

Bar/Bat Mitzvah Guide 2017-18

Congregation B'nai Israel
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www.cbibr.org

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INTRODUCTION

The Bar/Bat Mitzvah ceremony marks the entrance of a young person into Jewish adulthood through the acceptance of the obligations and privileges of the community. Our goal is to make this ritual a positive Jewish experience; one filled with joy and thanksgiving for the entire family. This manual has been prepared in the hope of making your child's Bar/Bat Mitzvah day a meaningful, comfortable, and memorable experience.

As we approach your child's Bar/Bat Mitzvah we urge you to begin planning for specific ways in which you, your family and your friends may become involved in our Shabbat services. In order for you to become more familiar with the order of the service, we suggest that you and your family attend many Shabbat services at CBI prior to your child's Bar/Bat Mitzvah. To maximize your child's readiness and comfort at the Bar/Bat Mitzvah service, we strongly recommend that the services attended be Shabbat *morning* services. We believe that attending services together as a family will convey to your child the significance of the Bar/Bat Mitzvah in the ongoing life of the synagogue community. We know that your experience will be enhanced by familiarity and comfort with the flow of the typical Shabbat service.

As you prepare for this event, your full participation becomes critical. This booklet will take you through the key aspects so that you can prepare for this milestone event. We have learned that successful events are those which are properly planned. Please contact the synagogue office at 908-204-1412 and you will be directed to the appropriate person regarding any questions you may have.

Rabbi John Schechter

Extension: 105

Email: RabbiSchechter@aol.com

Samantha Eichert, Tutoring Schedule

Extension: 103

E-mail: religschool@cbibr.org

Sara Faber, Office Administrator

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Please note that these policies have been approved by Congregation B'nai Israel's Board of Trustees and are subject to revision.

RELIGIOUS EDUCATION

Our Religious School begins with Sunday school in the Kindergarten year and continues on through the whole of the 7th grade year. We teach a full curriculum giving a full perspective on living as a Jew. This includes Hebrew, Jewish values, Israel, Bible, and, in 7th grade Holocaust studies. Seventh graders participate in four major Social Action projects. When there are mandatory services, we urge you to attend as a family so that you become better acquainted with the full scope of your child's religious education.

Students who come to our program in 5th grade with no prior Judaic Studies will require tutoring in Hebrew and basic Shabbat prayers at parental expense. A Bar/Bat Mitzvah date will be assigned shortly after enrollment in the program. Students who come into our program in the 6th or 7th grade without prior Judaic studies will require private tutoring at parental expense for Hebrew, Shabbat prayers, and holiday readings. These 6th and 7th grade students will receive B'nai Mitzvah dates upon approval by the Rabbi.

Students in the 5th, 6th and 7th grade who attend another Jewish institution's religious school must be studying there at least once a week basis with a formal curriculum if they are to be considered eligible for a Bar/Bat Mitzvah ceremony. We will have a short proficiency test in Hebrew reading and Judaic topics for those students whose education took place elsewhere before they can begin the Bar/Bat Mitzvah training process with our staff. Any remedial work that is necessary will be the responsibility of parents, not the synagogue, and at parental expense. These students will receive B'nai Mitzvah dates upon approval by the Rabbi. The Rabbi will also encourage your family to attend the same number of mandatory services as your child's classmates at CBI to ensure that your child is comfortable with the prayers of our Friday evening and Saturday morning services.

Mitzvah Project

One year before the Bar or Bat Mitzvah, we require your child to set and create with you, as a priority, an individual mitzvah project that expresses your child's sense of obligation to better the world through personal service. The goal is to enable your child to see him/herself as an agent in caring for people and needs beyond our congregation. We will provide you with lists of prior projects and how to reach the students and parents who productively completed them. We will introduce you to other teens and community organizations whose resources not only appear on-line but also in-person. On November 19, 2017 all of the 6th grade and their parents will share in the "Mitzvot of MetroWest" at the Jewish Federation program at 901 Route 10 Eastbound, Whippany, New Jersey. With the information and encouragement that we and the federation supply, you'll find this an exciting and fulfilling challenge for your Bar/Bat Mitzvah child.

B'nai Mitzvah Invitation Guidelines

As a community, it is our practice that all Religious School classmates be invited to the Bar/Bat Mitzvah ceremony and any applicable celebrations. If due to financial constraints or other issues this is not possible, please discuss privately with the Rabbi. At a minimum, all classmates are to be invited to the Congregation B'nai Israel service and to the Kiddush which follows.

Bar/Bat Mitzvah Preparation (Religious School)

The Religious School curriculum is designed to provide our students with a confident sense of participation in our congregation's worship services and familiarity with Jewish services anywhere in the world. Our goal is for your child to be able to lead Shabbat services in any congregation, college setting or retreat. At the Bar/Bat Mitzvah the child will share in the leading of Friday night services, and lead the Torah service on Saturday morning. The child will learn to sing the congregational melodies, read at the least from the Torah (the first five books of the Bible), and, hopefully, chant from the Prophets (the Haftarah). She or he will recite the sets of blessings that precede and speak on the themes and issues of the Torah and Haftarah.

Of course, we are responsive to the needs of those with documented learning disabilities, and we provide special tutoring and arrangements for such B'nai Mitzvah.

Study Timetable

Bar and Bat Mitzvah dates are assigned in the fourth grade. **All ritual is taught as part of Religious School. Children who do not attend CBI's Religious School are responsible for mastering this on their own without CBI's tutorial help and at the family's expense. (See previous section on Religious Education.)**

Your child's tutoring preparation with the clergy will commence six months in advance of the actual date. **Tutoring in 2017-19 will be scheduled only on Wednesdays and Thursday afternoons.** In these sessions (some with the Rabbi, some with the Cantor), your child will study his or her own Torah and Haftarah portions. The student will master the blessings, study the background of the stories of the Torah and Haftarah, learn the chanting of the musical patterns, and understand the rituals of Tallit and Tefillin.

If you would like to have Jewish family members or friends share in the ceremony by reading from the Torah, please speak to the Cantor six months before the ceremony.

Tutoring (Individualized)

All B'nai Mitzvah students will be provided with the materials for the study of their Torah and Haftarah portions, as needed. If you wish to arrange additional private tutoring beyond the CBI sessions, you may make your own arrangements directly with a tutor.

Tokens of Appreciation

Though not required, many families like to do something to express their thanks and acknowledge the hard work and commitment of the Clergy (the Rabbi and the Cantor) and the Religious School (Teachers and School Director) in helping to prepare their child. We suggest a donation be made to their discretionary funds honoring their work toward the success of the day. A donation to the discretionary fund will flow back into the community. This money is used for charity and community events. Other options include donations to the capital campaign, specific naming opportunities, or creation of an endowment. *Of course, it is also customary for the B'nai Mitzvah, as a demonstration of their appreciation, to send a hand-written thank you to the clergy following the event.*

FINANCIAL OBLIGATIONS

We look forward to working with you as you plan for your child's Bar/Bat Mitzvah. Your financial obligations are outlined below. If you are not able to meet these requirements, please contact the Treasurer directly at the contact information below. The Special Arrangements Committee will work with you in strict confidence to arrive at an appropriate arrangement.

In 2011, the Board of Trustees of CBI adopted the following financial policy regarding Bar/Bat Mitzvahs:

In order to become a Bar/Bat Mitzvah, the parent(s) or guardian(s) of the child must be members in good standing of our Congregation. Therefore:

1. **General Dues:** General dues may be paid in full by August 1st of each year, or in quarterly or 10 monthly installments from July 1st through April 1st. Installment plans require our accountants to maintain a credit card on file. Please contact our accountants (see below) to designate your payment plan.
2. **Religious School Tuition:** A deposit of \$200/child to reserve a seventh grade slot must be paid by May 30th of the sixth grade year. The balance of tuition and registration form is due in full by September 1st of the seventh grade year for families paying dues in full; or, for families on a

payment plan, the tuition balance can be combined with the quarterly or 10 monthly payments as outlined above.

3. **Bar/Bat Mitzvah Fee:** A fee of \$2,000 is charged to all families having a single Bar/Bat Mitzvah. A fee of \$3000 is charged to families with twins having a shared ceremony. This fee covers the study materials, the personalized student tutoring, the sanctuary set-up, the cleaning and CBI administrative costs, and **will be added to the family's dues payment plan in the beginning of the sixth grade year.** This will ensure that the fee is paid in full by April prior to the seventh grade/Bar-Bat Mitzvah year.

All financial obligations—dues, tuition, fees, and Capital Campaign pledges—must be paid in accordance with the schedule(s) agreed upon with CBI, and must be current 90 days before the child's Bar/Bat Mitzvah. Bar/Bat Mitzvah tutoring may be withheld if payments are in arrears.

During the course of each year, invoices listing your current obligations to CBI will be sent to you.

Contact Information:

David Braunstein, Treasurer – david@handsonmanagement.net
Caron Katz, Accountant – ckatz@ceksolutions.com

Facility

All B'nai Mitzvah are held as part of our regular Shabbat morning service (or at a Saturday afternoon 5 pm. Mincha or Sunday morning Minyan) in our sanctuary.

There may be additional events that share the date of your child's Bar/Bat Mitzvah. For example, Religious School class Shabbat events, pre-wedding blessings for a couple, or, a baby naming may coincide with your event. Sharing the simchas/joy of multiple events is a wonderful way to be part of the community of our Congregation. The CBI staff will do everything to insure that the appropriate infrastructure is in place to support multiple events, but it is the policy of our Congregation that a Bar/Bat Mitzvah family cannot request that a particular service be held exclusively for them.

An Oneg following the Friday evening service and a Kiddush following the Saturday morning service are sponsored in honor of the B'nai Mitzvah child. Additionally, you may want to consider hosting an Erev Shabbat Dinner for your guests prior to services on Friday evening. This is a fine way to insure that your key family and guests are present when your child assists in leading the Friday evening service. You may also wish to host your celebration in our Social/Catering Hall on Saturday afternoon or evening. All celebrations need to be planned well in advance of the Bar or Bat Mitzvah. To maximize your choices,

we recommend discussing your options as soon as you receive your date from the CBI Office.

Oneg and Kiddush

All food brought into the building must be consistent with standard kashrut policy and be provided by an approved caterer. The family of the Bar/Bat Mitzvah sponsors the community Oneg Shabbat (literally “a sharing of the delight of the Sabbath”) following the Friday evening service for their guests and the entire congregation so that all feel welcome to stay and celebrate together. Saturday morning the family sponsors the community Kiddush reception, which follows all of our Shabbat services. See the following chart for details.

Celebrations for Bar or Bat Mitzvah

Celebration	Time Allotment	Description/Pricing
Erev Shabbat Dinner	6:15 pm. prior to the 7:30 pm. Friday night service	Family hires caterer from approved list. \$250 room rental. Does not include wait staff. <u>Family hires caterer and own wait staff with Rabbi's approval.</u> All rentals, where there is a caterer serving, additionally require a \$500 Kitchen damage deposit which will cover damages and/or inadequate cleaning by the caterer. Your caterer and all vendors must provide certificate(s) of insurance.
Oneg Shabbat	After Services on Friday night	Challah, beverages, cookies, fruit (included in Bar/Bat Mitzvah fee). Does not include wait staff.
Expanded Kiddush/Luncheon in the Social/Catering Hall	After Services on Saturday Morning (up to 2 hours).	Challah, beverages, tuna/egg/whitefish salads, bagels, fruit, cookies, tablecloths for food buffet tables and lobby table. (Kiddush for up to 80 guests is provided by the Congregation) does not include wait staff. <u>Add. Food and professional wait staff is at your family's expense.</u> If there is a caterer serving, we additionally require a \$500 Kitchen damage deposit which will cover damages and/or inadequate cleaning by the caterer. Your caterer and all vendors must provide certificate(s) of insurance.
Private Afternoon Luncheon/Party in the Social/Catering Hall	Starting 45 minutes after Services on Saturday Morning for up to 5 hours.	A family who wishes to hold a <i>private</i> Sabbath afternoon which begins 45 minutes after the end of the Sabbath

		<p>morning service may include music, entertainment, and photography in their contract with CBI. <u>The standard Friday noon delivery time of food and equipment still applies.</u> Family hires caterer with Rabbi's approval. All rentals includes a \$500 Kitchen damage deposit which will cover damages and inadequate cleaning by the caterer. The family also pays a \$1000 room rental fee, and a general \$500. Building security deposit. If 25 or more children under the age of 15 are present we require Bar Mitzvah Chaperones/ Bouncers. All vendors must provide certificate(s) of insurance. Family must hire their own Party Coordinator and wait staff. CBI provides a Custodian provided up to 5 pm. hours. * Your caterer and all vendors must provide certificate(s) of insurance.</p>
<p>Evening Party in the Social/Catering Hall</p>	<p>Saturday evening -start time varies by time of year (see sundown schedule) up to 5 hrs.</p>	<p>Family hires caterer from approved list. Delivery of materials, sets, dance floor, and food must either be by noon on Friday, or following sunset on Saturday evening. \$1000 room rental fee, \$1000 security deposit plus approved Bar Mitzvah Bouncers. A \$500 Kitchen damage deposit fee to cover breakage and inadequate cleaning is required, plus a \$1000 security deposit for the building. Your caterer and all vendors must provide certificate(s) of insurance.</p>

		Family must hire their own Party Coordinator and wait staff. CBI provides a custodian for up to 5 hours. *
Sunday Party in the Social/Catering Hall	Up to 5 hours.	Delivery of materials, sets, dance floor, and food must either be by noon on Friday, or following sunset on Saturday evening. \$1000 room rental fee, \$1000 security deposit plus approved Bar Mitzvah Bouncers. A \$500 Kitchen damage deposit fee to cover breakage and inadequate cleaning is required, plus a \$1000 security deposit for the Building. Your caterer and all vendors must provide certificate(s) of insurance. Family must hire their own party coordinator and wait staff. Custodian provided up to 5 hours. *

*Custodian must be on site any time a vendor, caterer, game provider or entertainer is on site. If our Custodian's time exceeds 5 hours, the cost will be taken from your deposit.

Please note that all food and decorations must be delivered to the synagogue and in place no later than 12 pm on Friday afternoon. We will not accept the delivery of food, equipment, flowers, etc. during Shabbat. Please make clear to your caterer, florist, decorator, arranger and friends that our synagogue office and building close at noon on Friday. ALL of your goods, decorations, food, and materials must be in the building by that Friday 12 pm deadline. All of the reputable caterers, florists, and entertainers abide by this deadline, as they know it well from their work at other synagogues and temples. On Saturday no drop-offs or deliveries will be permitted until after sundown. Please plan accordingly. We will help you make other arrangements if your event coincides with a holiday. All arrangements must be coordinated with the synagogue at least four weeks in advance.

There are no exceptions made to these policies which are designed to maintain the communal sanctity of Shabbat and thus enable all of our congregants and guests to feel respected for their religious commitment.

Floral Arrangements

Floral arrangements are completely voluntary. Those families who wish to provide small floral arrangements that sit in front of two lecterns on the bimah/stage may do so provided that the arrangements rise no higher than 2 ½ feet, and, do not extend beyond 22 inches in width. Boxes, baskets of objects, photos and poster-boards are not acceptable. Centerpiece arrangements for the lobby and Kiddush tables may be provided at the family's discretion. Flowers must be delivered and in place by 12 pm Friday. Other arrangements may be necessary if your event coincides with a holiday. If you wish to provide a food basket or a floral arrangement for the table in the lobby, it too must be of similar size and width to the lectern flowers, and must be delivered by 12 pm on Friday.

Candy

If you choose to toss candy as an expression of joy and happiness at the conclusion of the Torah service, CBI provides the candy and the associated clean-up. **No other candy or items are permitted to be thrown.**

Program Guides

Although it is not a necessity, some families prepare program guides for family and friends to follow along and to keep as a memento. If you have prepared a program for your child's service, the Rabbi must approve a draft two weeks in advance (and before you have it printed). If you need direction in this endeavor, begin attending B'nai Mitzvah services now and collect samples. Please note that we do not permit Torah and Haftarah portions to be photocopied or printed in the program booklet. Since we cannot guarantee that all extra booklets will be collected and buried in a geniza (Jewish resting place for holy objects) , or that guests will not eventually discard into the trash booklets they have brought home, we cannot permit the practice.

Announcement in the Newsletter

Parents are responsible for providing a short bio and picture (if desired) for publication in CBI's newsletter, the **Chai-Lites Newsletter**. Articles are due the first day of the month prior to your child's date. For example, if a child is having a Bar/Bat Mitzvah in May, the article must be submitted to the office (office@cbibr.org) by the beginning of April.

Photography and Videography

Photography and videography are not permitted in the sanctuary on Shabbat (from sundown Friday through sundown on Saturday). If you wish to have your child photographed with the Torah on the lectern in front of the ark you may make arrangements through the Religious School Office. In most

cases, the time for photographs will be at 5 pm on the Thursday afternoon preceding your child's date. Please call the Religious School Office at least one month in advance to confirm the date and ensure attendance by the Rabbi and the Cantor.

CBI Gifts for the Bar/Bat Mitzvah Child

It is the custom of our congregation that a member of the Board presents gifts to your child on behalf of the congregation. If you desire, you may request that a specific board member or other congregant makes this presentation.

Music

At Congregation B'nai Israel the entire building, with the explicit exception of the Sanctuary, is considered a "private space" after the traditional post-service Kiddush (50 minutes after the end of services) when rented by a family for a celebration. While all food to be consumed must be Kosher, as determined by the Rabbi, families are free to decide any issues concerning photography and music/entertainment. Please remember that all dance floors, lights and other paraphernalia must be delivered by 12 pm on Friday. If you have engaged a caterer or party planner, please inform them of these rules before contracts are signed with musicians. Our office will hold to the rule of delivery by noon on Friday because that's when we close.

THE SERVICE

Overview of the Bar/Bat Mitzvah

The Date

Your child's date has been carefully selected, allowing six months for family and student preparation. During this time, please discuss with your Jewish family members the following ways in which they can share in our service. These include: opening the ark at the beginning of the Torah service; reading (chanting) from the Torah; G'lilah (wrapping the Torah in its covering and ornaments); opening the ark for the adoration prayer; and reciting the HaMotzi prayer over the challah at the conclusion of the service.

Chanting the Torah

Chanting from the Torah is a special way for you and your family or friends to honor the Bar/Bat Mitzvah child and the congregation. It is also a serious, yet doable, mitzvah, which requires preparation and the ability to read Hebrew. If you are having family and/or friends chant from the Torah, please notify the Cantor well in advance. The Cantor will provide you with marked portions of the Torah in photocopy as well as a practice MP3. You are then responsible for distributing the portions to your readers. The Cantor will ask you to read aloud two weeks before the event so that all mistakes can be corrected. In our congregation, if

you are the Torah reader, you read directly from the Torah and not from a photocopy or book.

Aliyot & Honors

The member(s) fills out the honors sheet; you will receive 5 of the 7 regular aliyot (being called to the Torah to recite the blessings) that take place on a standard Saturday morning, not including your child's aliyah. It is customary that the Bar/Bat Mitzvah parents take the last of their five slots, with the first two slots reserved for the congregation. The Bar/ Bat Mitzvah child reads the Maftir (concluding verses of the week's entire portion) aliyah, in addition to your family's five aliyot. You may assign your remaining four aliyot to any Jewish relatives or friends that you like.

In our congregation, we **do** call more than one person to the Torah for an aliyah so you may ask that the honor be shared by two people who are immediate relatives to one another (married, parent/child, or sibling). If a family is called to the Torah with a child younger than Bar/Bat Mitzvah age, the child may accompany parents to the Torah, but should refrain from reciting the blessings as that is reserved as an honor for the day of his or her own Bar/Bat Mitzvah.

Please make sure you give the completed honors form to the Rabbi at least two full weeks in advance of the service. The honors form follows at the end of this section. This list should include your honorees' full Hebrew names (example: Shlomit bat Avraham v'Shoshana – Susan the daughter of Abe and Rose). The Rabbi is happy to assist you in finding your Hebrew names. A non-Jewish spouse may accompany the Jewish one to the aliyah, but does not recite the blessings. We make every effort to include them in the ceremony within the bounds of Jewish law- Halakhah. It is important that those you wish to honor in the service be familiar with their roles in the service. The Torah blessings are written in transliteration (English letters) in large print on a card to the right of the Torah. Please rehearse these blessings in advance so they are familiar to you on that morning.

G'lilah

This honor may be offered to one or two Jewish people who will be assisted by the helper (gabbai) of our Torah service. Your honorees do not need to practice this in advance.

The Honors Form

The Honors Form for a single Bar/Bat Mitzvah follows on the next pages.

Bar/Bat Mitzvah Honor Sheet: Name

Honor	English Name	Hebrew Name (Example: Shirah Bat Avraham v'Sarah: Suzie the daughter of Abe and Sarah)	Relationship to Bar/Bat Mitzvah
Parents or grandparents Present Tallit at 9:30 am. sharp!		(Hebrew name not necessary)	
First Opening of the Ark pg. 312		(Hebrew name not necessary)	
Carrying the Torah for the Processional middle of pg. 320		(Hebrew name not necessary)	
Aliyah #1 Torah Reader:	Congregant	Designated by Rabbi	
Aliyah #2 Torah Reader:	Congregant	Designated by Rabbi	
Aliyah #3 Torah Reader:			
Aliyah # 4 Torah Reader:			
Aliyah # 5 Torah Reader:			

Aliyah # 6			
Torah Reader:			
Aliyah # 7 is YOU, the Adult Parent(s)!!			One-Year-Ahead-Student. After this aliyah, we call forward the child whose Bar/Bat Mitzvah is one year in the future for a brief honor.
Torah Reader:			
Then, the Bar/Bat Mitzvah reads the MAFTIR portion of the Torah: <i>Give his or her full English and Hebrew names, please. These go on the certificate.</i>	Please include your child's middle name in English!	What is your child's full Hebrew name?	
(Hagbah) Torah is lifted by strong person with no back or shoulder injuries.			
(G'lilah) Wrapping of the Torah can be 2 people.			
Speech	Bar/Bat Mitzvah		
Haftarah	Bar/Bat Mitzvah		
Sermon	Rabbi		
Optional Readings: In English! <i>Prayer for our Country pg. 332</i>		(Hebrew name is not necessary)	
<i>Prayer for Israel Pg. 332</i>		(Hebrew name is not necessary)	
Opening of the Ark for the return of the Torah Pg. 340		(Hebrew name is not necessary)	

Carrying of the Torah for the Recessional Pg. 340		(Hebrew name is not necessary)	
Eyn Kelohaynu p. 400		Sibling(s), Cousins, Friends	
After Kaddish, Board member presents to BBM. Followed by Announcements.			
Kiddush p. 418-419		Student	
Adon Olam Pg. 412.		Student (plus sibling) or Hebrew School Friends	

Kippot and Tallitot

Congregation B'nai Israel is an egalitarian synagogue, which encourages women to participate fully in our services. All men who enter the synagogue are asked to wear a kippah (yarmulke). All men who are called up to the bimah are required to wear a kippah and if the man is Jewish, a tallit. Women who are called up to the bimah are required to wear a head covering of their choice – kippah, lace covering or hat and may wear a tallit if desired. CBI will provide simple kippot and lace head coverings with bobby pins. You may wish to purchase custom kippot and accessories as well as a Tallit for your child. These can be ordered through CBI. Please contact Michele Ganes (908-719-9594; mushganes@optonline.net) for assistance.

Dress

A Bar/Bat Mitzvah is a religious service, and all dress should be respectful and modest. Bar Mitzvah boys, their male relatives and male guests should wear jackets, ties and dress shoes. Bat Mitzvah girls, their female relatives and their female guests should always have their shoulders covered; dresses or blouses should not be low cut (in either front or back); and the length of their skirts should be minimally at their knees. Well-tailored pants suits are also appropriate.

Smartphones and iPads

Picture taking and video recording are not permitted on either Friday night or on Saturday until sundown in the sanctuary. Pictures and/or videos can be taken on the Thursday prior to the Bar/Bat Mitzvah and these appointments are scheduled with your child's tutoring lessons by the Religious School Administrative Assistant.

Smartphones, cell phones and pagers must be turned off or set to silent on both Friday night and on Saturday. **Please include a note in your program that smartphones, cell phones and pagers are to be turned off. Guests may not video the ceremony using their smartphones.**

Supervision

To protect our facility, outside supervision ("Bar Mitzvah Bouncers") is required when there is an affair with more than 25 children present. The supervision is provided with a three hour minimum. The congregation pays for this service and will in turn bill the congregant as appropriate.

Friday night before the Bar/Bat Mitzvah

Please arrive with your child by 7:15 pm so you are there to greet guests and the congregation. Services will start promptly at 7:30 pm. Seats will be reserved for the Bar/Bat Mitzvah family in the front row. Please make sure your important guests are informed of the service start time to avoid any last minute confusion. Your child will lead, at the minimum, the Shema and V'ahavta prayers, as well as reciting the Kiddush. Other prayers and songs will be led in a shared fashion with the Cantor depending on each child's preparation.

Saturday morning

Please arrive with your child by 9:05 am so you are there to greet guests and the congregation. Services will start promptly at 9:30 am. However, you may tell your guests, and the teenage guests of your child, that it would be acceptable for them to arrive at the synagogue no later than 9:45 am in order that they be present for the Torah service.

Seats will be reserved for the Bar/Bat Mitzvah family in the front row. Please make sure your important guests are informed of the service start time to avoid any last minute confusion. It is most important that your family attend a number of Saturday morning services at CBI prior to your child's Bar/Bat Mitzvah. No amount of written instruction will allow you to be familiar or comfortable with the service. We have found that families who are comfortable and knowledgeable about the service have a greater appreciation of this milestone.

Role of the Parents

It is traditional that the parents present a Tallit to their child as a sign of maturing into responsibility for the traditions. He or she will put it on while reciting the blessing, which thanks God for the mitzvah of wearing a tallit. This occurs during the morning service (Shaharit) shortly before the recitation of the Shema.

When the morning service starts at 9:30 am, the parent(s) will be called forward to symbolically present the Torah to their child. Jewish grandparents may also be included in this honor. Later, closer to 10 am, the parent(s) and child walk with the Torah around the congregation in the processional. Then the Torah is unwrapped and the first aliyah begins. The first two aliyot are given to members of the congregation who may be in need of the special blessings which accompany the honor of reciting the Torah blessings.

When you come forward for your aliyah, please proceed to the right side of the reading table. If you are wearing a tallit you touch one set of fringes to the first word to be read from the scroll. If you are not wearing a tallit, you may use the Torah binder to touch the word. By these actions, you demonstrate your physical connection to this symbol of learning, covenant and heritage.

After the Torah portion is read, you recite the second blessing and then turn to face the Rabbi to receive an additional blessing. The Rabbi will address you and your guests by your Hebrew names as included in your honors sheet. After this blessing, you walk to the left side of the table and remain there until the next aliyah is finished.

Since you are the seventh aliyah, you will remain at the Torah until your child is called for the concluding aliyah, the Maftir. Then your child does the following:

1. Recites the Torah introductory blessing.
2. Chants the Torah portion.

3. Recites the second Torah blessing.
 4. Stands while the Torah is lifted by the Hagbah and wrapped by the G'lilah
 5. Looks to the Rabbi for the cue to begin his or her speech.
- If your child is taking on the additional practice and rehearsal at synagogue to master the chanting of the Prophetic portion (Haftarah) then she/he remains on the bimah to complete the following steps:
6. Recites the blessings before the Haftarah.
 7. Chants the Haftarah.
 8. Recites the second blessing concerning the Haftarah.
 9. Stands while congregation honors him/her with song and gently tosses candy (optional).
 10. Returns to sit with you during the Rabbi's sermon.
 11. Returns to the Bimah when summoned by the Rabbi.

We strive to complete the Shabbat morning service by 11:45 am but that can only be fulfilled if we start without delay at 9:30 am. Please remember that we "make Kiddush" (recite the blessings over wine and Challah) at the end of the service as one congregation. Then the whole congregation shares in the Shabbat refreshments together. This is an opportunity for members of the congregation to extend their good wishes to you and your child. All CBI activities should be concluded by 12:45 pm. Please factor this into your appropriate start time with your catering facility.

Parents' Speech

Some parents speak a few words of blessing and guidance to their child when presenting the Tallit at approximately 9:30 am. Please coordinate this with the Rabbi.

Ushering

It is our congregational practice for the parents of the 6th grade class at CBI to usher for two to three B'nai Mitzvah families in the September - June time frame; this will ensure that there are two sets of ushers at each service. Ushering provides an opportunity for you, as the family of an upcoming Bar/Bat Mitzvah, to learn about the service and to assist a fellow congregant. It is an important component of your special day. Since this is a Shabbat service, appropriate dress is requested. If you cannot make one of your assigned dates, please switch with one of the other 6th grade families and notify Ms. Faber in the office of the change so that all B'nai Mitzvah families can be assured of ushering support.

Please arrive no later than 9:00 am to ensure that you are there before the family and guests arrive. You should expect to stay to the conclusion of the Shabbat Service (approximately 12:00) and provide help as the guests move from the sanctuary to the social hall for the kiddush. If you would like to have your Bar/Bat Mitzvah age child assist in the ushering duties, please feel free to do so.

Responsibilities of the ushers include:

- One set of ushers is located in the lobby:
 - Welcoming family and guests to CBI, directing them through the sanctuary doors before the service begins until 9:30 am. Please ask family and guests to sit in the seats forward of the aisle if at all possible
 - After 9:30 am, drawing the poles with ropes across the main sanctuary door and directing guests through the doors of the middle space and into the sanctuary from the rear.
 - Providing directions to the restrooms
 - Offering Kippot, programs (if provided) and Tallitot, as appropriate
 - Acting as support for the parents of the Bar/Bat Mitzvah child

- The second set of ushers is located In the Sanctuary:
 - Greeting the family and guests and directing family to seats towards the front of the room. After 9:30 am positioning yourself near the rear door in the folding panels at the back of the sanctuary and directing guests to seats.
 - Directing classmates and teenagers to the seats in front of the glass room so the Rabbi may keep a watchful eye.
 - Reminding guests to fill the rows completely.
 - Reminding people to turn off smartphones, cell phones, and/or pagers, and that no photography is permitted in the building during services.
 - Maintaining decorum during the service so that talking is kept to a minimum.
 - If children are not behaving appropriately, reminding them of appropriate decorum. If their behavior does not improve, moving the children so that they are not disrupting the others during the service.
 - Providing directions to the restrooms and coatroom.
 - Acting as support for the parents of the Bar/Bat Mitzvah child.

Dual Faith Families

When preparing for a Bar/Bat Mitzvah, some families are unsure at the outset as to how they will negotiate the rituals of the service with their families. When one half of the family and their guests are not Jewish these concerns become more acute. These questions often arise in families where one parent has converted as well. Congregation B'nai Israel is committed to providing meaningful family experiences for every one of our families.

FAQ's concerning Non-Jewish Family and Friends:

How will the non-Jewish friends and family members who attend understand what is taking place?

Our Rabbi provides directions and explanations during the service itself to help people follow the order and understand the content. Additionally, many families prepare a personal printed program for their child's service in which the order of the service and its content and meaning are explained.

How will the non-Jewish family members be able to share in this milestone event?

At Congregation B'nai Israel non-Jewish family members are provided special opportunities to participate in the service through the reading of English psalms, and prayers for our congregation and for our country. Individual families will discuss these honors with the Rabbi in advance of the service.

What role will a non-Jewish parent play in the service?

The support, love and encouragement that a parent provides to a child who is preparing for a Bar/Bat Mitzvah is extremely important. We hope that the parent(s) will also discuss with the child what they think it means to be a Jewish adult and how the relationship between parent and child changes as a result of this ceremony honoring their entry into adulthood. Both parents are welcome on the Bimah to address their child with words of blessing and guidance, should they wish.

If you have any additional questions or concerns, please contact Rabbi Schechter.

KASHRUT POLICY FOR CONGREGATION B'NAI ISRAEL

The Rabbi is the final authority on all issues relating to the Kashrut policy.

All caterers are required to comply with all policies and rules of Congregation B'nai Israel.

At Congregation B'nai Israel, we view the sharing of food as an important part of being a community. As a center for Jewish life, our congregation should be a place where all Jews feel comfortable coming for a meal, a Kiddush, or a celebration. To encourage participation by all members of our community, it is clearly necessary to establish our Kashrut standards for synagogue events held in our building.

We recognize that members of our community will have different, individually determined standards for the observance of Kashrut. We trust that congregants will accept the policy in the spirit in which it is offered. We aim to strike a balance between maintaining unity within our congregation and respecting members and their guests. The Board of Trustees and the Rabbi have endorsed this policy after many hours of deliberations and discussion. There may be new situations that arise which require clarification. Please turn to the Rabbi for guidance.

1. Any meat meal at CBI must be kosher catered in its entirety (including bread, dessert, condiments and side dishes) from an establishment that is under Rabbinic supervision. The vendor must be on the Rabbi's approved list of acceptable caterers.
2. Dairy or Pareve (neutral – neither milk nor meat, but may include fish) food may be brought into CBI under any one of the following conditions:
 - Commercially prepared foods must come from take-out establishments, restaurants, caterers, etc. under Rabbinic supervision or approved by the Rabbi.
 - Packaged food must carry one of the following symbols of inspection by a Kashrut industry organization: the "OU", the "OL", the "Triangle K", the "KAJ", the "half-moon K", the "Square K", the "Chef K", or be checked by our Rabbi to see that the ingredients and preparation materials were kosher.
 - Baked goods must come from commercial establishments under Rabbinic supervision or from commercial establishments of which the Rabbi approves. Among the considerations are:
 - a) only pure vegetable shortening, butter or kosher margarine is used in the mixing bowls, baking pans and machinery tracks;
 - b) all of the baking utensils and pans are used for kosher baking only and no other purpose.
3. Uncooked fruits and vegetables as well as non-meat salads may be prepared in the CBI kitchen. All salad ingredients must be checked to see

- that they are kosher. Disposable pans and containers are to be used for storage.
4. Fresh or smoked fish may be purchased in any market where the handler's knife is washed clean before cutting and paper is laid on the cutting board before the fish is cut.

Delivery of Food

All food that is served at CBI must be cooked on days other than Shabbat or Jewish Holy Days. Food may not be purchased on Shabbat or on Holy Days, nor may it be delivered on those days. All food, drinks, utensils, pans, dishes and decorations must be delivered to the synagogue by 12 pm on Fridays preceding Shabbat and by 12 pm on the afternoon preceding the eve of a holiday.

Passover

All food, drink, wine, snacks, and desserts that are brought into CBI from the day before Passover through the whole week's holiday must be Kosher L'Pesach – Kosher for Passover. These foods are prepared in industries or kitchens that have Passover certification from an established Rabbinic authority.

Congregation B'nai Israel's Catering Kitchen

A word of encouragement:

The description of the rules and procedures of keeping Kashrut will sound difficult to those who have not kept or worked in a kosher kitchen. However, our synagogue kitchen is marked with abundant labels and explanations posted so that those who wish to prepare a meal for an event will be able to do so simply. The Rabbi and the Ritual Committee will guide you as how to shop, prepare and serve so that all Jews might be able to find a culinary home in our congregation. Please see the Rabbi if you wish to use the kitchen.

All meat and poultry cooked here or brought into the building must be purchased from a kosher butcher or prepackaged under Rabbinic supervision with certification. Only kosher fish is to be served. Swordfish is kosher, but shellfish, octopus, squid, shrimp, abalone and shark are not kosher. All packaged, canned or frozen products are to be certified kosher as described above. These packaged items must not contain non-kosher meat, meat and milk combination, beef tallow or fat in whole or in derivatives, lard, shellfish, non-kosher poultry products, non-kosher poultry or non-kosher fish. Many grocery products such as crackers, cookies, bread, breadcrumbs, cooking wines and dessert toppings do contain these forbidden items or admixtures.

All eggs used in cooking must have been checked for blood spots (indicating fertilization and thus the presence of a meat item) by breaking them into a glass

bowl (only) and checking for spots or discoloration before adding the egg to a mixing bowl.

All wines and hard cheeses are permitted. Please check with the Rabbi concerning soft cheeses, cheese products and synthetic cheeses.

Preparation of Food in the CBI Kitchen

If a meat meal is prepared in the kitchen, then separate utensils, kitchenware, pots, pans, serving trays, dishes, rags, soaking pans, cutlery bins, salt and pepper shakers, drying towels and racks must be used. Items that become non-kosher (i.e., dairy utensils mistakenly used for meat) are to be immediately set aside and not served. The Rabbi will decide if a dish which contains a mistake can be served within the congregation.

All soaps, scrub pads, scouring agents, food sprays, parchment papers, dessert, decorations and cooking liquors must be kosher.

Dairy and meat pans, utensils, kitchen items, sponges and dishcloths are to be washed separately. No short cuts may be employed. If a dishwasher is used, there must be the running of two cycles between meat and dairy sets of plates and/or cutlery (or vice versa) – one empty cycle with soap, followed by one empty cycle without soap. Any short cuts may invalidate the Kashrut of the whole kitchen.