

# SYNAGOGUE EMANU-EL



## BNAI MITZVAH HANDBOOK

Updated August 2021

למען תירא את־ה' אלהיך לשמר את־כל־חקותיו  
ומצותיו אשר אנכי מצוך אתה ובן־בןך וכן־בןך כל ימי  
חייך ולמען יארכן ימיה: -דברים ו:ב

...so that you, your children, and your  
children's children may revere the LORD your  
God and follow, as long as you live, all God's  
laws and commandments that I enjoin upon  
you, to the end that you may long endure.

-Deuteronomy 6:2

Shalom,

A *Bat* or *Bar Mitzvah* is one of the most exciting and memorable events in our religious and spiritual lives. It is a powerful combination of a personal, familial and communal celebration that symbolizes the culmination of our early childhood and looks towards the promise of, and possibility found in adulthood. The *bnai mitzvah* ceremony helps us confer sanctity on this proud and emotional moment.

A *Bar* or *Bat Mitzvah* is not a one-day experience. Preparation begins years before the actual day, and as with all important events, we know that you have some questions and some worry. This handbook is designed to help alleviate those worries so that you can focus on what really matters: the celebration of your child and this beautiful family simcha. As you make your way to this wonderful day, and beyond it as well, know that all of us in the Emanu-El community want to help deepen your joy and reduce your anxiety.

As the Rabbi, Executive Director and Ritual Assistant of Emanu-El, we, along with the entire Emanu-El Staff and congregational family, are here to help make your child's simcha as special as it can be. Feel free to be in touch at any time. Please send all questions about the *bnai mitzvah* process or your child's *bnai mitzvah* to [dhubara@emanu-el.com](mailto:dhubara@emanu-el.com).

Looking forward to celebrating this sacred and joyous event with you, and most of all  
MAZAL TOV!!

*Rabbi Evan Rauski*

*Bob Greenberg*, Executive Director

*Daphne Hubara*, Ritual Assistant



# Synagogue Emanu-El: BNAI MITZVAH HANDBOOK

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# 1. Introduction

*Mazal tov* on your child's upcoming *bat* or *bar mitzvah*! Their *simcha* is a big day for your family as well as a significant event for the entire congregation, and we look forward to sharing this day with you.

This handbook is meant to help provide some help, advice and guidance in planning and preparing for your child's *bnai mitzvah*. Please look through this handbook carefully as it will also help provide you with an understanding of the religious aspects of the day and ritual aspects that are unique to both Shabbat and Synagogue Emanu-El. There are also resources in this handbook to help give guidance on how to celebrate this moment with family, friends and the community. We hope that you find all these resources helpful and useful in understanding all the different aspects and possibilities for preparing for and celebrating your child's *bnai mitzvah*.

The best advice we can give is to remember that this is an important and joyful event in your child's life and your family's history, savor it, enjoy it! Try not to allow all the decisions and choices to overshadow the experience and *religious* importance of the day. All of us at Synagogue Emanu-El are here to help in any way we can, and most of all to make sure that all the memories of this *simcha* are ones of joy and accomplishment.

## ***What Does Becoming a Bnai Mitzvah Mean?***

At its core, becoming a *bat* or *bar mitzvah*, a daughter or son of the Commandments, is a rite of passage, responsibility and obligation. For Jews, reaching the age of 13 on the Hebrew calendar is the moment when an individual has reached the age of majority. In Judaism this means that they are now responsible for their own actions, for knowing the difference between right and wrong and that they are now obligated in the *mitzvot*, the commandments of our religion. As of their 13<sup>th</sup> birthday they are counted among the Jewish adults of our community, yes they still have a great deal of learning, and growing up, left to do, but Judaism holds that at this stage in their lives their relationship to God, Torah, Israel, the community and Judaism is just as much their responsibility as their parents. In these ways and more, the moment of *bnai mitzvah* marks a new stage in the child's life and the family's history. It signifies the need for family, friends and the community to acknowledge and support the increasing maturity, independence and responsibility of the young person.

## ***Still Have Questions?***

If you can't find the answer here, or just have a question, please call the office at 843-571-3264 or email Daphne at [dhubara@emanu-el.com](mailto:dhubara@emanu-el.com).

## Words and Terminology

Throughout this handbook we will use many different terms and many of them are in transliterated Hebrew as they have no adequate direct English translation. If you see an unfamiliar term you can check the glossary (Appendix A) provided at the end of the handbook. If it is still unclear, please feel free to call the office.

## 2. Reservation of Bnai Mitzvah Dates

### When Will My Child's Bnai Mitzvah Be?

Approximately two years before your child is expected to have their *bnai mitzvah* you can reserve a date with the Synagogue. The date you choose must be after their 13<sup>th</sup> birthday on the Jewish calendar, the Ritual Assistant and Rabbi will help you determine what that date is. This typically happens when your child is in 5<sup>th</sup> grade. When you request a date, the Synagogue will check that that date is available and let you know if anything else is happening in the Jewish community that weekend, such as a *bnai mitzvah* at another synagogue. If the date is available, then it is yours to reserve!

\*Note: Judaism allows for young women to be called to the Torah at the age of 12. Synagogue Emanu-El encourages all students to celebrate their *bnai mitzvah* in their 13<sup>th</sup> year, but also honors this Jewish tradition, so long as she is 12 on the Hebrew Calendar and has passed the 6<sup>th</sup> grade *Beit Din*.

### Date Reservation Meeting

In the winter two years before your child's *bnai mitzvah* year (often of their 5<sup>th</sup> grade year) you will receive an email about the date reservation meeting. At this meeting, for all Emanu-El 5<sup>th</sup> graders, whether in Religious School or at Addlestone Hebrew Academy, we will review the *bnai mitzvah* process and have the chance to reserve a date for your child's *simcha*. Some families choose to hold the ceremony as close to the child's Hebrew birth date as possible, while others prefer to wait for a date that better suits their family and friends being able to attend, so that it falls on (or not on) a holiday weekend or avoids hurricane season. So long as the date is after they are 13 on the Hebrew Calendar (and preferably before they get married!) it is the family's choice when to hold the ceremony. Note: While we will do our best to accommodate everyone to the best of our ability, coming to this meeting with a first choice and second choice date is preferable in case your first date is unavailable.

### 3. Tutoring and Preparation for Bnai Mitzvah

#### *When do I need to do...?*

Figuring out when everything needs to get done and wondering if you and your child are 'on track' are the most anxiety producing questions of going through this process. The suggested timeline that follows is meant to help give you a sense of when things around the ritual of the simcha should be completed. This is based on our best suggestion and estimates, the dates and timing may be a bit different for each student and family and adjusted to best fit the needs of both.

#### *Timeline*

##### Two Years Ahead

- Set date-approximately two years before 13<sup>th</sup> birthday

##### During 6<sup>th</sup> Grade

- Attend and pass the *Beit Din*.

##### Six to Twelve Months Ahead

- Make arrangements for caterer for *kiddush*
- Make arrangements for florist
- Remember- check on hotel arrangements for out-of-town guests
- Make arrangements for the celebration
- Venue, Caterer, *Kashrut* supervision, Music, Flowers, Photographer, etc.
- Begin instruction-approximately 12 months before their *bnai mitzvah*
- Make guest list

##### Three to Six Months Ahead

- Schedule preliminary meeting with Executive Director to discuss space requirements, anticipated facility needs, food arrangements, etc.
- Purchase *tallit* and *tefillin*

##### Ten to Twelve Weeks Ahead

- Talk to other family members and friends about their participation in the service
- Order invitations

##### Eight Weeks Ahead

- Order *kippot*

##### Six Weeks Ahead

- Send out invitations
- Family meets with Rabbi and discussion about *Dvar Torah* begins

##### Four Weeks Ahead

- Meet with Executive Director to finalize room set up, and make contractual arrangements

##### Two Weeks Ahead

- Turn in honors list

- Full Rehearsal

One Week Before

- Final rehearsals
- Take photographs

Thursday Before

- *Minyan Service*-Thursday of *bnai mitzvah* week

Friday-Saturday

- Your Child's *simcha*! Relax, enjoy, *shep nachas*. *Mazel Tov*!

## Religious Education

Preparing for the *bnai mitzvah* is not something that happens just between the ages of 11-13, it is the culmination of the early religious education a child has received and the identity they have formed. In order for a *bat or bar mitzvah* to have a meaningful impact on a child, one that will last the rest of their life, the moment needs substance, and understanding behind it. This connection and understanding can only come through years of Jewish education.

All *bnai mitzvah* must complete the educational requirements set by the Rabbi, Religious School and Youth Director and Board of Education in order to have a *bat or bar mitzvah* **on a Shabbat morning**. These requirements include:

- Having attended Synagogue Emanu-El's Religious School (SEERS) or Addlestone Hebrew Academy (AHA) for at least four years\* immediately prior to, and including, the year of the *bnai mitzvah*.
- Be part of the *Beit Din* Class and successfully pass the *Beit Din*
- Having a basic knowledge of Judaism and the ability to read Hebrew prior to the beginning of *bat/bar mitzvah* preparations.

\*For those who move to Charleston within this time period a meeting with the Rabbi and Religious School and Youth Director will be scheduled to discuss your family's situation.

We do understand that learning a new language can be difficult. If your child struggles with Hebrew or has a learning disability we will work with them and your family to ensure that this process is successful. While learning accommodations can be made, it may also mean that your child will need additional instruction beyond what we can provide. In that case we can recommend private tutors who we have worked with to ensure your child is more than prepared for their *bnai mitzvah*.

## The Beit Din

The Beit Din Class, which takes place in the 6<sup>th</sup> grade year, has been the most successful pre-*bnai mitzvah* program for students, and families, in the history of Synagogue Emanu-El. **In your child's 6<sup>th</sup> Grade year they must be enrolled in the *Beit Din* Class, whether they attend SEERS or AHA.** Over the course of the year students will discuss aspects of ritual, tradition and Jewish identity. The study culminates with each student standing before the Emanu-El *Beit Din*, the Religious Court, comprised of the Rabbi, the President and President-Elect of the Congregation. During their time in front of the *Beit*

*Din* the students engage in a conversation where in the students must correctly answer 10 questions from a list of 100.

**The above requirements are in order to have a *bnai mitzvah* on Shabbat Morning. If they are not met your child can still have their *simcha* at Synagogue Emanu-El. The Rabbi and Ritual Assistant will work with you to find the perfect time to celebrate this lifecycle event.**

## **Tutoring**

Every *bnai mitzvah* student will learn with the Rabbi and Ritual Assistant. Typically, students will meet once a week in the Synagogue in order to get comfortable being on the *bima*. Practicing at home during the week is essential to every student's success. There is a great deal for every student to learn, consistent repetition and practice, even just 15 minutes a night, will help make the meetings with the tutor, and the process, a success. Depending on your child's needs meetings may be more than once a week, especially as the date draws near.

Tutoring begins approximately 12 months before their *bnai mitzvah* date. Please remember to let the Rabbi and the Ritual Assistant know about any family vacations, camp or other known dates when the students will be away in that time period.

## **What Will My Child Be Doing in the Service?**

The celebration of each *bnai mitzvah* student is a celebration and recognition of their new place as a fledgling leader of the Jewish People. Our Synagogue honors this tradition with our *bnai mitzvah* leading the congregation on Shabbat morning in:

- Leading the Torah Service
- Having an *Aliyah* to the Torah
- Reading Torah
- Reading the *Haftarah*
- Giving a *D'var Torah*
- Leading *Musaf*

Students who are able, and once they have mastered the above, can also lead other parts of the service, such as Shacharit. If you think your child will be interested in leading more than that listed above, please talk with the Rabbi or Ritual Assistant.

This should be a moment of joy, accomplishment and success, not one of overwhelming stress. We are dedicated to making it such a moment for your child, one that will bring them closer to Judaism and make them feel good about their accomplishment of leading the congregation. If your child has any special needs or learning disabilities, please discuss them with the Rabbi and Ritual Assistant so that we can make this moment and process one of success for your child.

## The Torah Service

To help every *bnai mitzvah* student feel comfortable, Synagogue Emanu-El has created a wonderful custom as part of the tutoring process. We encourage those preparing for their *bnai mitzvah* to come and lead the Torah Service before their big day. This helps to get them comfortable with being on the *bima* and learn the rhythm of the service with the Rabbi. Just as the more you come to shul the more comfortable you will be, so too, the more they attend and lead the more familiar it will feel on the morning of their *simcha*.

## D'var Torah

Becoming a *bnai mitzvah* is a moment of transition for every child. We've talked about how it is the moment they join the community as a Jewish adult and a time when they begin to have a voice in the congregation. It is also a moment when they begin to critically apply the knowledge they have learned in Religious School and analytically think about Torah. Most of all it is a moment when they begin to move from student to teacher, and as such they will have a few moments to speak and teach the congregation on the morning of their *bnai mitzvah*.

When your family meets with the Rabbi, about six weeks before the *simcha*, some time will be spent discussing the *parsha* and what your child may want to teach that morning. There is nothing more beautiful than a family that studies Torah together. Before your meeting with the Rabbi, please take some time and read through the *parsha* together. Take notes. Write down anything that interests you or your child and any questions you may have. These notes will be the starting point for the *d'var Torah*. Over the month after your meeting with the Rabbi, your child will craft a *d'var Torah*. This can be done online (through email or google docs) or in person. The *d'var Torah* is **not a school paper**. We encourage parents to help their children write it and think deeply about the questions, topics and teachings.

## Don't Be a Stranger

Synagogue Emanu-El is your spiritual home. On the morning of your child's *bnai mitzvah* we want you to feel as comfortable and as 'at home' as possible. Just as your child is preparing for their day, your entire family needs to prepare as well. The best way to feel comfortable and at home on the morning of your family's *simcha* **is to be familiar with the service and Synagogue before that morning**. In other words, the best thing you can do for yourself, your family and the *bnai mitzvah* student is to come to shul on Shabbat. You will also get to know many of the regular attendees, if you're not one yourself, and have a better feel for the rhythm of the service. Your child is spending years studying and preparing for this moment, show them that it is not just about this one moment, make coming to shul part of your family's routine every week, once a month or

somewhere in between. No matter what you choose the benefit will be immeasurable in the long run and your celebration on that day will be all that more joyous.

## 4. Rituals and Customs at Synagogue Emanu-El

The *bat* and *bar mitzvah* is a universal celebration in Judaism when a child comes of age. No matter the location or denomination, we mark and celebrate the time in a child's life when they accept the ritual and spiritual responsibility of Judaism upon themselves. While the celebration of this *simcha* is standard in the Jewish world, the rituals, customs and tradition vary, not just by denomination but by communities and individual synagogues. Here at Synagogue Emanu-El we have a number of traditions that have helped mark and celebrate this moment, rituals that add meaning and value to this *simcha* before, on and after the weekend. This section examines and explains a few of these Emanu-El specific customs and traditions.

### **Egalitarianism**

Synagogue Emanu-El is proudly a fully egalitarian community. People of all genders are able to participate in our services.

### **Dress Code**

Anyone attending services is encouraged to dress appropriately and modestly for Synagogue and Shabbat. While style and comfort are personal and different for all individuals, our community defines this as all individuals must have their shoulders covered.

### **Head Covering**

In Judaism we cover our heads to show respect to God. Although not a holy object, a *kippah*, the traditional head covering, is a sign of separation between God and humanity. It also serves as a physical and visual reminder for ourselves and others of our Jewish identities.

All those who have an honor in the service, acting as a *Shaliach Tzibur*, opening the Ark, being called to the Torah, an English reading etc., must have their heads covered, regardless of gender or religion.

While the *kippah* is the traditional head covering that can be worn by anyone, there is also a tradition of women covering their heads with thick (the width of a hand or more) headbands, scarves or hats. Any of these head coverings are acceptable for women.

## Tallit

A *tallit* is a ritual garment worn by Jewish adults over the age of 13. It has four corners and on each corner *tzitzit*, ritual fringes, are tied. Traditionally Jewish men wore *tallitot* although today we encourage all Jewish adults to participate in this *mitzvah*. If you do not own one, the Synagogue has some you can use which can be found right outside the sanctuary. If you borrow one, please return it after the service.

## Leading the Torah Service

Being part of the morning *minyan* introduces your child to part of the Emanu-El community and synagogue life outside of Shabbat morning and hopefully reinforces a comfortable relationship with the *shul* as a second home. Much of the way we prepare your child for their day is by trying to reduce the anxiety and buildup of the moment. It's not just about skills but knowing the choreography of the service and feeling comfortable on the *bima*. To help facilitate this your child will be asked, weeks or months, before their *bnai mitzvah* to lead a Shabbat Morning Torah Service. This is not in lieu of their *bnai mitzvah*, it is in preparation for it.

## Throwing Candy

Synagogue Emanu-El follows the tradition of showering *bnai mitzvah* with candy following the *haftarah*, as a symbol of our wishes for sweetness and blessing. The candy is set out in the lobby for guests to take when they arrive. Please remember to remind them that it's not a snack! **Any candy used must be**

- Soft
- Kosher Certified
- Individually Wrapped

The Rabbi is happy to approve of (and maybe even taste) your candy choice before the *simcha*. In order to keep the Sanctuary clean **no chocolate candy is permitted.**

## Electronic Devices and Shabbat Observances

Shabbat is described as a day of peace and rest, of setting aside the things we do every day and taking a true break, a pause from the business of life to appreciate all that we have and all that is around us. As such it is essential to maintain an environment in the Synagogue that fosters this atmosphere. In accordance with Jewish Law, **electronic devices may not be used in the Synagogue on Shabbat.** Additionally, smoking is not permitted anywhere on the Synagogue grounds.

- You **MAY** record your child when practicing for their *bnai mitzvah* when it is not Shabbat. We highly encourage you to schedule a Photographer to take pictures during and after the final run-through in the week leading up to the event. Please coordinate this with the Executive Director.

If you have guests who will be coming with small children, please remind them that we encourage them to play with small toys and books, however, no writing or coloring is permitted on Shabbat. All children are more than welcome to join our children's program, SEEK, which takes place every Shabbat at 11am.

### **Presentations**

It is our custom that on the morning of your child's *bnai mitzvah* they will be presented with a number of gifts from the Congregation. Traditionally the presenter is either the current President of the Congregation or a past-President. They will be in touch with you a week or two ahead of the *simcha* to learn a little bit about your child. On Shabbat morning they will say a few words to your child at the end of services and then present gifts from the Synagogue Board, Sisterhood, Men's Club, the Religious School and COSY (our USY Chapter).

## **5. Honors**

The morning of your child's *simcha* is a celebration for your family and the entire Emanu-El community. Much of what we do from Friday evening through Saturday evening is done *lichvod Shabbat* to honor Shabbat. On the weekend of your family's *simcha*, we add the element of *lichvod mishpachtechah*, in honor of your family. As such many of the regular Shabbat honors are yours to assign. Many of them can be given to your friends and family, and some of them we request that they be given to your Emanu-El friends and family.

### **What is 'Honor'?**

We are sure you are eager to share this moment with those who mean the most to you and have played the most impactful roles in your family's life. When you are thinking of who to honor and which honor to give, remember that asking them to participate on that day is an honor for you **and for them**. Some of the honors require the ability to read Hebrew, sing or know certain service choreography. Giving a person an honor may be special for you but if they will struggle with it, it might be more of an embarrassment for them than an honor. When assigning honors to people, ask them first and make sure that they are able and comfortable taking that specific role. The Rabbi and Ritual Assistant are always happy to help someone learn as well!

## Who Can We Honor?

Throughout the service there are opportunities to honor many different people. Many of the honors that you can assign are ritual actions which fulfill an obligation for the community, such as being called to the Torah or opening the Ark, the individual must be Jewish. There are also places where that ritual obligation does not apply, and in those moments a person of any faith can participate.

## Can We Assign Parts that Aren't on the 'Honors Sheet'?

There are very few pieces of the service not included on the Honors Sheet (see page 13), that you will receive from the Ritual Assistant in preparation for the *Simcha*. If a friend or family member has asked about one particular honor that is not included, such as reading Torah, please be in touch with the Rabbi or Ritual Assistant.

## Can someone who is not from Emanu-El lead a service?

Serving as a *Shaliach Tzibur*, service leader, is a great responsibility and honor. While the liturgy is standard, every congregation has particular customs that make that congregation special. If you have an out-of-town individual who is able, and you would like to honor them by them leading a service, please be in touch with the Rabbi who will be happy to assist in making sure that person can both be honored and honor Emanu-El's customs and traditions.

## When Do We Have To Finalize the Honors?

The finalized list should be turned into the Ritual Assistant **two weeks** before your child's *simcha*. Any honors that you don't assign will be given out to Emanu-El congregants who are joining us that morning.

## B'NAI MITZVAH SHABBAT SERVICE HONORS SHEET

All honors, unless otherwise specified, may be assigned to any **Jewish individual over the age of 13**.

Please do not feel the need to fill every honor. Any honors that you choose to not assign will be given to the congregation.

Service Leader Opportunities:

- Leading *P'sukei D'zimrah*:
- Leading *Shacharit*:

Torah Service Honors:

- Taking Out the Torah
  - Opening/Closing Ark:
  - Carrying the Torah:
- **Aliyot**- For each Aliyah **2 individuals** may be called up together.
  - **Do not include** the *Bnai Mitzvah* or their parents in this list.

Aliyah	English Name	Hebrew Name	Kohein/ Levi
A			
B			
C			
D			
E			

If you have any family members or friends who are able and would like to read Torah, we are happy to work with them. Please be in touch with us to arrange this honor separately.

- Returning the Torah
  - *Hagbah* (Lifting the Torah):
  - *Gelila* (Wrapping Torah, may be under 13 years old):
  - Carrying the Torah:
  - Opening/Closing the Ark:

#### English Readings

For these honors please chose a member of the Emanu-El or Charleston community

- Prayer for the Congregation:
- Prayer for the Community:

Individuals from any community can lead the following:

- **Prayer for our Country** (may be led by a non-Jewish individual):
- Prayer for the State of Israel (recited in Hebrew):
- **Prayer for Peace** (Read responsively, may be led by a non-Jewish individual):

Honors for children under 13 years old and led ***with*** the *Bnai Mitzvah*.

- *Ein Keloheinu*:
- *Aleinu*:
- *Adon Olam*:

## 6. Celebrating the Moment

### *Scroll Announcement*

The community's celebration of your child's *bnai mitzvah* starts well before the actual day. To help the congregation get to know your child before their *bnai mitzvah*, please submit a picture and short article (250 words) telling us all about their likes, interests and what they are looking forward to about becoming an adult in our community. The Office needs these materials **45 days before** their *bnai mitzvah*.

## **Program Leaflet**

Many families choose to create a pamphlet containing information and descriptions about the Synagogue, Shabbat, the different parts of the service, the Torah reading, Jewish life in Charleston and whatever other information they want their guests to know. If you are going to create such a pamphlet, please make sure that it is dropped off at the Synagogue **before 3pm the Friday of your family's simcha**. While the Rabbi and office staff are happy to help with the information within the pamphlet (and can even provide some ones if needed), the family is responsible for having them printed and prepared. In particular we suggest that you have the Rabbi or Ritual Assistant proof read and ensure that the honors match.

## **Flowers & Decorations**

Judaism often emphasizes the concept of *hidur mitzvah*, making a *mitzvah* more beautiful in order to elevate the moment even more. One of the ways we express this in our congregation is in decorating the *bima* with flowers or decorations in honor and celebration of your child.

Please make sure **that all flowers and decorations for the Sanctuary and Social Hall are dropped no later than 3:30pm on Friday**. If the florist/decorator plans to assemble the floral arrangements on-site, the office must be notified in advance. In addition, the florist will be responsible for completely cleaning their work area and vacuuming the floor prior to their departure. (If floral arrangements and decorations are to be assembled on-site, we encourage you to rent a classroom for this purpose.)

## **Sponsoring Kiddush**

Immediately after the service the community celebrates the *bnai mitzvah* at a *seudat mitzvah*, a festive meal in their honor, also known as a *kiddush* luncheon. The *Bnai Mitzvah* family is responsible for sponsoring the *kiddush* for the Congregation and for guests of the family. Normally, there are about 80 regular Shabbat morning attendees, however the office can help with closer estimates based on your child's date.

Sponsoring the *Kiddush* means that you select the caterer, menu and decorations. It also means that you pay for the event, and we urge you to keep this financial responsibility in mind when making your plans.

## **Kashrut and Caterers**

All food served in our kitchen must conform to the *kashrut* guidelines set up by the Rabbi. All the food for the *kiddush* must be prepared in the Emanu-El kitchen or by an approved, off-site, caterer and must be done with the supervision of the Rabbi or a *mashgiach*, kosher supervisor. **All food preparation must be completed by 3:30 pm prior to Shabbat**. No food can be cooked or brought into the Synagogue on Shabbat.

## Approved Caterers

Below are the approved outside caterers who can provide kosher food services at Synagogue Emanu-El. Please check with the Rabbi if you have any questions about using these or other caterers.

Dining In	843-763-8160	info@DiningInInc.com
Marty's Place	843-953-5539	
King Street Cookies	843-727-2020	

## Tablecloths

Synagogue Emanu-El is able to provide tablecloths for the *kiddush*, however the size and colors are limited. You may rent the tablecloths from the Synagogue, or they may be rented from an outside rental company. The Office is happy to provide the names and contact information for commonly used rental companies.

\*\*\*To make arrangements for *Kiddush*, or a Friday Night Shabbat meal, please be in contact with the Executive Director well in advance of the event.

## Access to the Building

We will make every attempt to accommodate your needs and those helping to plan the event. The Executive Director or The Office must be notified in advance of the times that access to the building will be needed.

## Clean-up

Building access for clean-up arrangements must be made with the Executive Director. The family, and all outside vendors, are responsible for removing the decorations and arrangements. Just as things must be set before Shabbat, **no cleanup or removal of items (Flowers, decorations, food, etc.) may be removed from the Synagogue during Shabbat.** Please be in touch with the office to arrange a time for clean up after Shabbat. All clean up must be completed by 12pm on the Monday following your event. Anything left beyond that time will be disposed of by the Synagogue staff.

## Beyond the Kiddush

This is a moment to be celebrated with community. Our congregation is honored and privileged to be able to celebrate with you and your family on the Shabbat Morning of the *bat/bar mitzvah*. It's also true that every child, and every family, have many different communities that they are part of and that they want to celebrate with. Any celebration beyond the *kiddush* luncheon falls into the category of *hidur mitzvah*, it's fun, exciting and wonderful. It should however, be adding to the celebration, not adding more stress and pressure (or financial burden) to the moment. This is a moment that is about your child's engagement with Judaism and them joining the world of obligation and Jewish adulthood.

We also know that everyone loves a good party. So here are some suggestions as to ways that you can add beautiful celebrations to the weekend:

- A Friday Night Shabbat Dinner for family and out-of-town-guests, at home or at the Synagogue
- A Saturday evening Party, beginning with *Havdalah* or one hour after sundown.
- *Kiddush* at Synagogue Emanu-El and an informal party at another time for the *Bnai Mitzvah* and their friends.

No matter how you celebrate your child's *bnai mitzvah*, remember that you are celebrating a moment of growth, maturity and religious involvement. It is also a moment when we all want to be included in that joy and happiness. When creating your guestlist, please remember to consider who it is you are inviting, and most of all who you *may not be inviting*. It is important and meaningful to be surrounded by family in this moment, as well as friends who have held significant roles in your life and your child's life, religious and secular. We strongly encourage you to invite your child's entire *Beit Din* class as well. The Sanctuary can hold nearly 300 people, 800 with seating in the Social Hall, so there is plenty of room for all!

### ***Making Arrangements***

All arrangements for the facilities for your child's *bnai mitzvah* should be made with our Executive Director. In general, we will make every effort to consult with the family before scheduling events on the *bat/bar mitzvah* weekend. Nonetheless, we need to know your plans as soon as possible to minimize conflicts.

Included in this manual is a list of the *Synagogue Emanu-El Facilities Rental Fees* (Appendix B). Please review this carefully prior to making your arrangements.

## **7. Finances**

### ***Fees and Financial Obligations***

In order to hold a *bnai mitzvah* at Synagogue Emanu-El, the family must be members in good standing. All synagogue financial obligations must be current.

All other charges associated with having a *bnai mitzvah* at the Synagogue should be taken up with the Executive Director. All social hall, kitchen, staffing, and incidental fees are payable in advance prior to use. A rental agreement must be signed, and fees paid, before a caterer is allowed to commence work.

## Appendix A: Glossary

Throughout this document there are Hebrew terms that may be unfamiliar. Below is a brief definition and explanation of many of those terms in the context of this document. IF there are other terms you are unfamiliar with or still have questions, please feel free to be in touch with the Rabbi.

### Terms

**Aliyah**- Hebrew term that refers to one of the 8 honors of being called up to the Torah.

**Bat/Bar/Bnai Mitzvah**- Daughter/Son/Children of the Commandments, a coming-of-age milestone reached when a boy turns 13 and a girl turns 12 or 13 on the Hebrew Calendar. The child is now responsible and obligated in all the Commandments and rituals of Judaism. They are considered an adult in the religious community.

**Beit Din**- Hebrew for “Jewish Ritual Court.” At Synagogue Emanu-El it also refers to the class that students must take and pass before having their *bnai mitzvah*.

**Bima**- the raised dais from which services are lead. It is raised so that we ‘go up’ when we have an honor.

**Dvar Torah**- Hebrew for “a word of Torah.” Synonymous with ‘sermon’ or ‘*bnai mitzvah* speech’.

**Haftorah**- A portion from the prophets that is read on Shabbat morning. It is thematically connected to the Torah portion of the week.

**Havdalah**- The ritual that marks the end of Shabbat. Performed when there are three stars in the sky (typically 1 hour after candle-lighting when Shabbat began). It involves Wine, sweet-smelling spices and a candle.

**Hidur Mitzvah**- Hebrew for “beautifying a *mitzvah*.” The concept that when we add to the moment we make it greater or more beautiful, such as using really good wine on Shabbat when grape juice is sufficient, we go above and beyond to make the *mitzvah* the most enjoyable it can be.

**Kashrut/Kosher**- two terms referring to Jewish dietary laws. The literal meaning is that the food is “ritually fit” for consumption.

**Kiddush**- Hebrew term for the luncheon following Shabbat morning services. The root, KDSH, means ‘holy’ and has many applications in Jewish ritual.

**Kippah/Kippot**- Hebrew for ‘head covering.’ Worn by Jewish men and many Jewish women over the age of 13. We cover our heads as a sign of respect. In our sanctuary we ask that all men (regardless of faith) wear one during services. *Kippot* is plural. Synonymous with the Yiddish word *yarmulke*.

**Lichvod Mishpachtecha**- Hebrew for “in honor of your family”

**Lichvod Shabbat**- Hebrew for “in honor of Shabbat”

**Mashgiach**- The individual who is trained in all the dietary laws and oversees preparation and cooking in a *kosher* kitchen. For an industrial kitchen to be *kosher* it must have a *kosher* supervisor.

**Mazal Tov**- a Hebrew expression that colloquially means “Congratulations”

**Minyan**- Hebrew for “prayer quorum,” consisting of 10 Jewish individuals over the age of *bnai mitzvah*.

**Musaf**- The Hebrew name for the final service on Shabbat morning

**Seudat Mitzvah**- The meal associated with lifecycle moments. In the case of the *bnai mitzvah* it is a joyous, festive meal.

**Shaliach Tzibur**- Hebrew for “service leader”

**Shep Nachas**- Yiddish for exuding pride and joy.

**Shul**-Yiddish for Synagogue

**Simcha**- Hebrew for “joyous event”

**Tallit/Tallitot**- The ritual prayer shawl worn by Jewish men and many Jewish women over the age of 13. *Tallitot* is the plural.

**Tefillin**- ritual leather boxes and straps worn by Jewish men and many Jewish women over the age of 13. Inside the boxes are paragraphs from the Torah that talk about binding the commandments between one’s eyes and on one’s arm.

**Tzitzit**- the ritual fringes tied on the four corners of the *tallit*. We wear these to remember the commandments. The *mitzvah* is proscribed in the 3<sup>rd</sup> paragraph for the *Shema* prayer.

## Appendix B: Rental Fees

### Synagogue Emanu-El Facilities Rental Fees

Type of function: ***BNAI MITZVAH*** of \_\_\_\_\_

Date(s) of Function \_\_\_\_\_ Time \_\_\_\_\_

Name of Caterer: \_\_\_\_\_ Florist: \_\_\_\_\_

**The fees listed below represent the cost to Synagogue Emanu-El members to rent space as part of the celebration of their child's *bnai mitzvah*. A full rental agreement will be completed with the Executive Director.**

Social Hall	\$250
Atrium	\$150
Social Hall & Atrium	\$350
Kitchen	\$100 a day
Classrooms	\$50 a day (not available Sunday Mornings)

**There are also additional fees for hospitality services. These fees are for use of the items owned by Synagogue Emanu-El. If you use an outside rental company, some of these fees will not be applicable.**

Custodial Time	\$20/hour
Tablecloths	\$12/tablecloth (Check with office for color and sizes)
Chair Covers	\$2/cover
Other	\$ _____