

Non-Jews may participate in any of the above honors except the the recitation of the Torah blessings (aliyot), the lifting of the Torah (hagbah) and the Kiddush blessing.

In the instance of an interfaith marriage, both parents may come up to the Torah, but only the Jewish spouse will recite the blessings.

SPEAKING PARTS

1) Aliyot

An aliyah is the honor of being called to the Torah to recite the blessings before and after the reading of the scroll. A single aliyah may be recited alone or shared among no more than 3 people. Please make sure that your honorees are familiar with the blessings. They may be found on pg. 568 of Mishkan Tefila and there is a laminated copy in large print on the bimah as well. An Mp3 recording of this blessing is available on our website. Each Bar/Bat-Mitzvah student has a total of 4 aliyot, the last of which is recited by the Bar/Bat- Mitzvah him/herself.

2) Parents' Blessing

In our service, parents are afforded the opportunity to acknowledge in public, and in a sacred setting, the joy and pride they feel at this moment. As importantly, they can use that time to share their hopes and dreams for their child, particularly in relation to being called to the Torah. In other words, it's a chance to express the meaning of this moment.

- Speak to your child, not about your child.
- Please think of the Jewish message you want to give your child.
- Write out your message – then your child will have it for posterity.

You may wish to utilize a reading or poem, or you may write something entirely unique. Speak from your heart. Either way, we encourage you to prepare your remarks in advance. We also respectfully request that each parent's remarks not exceed two minutes. Our clergy are happy to discuss this practice with you.

3) **Presentation of Gifts**

Each child receives a TaNaCH (Jewish Bible) thanks to the generosity of the Brotherhood & Sisterhood, a certificate from the Temple, and a certificate from NFTY (North American Federation of Temple Youth), the last of which is redeemable toward travel to Israel.

A family member or friend is invited to present these gifts with brief congratulatory remarks. This is an opportunity for a teacher, mentor, older family member, or someone to whom the honor of passing on this tradition to say a few words to the Bar/Bat Mitzvah.

- This person does not need to be Jewish.
- The presenter will be called up by one of our rabbis at the end of the service
- The presenter is invited to share a few words, but these remarks should not exceed a minute or two.
- This person may want to speak about the Bar/Bat Mitzvah and the significance of this milestone occasion or about his or her relationship with the Bar/Bat Mitzvah.
- It is not necessary to speak about the TaNaCH (Hebrew Bible) and its history or contents.

4) **Kiddush and Motzi**

The celebration ends with the prayers over the wine and bread, for which the celebrant may be joined by friends or family.

NON-SPEAKING PARTS

1) **Ushers**

The family of the Bar/Bat-Mitzvah is asked to designate two (2) people to act as ushers during the service. They will distribute prayer books, Torah commentaries, programs, and direct latecomers to their seats.

2) **Torah Passing**

When the ark is opened, the Torah is passed down through the generations: from grandparents to parents to the Bar/Bat-Mitzvah.

3) **Other Torah Service Honors**

Other honors include an Opening and Closing of the Ark, and Lifting and Dressing the Torah scroll (hagbah and g'lilah).

B'NEI MITZVAH PREPARATION TIMETABLE

This timetable/checklist will help you ensure that the necessary preparation for becoming Bar/Bat Mitzvah is completed smoothly. It will help us track each student's progress at each stage of his/her preparation. Please note that these are general guidelines.

**Please note that these numbers represent "working months." i.e., If your family is planning to go on vacation for a month, or your child will attend summer camp, do not include these months in your calculation of the total.*

APPROXIMATELY 9 MONTHS BEFORE THE SCHEDULED DATE:

Students will meet with members of the clergy and/or our tutor weekly on Sunday mornings in small groups with other students becoming B'nei Mitzvah around the same time.

At the first session, each student will receive a binder which includes resources to help them prepare. Mp3s of the prayers, blessings, Torah and Haftarah portion are available on the Temple website.

During the first 6 months of preparation, students will:

- review and polish the prayers and blessings they will lead during the service
- learn Torah trope (cantillation melodies)
- begin to study their Torah portion
- begin to write their D'var Torah

APPROXIMATELY 6 MONTHS BEFORE THE SCHEDULED DATE:

Weekly small group tutoring sessions will continue.

Families are **required to have a meeting with Rabbi Mack** to finalize the logistics involved with the service (who will have parts in the service, etc.) Judith Gilson, our Clergy Assistant will be in touch to schedule these meetings.

Families will also receive a letter from Judy Moseley, our Executive Director asking them to **confirm any logistics involved with using the Temple** for any celebrations surrounding the event.

Families will be asked to fill out the **B'nei Mitzvah Bio Form** to help us announce the upcoming event in the Temple Bulletin.

APPROXIMATELY 3 MONTHS BEFORE THE SCHEDULED DATE:

Students will have **weekly rehearsals with the Cantor** in the Sanctuary. During these rehearsals, they will go through the service, practice reading from the Torah scroll, and polish delivery of the D'var Torah. Judith Gilson, our Clergy Assistant will be in touch to schedule these sessions.

GUIDELINES FOR PHOTOGRAPHY AND VIDEOGRAPHY

The Bar/Bat-Mitzvah service is an occasion best captured with the lens of the heart. Photography – flash or other – is not permitted in the sanctuary during worship. Many families choose to have a professional photographer take pictures the week before Bar/Bat-Mitzvah or on the morning of the ceremony. Whatever your arrangements, please follow the following guidelines. Your cooperation is appreciated.

FOR THE FAMILY

- Inform the Temple office of your photography arrangements. We cannot guarantee that the sanctuary will be available at the time unless the space is reserved.
- Photos of the family can be taken until 9:45am when rehearsal begins. The photographer may continue to take photos during the rehearsal.
- Please conclude all photography promptly by 10:15 AM.

TBE LIVESTREAMING AND DVDS

- We have the capability to live stream and/or record the service from the sanctuary.
- A camera engineer records images and audio of the event that is instantly transmitted through our website over the internet. Only people with knowledge of our web address and password can have access to it from any point in the world, provided they have a computer with internet access.
- According to our experience this can be a great service to relatives and friends that cannot attend and who would enjoy watching it from the distance.
- The fee for this service is \$200. To request this service, contact Judy Moseley, Executive Director.

FOR THE PHOTOGRAPHER

- The Temple opens at 8:00 on Saturdays for early photographs. Formal shots may be taken until 9:45am. Informal shots may be taken during the rehearsal. All photographic equipment must be removed from the sanctuary by 10:15 AM for a 10:30 AM service.
- The Torah scrolls **may not** be opened for photography without the presence of the clergy.
- The Torah scrolls **may not** be removed from the Ark without the presence of the clergy.
- No chairs may be moved or rearranged by a photographer. If the photographer needs to move sanctuary furniture, s/he must ask a Temple maintenance staff member to do it.
- The lectern microphones **may not** be moved or removed for photography.
- Photography may resume immediately following the Shabbat service, after all worshippers have left the sanctuary.
- Photographers **may not** take photographs of the family at the brief ceremony behind the *bimah* five minutes prior to the service.
- **Non-flash** photos may be taken during the service from **outside** the sanctuary or chapel.

FOR THE VIDEOGRAPHER

- Please contact Judy Moseley at least 2 weeks before the ceremony to review procedures.
- The service may be videotaped from **outside** the sanctuary: either behind a curtain or behind the glass partition in the back of the sanctuary; in the chapel, the service may be taped from the organ loft.
- Once the service has begun, all video cameras must remain **stationary**.
- No red lights (LED's) or flashes of any kind are permitted during videotaping.
- No additional or special lighting is permitted.
- All video microphones must be set up **before** 10:15 AM. The sanctuary's microphone settings **may not** be changed.

GUIDELINES FOR CELEBRATIONS AND HONORS

ONEG SHABBAT

Sponsoring the Oneg Shabbat, the dessert reception after Friday evening services, can be a wonderful gift from parents, grandparents, or other relatives. It sets the tone for the weekend and lets the congregation share in the simcha. When an Oneg is sponsored, we order a centerpiece of flowers. We provide gourmet pastry and a platter of fresh fruit. Sponsors are acknowledged in the Shabbat Calendar and from the bimah, and they are listed in the Shofar.

An Oneg Shabbat is held every Friday evening between the holidays of Simchat Torah (Sept/Oct) and Shavuot (May/Jun).

A few times a year we will have a special speaker at the Oneg. We understand that your family would like to spend time "schmoozing" with each other, but we cannot have a second Oneg going on at the same time. We will do our best to inform you of this situation as early as possible, and hope you and your family opt to join us in the Meeting Hall.

Fees for sponsorship are listed at the end of the manual. For more information and to reserve your space, contact Judy Moseley, Executive Director.

SHABBAT DINNER

Parents may also wish to host a Shabbat Dinner at the Temple on Friday evening. The Board Room or Meeting Hall can be used, and it can be done simply and beautifully. It is a convenient and appropriate way to begin a weekend of celebration.

HONOR PLAQUES

Also, a wonderful gift that lasts a lifetime is an Honor Thy Name Plaque. For \$600, a family member or several members can inscribe a plaque with the child's name and occasion for commemoration, and select a pew in the sanctuary or chapel to which the plaque will be permanently affixed.

GUIDELINES FOR RECEPTIONS

RECEPTION LOCATION

If you plan to use the Temple's Silverstein Meeting Hall for either an afternoon or evening reception, or both, please notify the Temple office as soon as possible, **but no later than 5 months before** your Bar/Bar-Mitzvah date. Please speak to Judy Moseley; not every date will be available for a reception.

FLOWERS

Floral arrangements for the pulpit are permissible with the following stipulations:

- You may have a pulpit arrangement of low plants or flowers along the ledge of the *bimah* from the Cantor's podium to the Rabbi's podium. Trees, other floral arrangements, or other planters are NOT permissible in the sanctuary or on the *bimah*.
- You may have two pulpit arrangements for each podium, not to exceed a height of 3 ½ feet.
- Many families choose to display large baskets of non-perishable foods for *tzedakah*, attractively wrapped, as *bimah* decorations in lieu of flowers. These also make thoughtful and attractive table centerpieces for the reception.

ALCOHOLIC BEVERAGES

Hard liquor is **not** permitted during an afternoon reception. Wine may be served, but no alcoholic beverages shall be served to minors. Bartenders must be TIPS certified.

DECORUM

Though maintenance personnel remain in the building, you are responsible for the behavior of your guests. If the building or its equipment are damaged, you will be assessed for repairs and/or replacement.

To ensure proper decorum, it has been our experience that adult supervision is needed if a child's classmates sit together in a group.

GRATUITIES

Rental fees for use of Temple facilities include payment for the Temple's custodial and maintenance staff. Tipping is discouraged.

RULES FOR CATERERS AND ACCOMMODATORS

Temple Beth-El's facilities are a source of pride to our staff and members. Our maintenance staff is very diligent about keeping the Temple clean. We appreciate your cooperation by respecting the following Rules for Caterers and Accommodators.

1. A current copy of caterer's general liability, business automobile, liquor liability (minimum of \$1,000,000) & worker's comp policy must be submitted to Temple Beth-El at least three weeks prior to the event. These insurance policies (excluding workers comp) must have additionally insured "Congregation Sons of Israel and David, DBA Temple Beth-El"
2. Dishes, utensils, flatware, and glassware belonging to the congregation may be used with permission from the Temple at an additional cost.
3. Immediately following the reception, please remove all trash, garbage, paper, empty bottles, etc. from the kitchen, lobby, patio, and the Meeting Hall, and place in proper receptacles.
4. Handle the kitchen equipment carefully: Be certain to clean both the inside and outside of the refrigerators, freezers, ovens, dishwasher, urns, sinks, cabinets, tables and countertops.
5. Thoroughly sweep and wash the kitchen floor.
6. Please label all materials to be returned to rental companies, and store in hallway at the rear of kitchen.
7. The Temple cannot assume responsibility for any articles belonging to the caterer that are left in the Temple.
8. Whenever possible, a member of the Temple Maintenance Staff will check with the Caterer or Accommodator periodically during the reception, and again when the event is complete. Should any of the above regulations be violated, the Temple reserves the right to charge the Caterer or Accommodator accordingly.

Thank you in advance for your cooperation. We look forward to working with you.

Dietary Restrictions: Menus must not include pork or shellfish products. Fish with fins and scales is permitted.

RENTAL FEES*

SPACE	TIMING	FEE*
Weekend (Fri eve thru Sun eve)		
Meeting Hall/Kitchen	Prior to 4pm	\$350
	After 4pm	\$600
	Both Afternoon & Evening Event	\$800
Board Room/Adjoining Kitchen	Prior to 4pm	\$150
	After 4pm	\$250
Foyer Only Event (25 ppl or less)	Prior to 4pm	\$150
	After 4pm	\$250
Patio Event	Prior to 4pm	\$200
	After 4pm	\$300
Dance Floor		\$200
Other Charges		
Additional Maintenance staff required when more than 20 children at reception. Two Additional Maintenance staff when 35 or more children at reception.		\$35/pp/hour
Security: per person, per hour (4 hour min)		\$35/pp/hour
Coat Check attendant: per person, per hour (4 hour min)		\$12/pp/hour
Use of Temple dishes, flatware & glasses		\$300
Table Cloth Rental		\$4.50/cloth

*Prices are flexible and discounts may be offered when booking more than one space.

WHO TO SPEAK TO WHEN YOU HAVE QUESTIONS:

BIOGRAPHY FOR SHOFAR	Judith Gilson
CATERING	Judy Moseley
DATE SCHEDULING	Joie Magnone
DISH RENTAL	Judy Moseley
D'VAR TORAH	Rabbi Mack or Rabbi Voss-Altman
FAMILY EDUCATION	Rabbi Mack or Joie Magnone
FINANCIAL MATTERS	Judy Moseley
FLOWERS	Judy Moseley
FRIDAY NIGHT SERVICE PROGRAM	Judy Moseley
GIFTS & CERTIFICATES FROM THE TEMPLE	Joie Magnone
HONOR PLAQUES	Judy Moseley
MAINTENANCE STAFF REQUESTS	Judy Moseley
MUSIC FOR RECEPTION	Judy Moseley
MUSIC FOR SERVICE	Cantor Seplowin
ONEG SHABBAT SPONSORSHIP	Judy Moseley
PARENTAL BLESSING	Rabbi Mack or Rabbi Voss-Altman
PHOTOGRAPHY/VIDEOGRAPHY	Judy Moseley
RECEPTION	Judy Moseley
RESERVING MEETING HALL	Judy Moseley
SCHEDULING MEETINGS WITH CLERGY	Judith Gilson
SERVICE HONORS	Rabbi Mack
SHABBAT DINNER	Judy Moseley
SPECIAL NEEDS	Cantor Seplowin
TORAH BLESSINGS	Cantor Seplowin

TEMPLE PHONE NUMBER 401-331-6070

Rabbi Howard Voss-Altman	ext. 112
Rabbi Sarah Mack	ext. 106
Cantor Judy Seplowin	ext. 118
Judy Moseley, Executive Director	ext. 105
Joie Magnone, Director of Youth & Family Engagement	ext. 107
Judith Gilson, Clergy Assistant	ext. 113