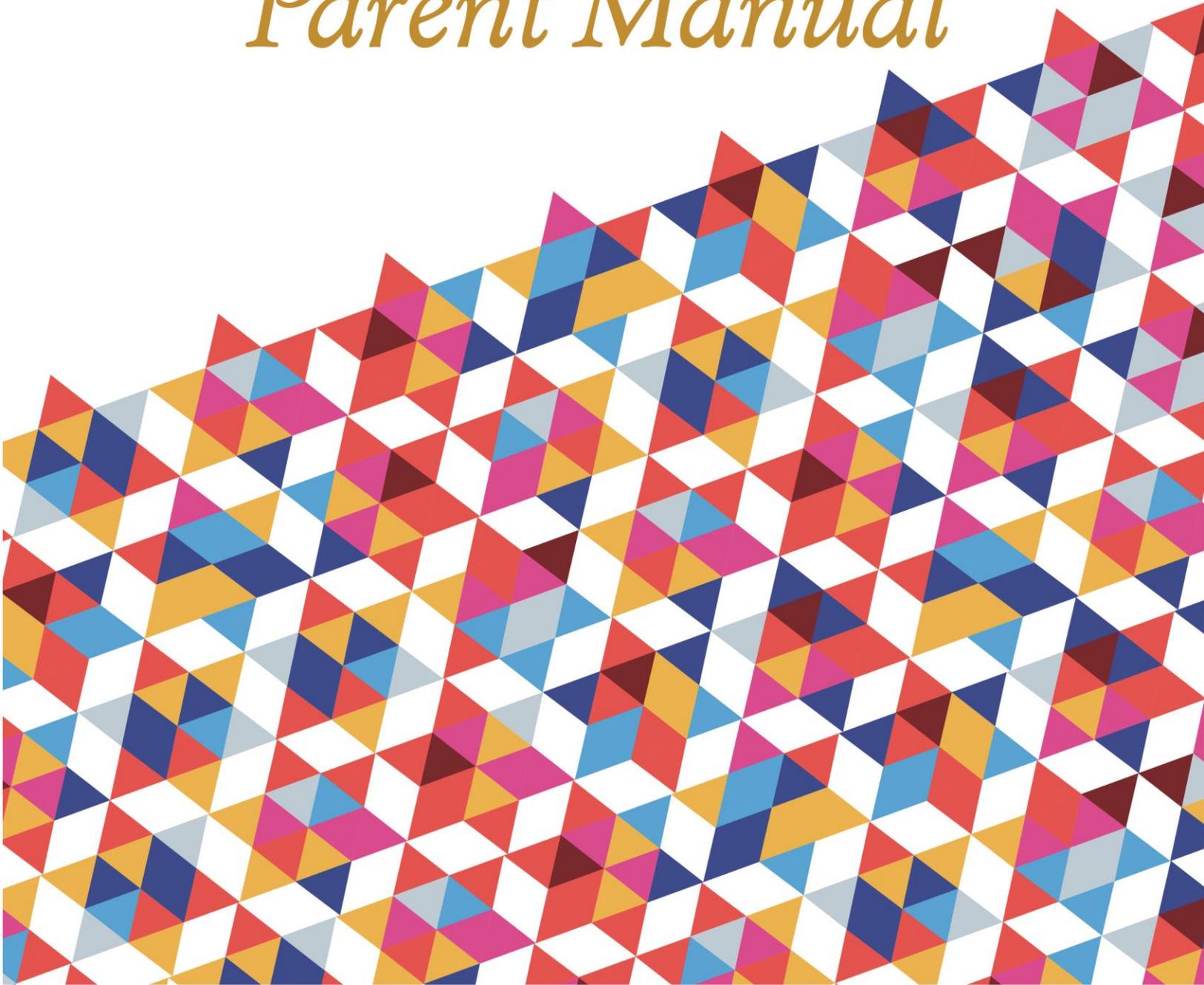


Temple Sinai

B'nei Mitzvah

Parent Manual



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WELCOME

Mazel *Tov!* Welcome to the Temple Sinai B'nei Mitzvah program. You are one year away from your child's Bar/Bat Mitzvah ceremony. We are thrilled to be a part of this special time in your life. In this packet, you will find everything you need to know about the philosophy, history, requirements, and procedures for the entire process that is yet to come. If you have any questions, don't hesitate to ask Sharon Clark, the Director of B'nei Mitzvah Program. We are all here to make this a great experience for you and your family.

The Meaning of Bar/Bat Mitzvah

The Bar/ Bat Mitzvah ceremony is just one of many significant rituals that make up the Jewish life cycle. It has always been viewed as a transformative moment in the process of spiritual growth and commitment to the Jewish people. We welcome our children into this world with a brit or a baby naming; when our children are young, they take part in a consecration ceremony. Now, as they move toward adulthood, we invite them to celebrate becoming a Bar/Bat Mitzvah.

The phrases "Bar Mitzvah" and "Bat Mitzvah" mean "son" and "daughter" of the commandment. In terms of Jewish history, Bar Mitzvah is fairly recent. The occasion of becoming a Bar Mitzvah was formalized during the 15th century, although it is obvious from various sources that the status of obligation for boys of 13 was assumed in earlier times. Bar Mitzvah signifies that the 13-year-old boy is prepared to assume a more responsible role in Jewish life. Only recently, as liberal branches of Judaism began to commit themselves to full religious equality of women, was Bat Mitzvah added.

The Bar/ Bat Mitzvah ceremony at Temple Sinai, although an elective program, represents a significant milestone in the student's ongoing Jewish education. The decision to take part in the Bar/Bat Mitzvah program is a serious one. Rather than a graduation, it should be seen as part of your child's continual Jewish education. A strong commitment is fully expected from both the Bar or Bat mitzvah student **and** the family. This experience is a chance to explore Jewish traditions, deepen your own Judaic knowledge, and create an even stronger family bond.

TEMPLE SINAI B'NEI MITZVAH PROCESS

4th Grade Year

- By January – Parents attend a B'nei Mitzvah informational meeting
- By March – Bar/Bat Mitzvah ceremony dates are sent to families

5th Grade Year

- Parents and students (religious and day school) attend "B'nei Mitzvah 101" – a family workshop that serves as an introduction to B'nei Mitzvah as a Jewish lifecycle event

6th Grade Year

Parents and students (religious and day school) attend at least one of the 6th Grade B'nei Mitzvah workshops offered throughout the school year, which covers:

- A Tour of the Torah Scrolls
- Spirituality through Music
- B'nei Mitzvah as a Family Experience
- G'milut Chasidim – an exploration of Jewish Values

YOU ARE HERE!

Year leading up to your Bar/Bat Mitzvah date

- One year in advance: Student and parents meet with a Rabbi and receive the “one year binder”, among other conversations
- 7-8 months in advance: Hebrew tutoring begins
- 4-5 months in advance: Student attends clergy appointments for Torah Study, Speech Writing and G’milut Chasidim discussion
- Three rehearsals will take place – eight weeks before the ceremony, one week before the ceremony and the final rehearsal the week of the ceremony
- Throughout this year, the student will:
 - Attend at least 5 Saturday Morning Torah Study Sessions lead by our clergy
 - Student works on T.A.G requirements – Mitzvah Project, Service Attendance, etc

Post B’nei Mitzvah

Student continues involvement at Temple Sinai through:

- 7th Grade Teen Action Days & Dinner Clubs
- 8th – 12th Grade Teen Education programs
- Madrichim program
- Teen Lounge
- Youth Groups
- Confirmation

WHAT TO EXPECT AS YOU PREPARE FOR YOUR BAR/BAT MITZVAH CEREMONY

Goals

There are five main goals of the Bar/Bat Mitzvah program at Temple Sinai:

1. Bar/Bat Mitzvah student will become comfortable and competent with the services of their congregation.
2. Bar/Bat Mitzvah student and family will develop a closer relationship with the rabbis and tutors- which will enable them to feel a greater attachment to the synagogue and its resources.
3. Bar/Bat Mitzvah student has been studying Hebrew for several years. By the end of this process, your child should be competent reading the prayers of the siddur, Mishkan T’filah, chanting their Torah portion, and chanting their Haftarah portion, if having a Shabbat morning service.
4. The family of the Bar/Bat Mitzvah student will be involved in the educational process. This is a transformative event for the whole family- not *just* for the Bar/Bat Mitzvah student.
5. The Bar/Bat Mitzvah student and his or her family should have an enjoyable and positive Jewish learning experience.

As you begin the preparation stage for the ceremony, we recommend a few books for you and your children:

- Putting God on the Guest List by Jeffrey Salkin
- Raising Your Child to Be a Mensch by Neil Kurshan
- Teaching Your Child About God by David Wolpe
- Gates of Mitzvah: a Guide to the Jewish Life Cycle by the CCAR

Brief Summary of Requirements

While a more detailed description of the program can be found in the student binder, the following are brief summaries of the requirements for the students- as well as suggestions of how you can help your child or children succeed:

- Students will lead their Bar/Bat Mitzvah ceremony. This means that students should be fluent readers in the liturgy of the service and will chant their Torah portion from the Torah, plus will chant the Haftarah portion (if ceremony is a Shabbat morning service). Each student, whether in a double or single service, chants an equivalent amount of Torah and Haftarah and will help lead the service. Students are expected to learn all required prayers, regardless of whether or not they actually *lead* them the day of the ceremony.
- Once the tutoring process begins, you can help your child by making sure he/she practices for at least 30 minutes per day. Practicing styles may vary, depending on the individual learning style of the student, but experience has shown that regular practice is most effective. If your child has a particular learning style that works best for him/her, please share this with Sharon Clark and/or your child's tutor.
 - To help you monitor your child's progress, a progress chart in the student binder is updated weekly by the tutor. Listening to your child practice, whether you know Hebrew or not, is a great way to participate in this experience.
 - Be sure to make good use of the Website link supplied by Temple Sinai. This has everything your child needs to study for the ceremony.
- Students will offer a brief overview and personal commentary on the Torah portion. This is also known as the speech or, more appropriately, the D'var Torah.
- Students will have an opportunity to lead selected prayer(s) at the Friday Shabbat evening service prior to the scheduled Bar/Bat Mitzvah service.
- Students must complete all requirements of the **T.A.G.** program (Torah, Avodah, G'milut Chasidim)
 - These three pillars of Jewish living serve as the organizing principle for Temple Sinai's B'nei Mitzvah program. Every student preparing to become a Bar/Bat Mitzvah will choose from a number of options organized by Torah (Sacred Text, Jewish Learning and Jewish History); Avodah (Holy Service to God); and G'milut Chasadim (Acts of Loving Kindness). Our detailed expectations are included in the T.A.G section of the student binder.

All requirements of the Bar/Bat Mitzvah process at Temple Sinai are subject to the legitimate special needs of the Bar/Bat Mitzvah candidate. We are flexible and reasonable and want all of our students to have a positive and meaningful experience. We do our best to accommodate everyone's busy schedule, but keep in mind that becoming a Bar/Bat Mitzvah requires a time commitment. We appreciate your patience and flexibility with regard to scheduling tutoring and clergy appointments.

Tutoring Program (beginning approximately 7 – 8 month before ceremony date)

B'nei Mitzvah tutoring takes place at Temple Sinai and is scheduled on Sundays between 9:00 am and 2:00 pm (8:30 am and 12:30pm or later for 6th graders attending our Noar Sunday Program) or Monday-Thursday after school. For the students attending the Davis academy, tutoring takes place at the Davis Academy during after school hours.

Based on your schedule, we will pair you with one of our B'nei Mitzvah tutors to meet weekly for 28 thirty-minute sessions. This tutoring is covered through the B'nei Mitzvah fee (see below for more information on the B'nei Mitzvah fee).

If needed, you may arrange for private tutoring with one of our tutors on the approved list, which we are happy to provide upon request. If you choose to work with a private tutor, you will arrange directly with that tutor your schedule, off site meeting location, and will pay the tutor based on their personal fee.

Clergy Appointments (beginning approximately 4 – 5 months before ceremony date)

You child will meet with different clergy members for the following appointments:

- 2 Torah study appointments for the purpose of studying the meaning and significance of the student's Torah portion (30 minutes)
- 1 Gemilut Chasidim appointment to discuss the student's Tzedek Project (Community Service Project)
- 3 Speech appointments for the purpose of writing the D'var Torah (30 minutes)
- 1 Eight-week rehearsal before the ceremony (30-45 minutes) – parent(s) attend this session
- 1 One-week rehearsal before the ceremony (45 minutes)
 - These appointments are scheduled on Tuesday, Wednesday or Thursday, typically after school
- Final Rehearsal – Typically is held Friday morning, the day before a Saturday morning ceremony, or the Thursday afternoon before a Havdalah ceremony – parent(s) attend this session

Please make every effort to be on time for these appointments. **Tutoring sessions cancelled with less than 24 hours' notice will be counted as no-show sessions.** When scheduling, please keep vacation schedules in mind.

B'nei Mitzvah Fee

Temple Sinai's B'nei Mitzvah fee is \$1500 which is inclusive of all costs associated with the B'nei Mitzvah ceremony, excluding fees associated with hosting a party or Shabbat dinner at Sinai

**If choosing the private, in home tutor option, the Temple Sinai B'nei Mitzvah fee is \$650. The tutor, in this case, will be paid directly by you at their asking rate.*

The B'nei Mitzvah fee will appear on your Temple Sinai statement beginning 8 months before your scheduled Bar/Bat Mitzvah ceremony, and will be set up for 3 monthly payments. All fees should be paid in full 5 months in advance of your Bar/Bat Mitzvah ceremony.

You must be current in payment of all financial obligations to Temple Sinai – Dues, Building Maintenance Fund, Noar Sunday, Teen Education Programs, B'nei Mitzvah fee etc. – prior to the Bar/Bat Mitzvah ceremony.

If you have any financial concerns or questions please feel free to contact Jack Feldman, Executive Director, at jfeldman@templesinaiatlanta.org.

PLANNING YOUR CEREMONY

Family Participation in the Ceremony

Friday Night prior to the ceremony:

- On the Friday evening prior to the Saturday ceremony, families are invited to participate in Shabbat evening worship by lighting the candles, and having the Bar/Bat Mitzvah student lead one or two prayers. It is common to sponsor the Kabbalat Panim or the Oneg Shabbat that evening in honor of the Bar/Bat Mitzvah student.

Bar/Bat Mitzvah Ceremony

- There are several ways to honor family members and friends throughout the service. (See Honors Worksheets at the back of the Parent Manual). All of these honors should be discussed with and submitted via e-mail to Sharon Clark (sclark@templesinaiatlanta.org) no later than three weeks prior to the date of the ceremony. Sharon will send you an electronic version of the Aliyot and honors as well. Please note: you do not have to fill each honor. Conversely, if there are more people you wish to honor, additional opportunities are available. Please contact Sharon Clark for more information.

Attire:

- While fashion is very much on the minds of most 7th graders, please discuss and model the importance of dressing “modestly” for worship services. Specifically, short skirts and sleeveless or low-cut tops are not appropriate for the sanctuary.

Parent’s Blessing (Speech) for the Bar/Bat Mitzvah

We know this special milestone moment in the life of your child is filled with much emotion and pride for you as parents. As such, we are happy to provide you an opportunity to speak to your child on the bima. To ensure, however, that comments are in keeping with the intention of a worship service and appropriate for the bima, we ask that you please read and note the following guidelines when shaping your remarks:

- Parent remarks to your child on the bima should be viewed as a “blessing,” a special opportunity to speak TO your child and share your hopes and wishes for him/her. If desired and helpful, it is certainly appropriate to incorporate Jewish values, teachings, and messages from your child’s Torah portion into your remarks.
- Though tempting, the bima is not the appropriate place to speak about your child’s accomplishments. Please take advantage of Shabbat dinners or other celebratory times during the weekend for these comments.
- Parent comments must be BRIEF, no more than 500 words in length, whether offered by one or both parents. Please have your parent blessing prepared in time to share with one of the rabbis at your child’s “one-week” rehearsal, so that we can truly help to ensure these moments of blessing are in keeping with the intention of this special time in the service.
- Remember: There are never enough words to describe all of the wonderful qualities of our children. Use these words as a time to share heartfelt words of blessing with your child(ren).

The clergy are always available and happy to provide assistance. We appreciate your cooperation in adhering to these guidelines. We are confident this will be a truly special occasion in your lives and we look forward to sharing the bima with you and your child.

Sample Parent Blessing I:

We are delighted to have all our family and friends here with us in our Temple Sinai home to celebrate this wonderful day. Congratulations and *mazal tov* to the _____ family. We feel so lucky to have been able to share this *simcha* with you, our neighbors and friends.

_____, when you were born, you were named for someone who planned to spend his retirement years sailing on the seas, after spending all of his professional years unlocking the mysteries of the sounds from the waters below. And so it was just perfect that your Bat Mitzvah fell on this Shabbat. Just perfect. Of all the parshas that you could have had, yours turned out to be the one where the Jewish people pass through the sea, and you just chanted for us so beautifully the joyous sounds they made when they realized the miracle of reaching the other side.

We only have a few minutes in this forum to share our thoughts and blessings for you. That's not enough time, so we'll keep it and focused on your parsha. The rest of the weekend we can make fun of you! You have always had a sense of maturity about you that goes so far beyond your years. I joke that you're mature than I am, but it's not all joking. You have shown that maturity to all of us.

You are focused: You know how to get things done. In your parsha, Moses was focused as he was leading the Israelites out of Egypt. Imagine him with his staff over his head parting the Red Sea – that's focus.

You are prepared: You did a great job, and we knew you would – because you're self-motivated. In your parsha, our people were not at first mentally or physically prepared for departure. That's why the next point is very important. . .

You are flexible: You came up with your own interpretation of the portion, but didn't originally incorporate that into your speech. Only a person who's prepared could understand the portion and know enough to make her own interpretation, and only a person who's flexible and focused would be willing to re-write it.

As you told us in your speech earlier, today you chanted about the miracle of making it to this day, knowing that it is just one step in the journey. We know you will continue on with maturity, and with the focus, preparedness and consideration you always show.

So this is what we hope for you always: That you keep up your own explorations. That you always remember to have fun. That you keep seeing your life as a journey, and that you have many, many miracles to celebrate. Life is short. Make every day memorable. Do something you want to do because YOU want to do it, not because you think anyone else wants you to do it. All of us who love and cherish you rejoice with you today.

Sample Parent Blessing II:

_____ :
You are the light of our eye. You are kind and creative, generous and loving, charming and beautiful. You have many gifts. One of those gifts is your graceful composure. In the last few weeks, many of my friends have asked you the following question about your upcoming Bat Mitzvah: *Are you nervous?*

Little did they know that "grace under pressure" is one of your defining characteristics. Whether you have an exam in school, a writing submission deadline, or a mountain of Torah and Haftarah to learn, you approach it

as a welcome challenge. And you genuinely seem to appreciate the *process* through which you master each challenge.

Although life will always present us with challenges, your poise and your grace make you well-equipped to handle them.

We also cherish your kindness. Even as a young child, you were always considerate and kind, and this has made you a wonderful babysitter, big sister and friend. Your sweetness and maturity have impressed many people.

In preparing for your Bat Mitzvah you have learned much about your Jewish heritage, culture and spirit. You specifically learned about important women such as Sarah and Rebecca, and their impact on our Jewish history. Today on the Bima we stand surrounded by many accomplished women: your B'not Mitzvah partner, our wonderful women Rabbi and Cantor -- and of course your Mom -- and it reminds me of another important young woman. Anne Shirley was a talkative, assertive and feisty character in the famous novel, *Anne of Green Gables*. *Anne of Green Gables* is a book you enjoyed very much, and your familiarity with it provided the winning answer at an academic quiz bowl that propelled your team to a top finish. On that day, you were the only person in the room with the answer, and you bravely spoke up. In life there are so many challenges we face and we may not always know how to handle them, but I feel confident after all your hard work and seeing you on the Bima today that when the time comes, *you* will be the one with the answers and the ability like so many other important woman we know to speak up when you know the answer.

We are so proud of you, and are lucky to have you in our lives. You truly are our *b'racha*, our blessing.

Invitations, Announcements and Programs

Here is helpful information as you are designing your invitation and planning for the weekend:

Temple Sinai Address

Temple Sinai
5645 Dupree Drive
Sandy Springs, Georgia 30327

Service and Final Rehearsal Times:

Saturday Morning Ceremony – Start time 10:30 am

Final Rehearsal takes place Friday morning at 10:30 am

Saturday Evening Havdalah Ceremony –Start time 5:30 pm

Final Rehearsal takes place Thursday afternoon at 3:30 pm

Monday or Thursday Weekday Ceremony –10:30 AM or 5:30 PM

Final Rehearsal day and time varies

Atlanta Jewish Times Announcements

Many parents choose to send an announcement of their child's Bar/Bat Mitzvah service to the Atlanta Jewish Times. The announcement information is available online at atlantajewishtimes.timesofisrael.com. Click the "Lifecycles" tab, then "Submit a Simcha" and follow the directions to submit the necessary information.

Programs for the ceremony

Programs are prepared by Sharon Clark at the Temple Sinai office. Parents are asked to submit a photo of their child, a description of their child's Tzedek project, a paragraph of welcome and a list of those having honors for inclusion in the program. All of this information must be submitted to Sharon Clark no later than

three weeks prior to the date of the Bar/Bat Mitzvah ceremony. Sharon will send more information to you a few months before the ceremony date.

Kippot/Tallitot

According to the customs of Reform Judaism, each individual may choose whether he or she wishes to wear a kippah and/or a tallit during worship. It is our practice that we encourage our B'nei Mitzvah students to wear a kippah, if comfortable, when on the bima to publicly embrace this Jewish tradition.

With regard to the tallit, a child will customarily receive a special tallit, perhaps as a gift from parents or grandparents, prior to the Bar/Bat Mitzvah service. The tallit will be worn for the first time at the rehearsal and ceremony itself. Anyone who has become Bar/Bat Mitzvah is encouraged to then wear the tallit at any Shabbat morning or Festival worship service throughout their lives. The tallit therefore becomes not only a reminder of the special occasion of becoming a Bar/Bat Mitzvah, but also a cherished ritual object to use and enjoy for the rest of their lives. Tallitot can be purchased at local Judaica stores or online.

For those visiting our synagogue, Temple Sinai has kippot and tallitot available for all services. If you wish to provide personalized kippot or have a specific color for your guests, they must be ordered privately.

Videography and Photography

In order to maintain the sacred nature of the service, no photographs may be taken during the service. It is recommended that photography sessions be arranged to take place at the time of the rehearsal or the day before the ceremony. Please coordinate your photography plans with Allison Carter, Event and Rental Manager.

A video camera may be used if it is mounted on a tripod, discreetly, without the use of special noise or lighting. The video camera must be set up in the back of the sanctuary on the tripod prior to the beginning of the service. Please coordinate your videography plans with Allison Carter, Event and Rental Manager.

All B'nei Mitzvah ceremonies held in the sanctuary are streamed to our website. Family and friends who cannot be present at your ceremony can "tune in" during the service or at a later time by going to our website: www.temple Sinai atlanta.org and clicking "Worship" at the top of the home page, then "Sanctuary or Chapel Stream" and following instructions to view the service of choice. The quality of the recording is not that of a professional videographer, but is a wonderful "historical record" of your simcha.

Bima Flowers

Floral arrangements or baskets filled with items for Tzedakah may be placed on the bima. Floral arrangements should stand no taller than 40 inches. Please do not use flowers with a strong fragrance. If sharing the simcha with another family, you will coordinate the bima flowers together. Allison Carter has a list of florists who have worked at Temple Sinai.

Ways to honor your child through Tzedakah

Many families choose to honor their child's becoming a Bar/Bat Mitzvah with a contribution to Temple Sinai and through acts of tzedakah. Here are several suggestions (Allison Carter will be happy to discuss these options with you in greater detail):

- Purchase a leaf on the Tree of Life in our main foyer.
- Purchase a book for the Philip N. Kranz Learning Center which will have a personalized bookplate inserted in honor of your child.

- Make a contribution to a Temple Sinai fund.
- Celebrate your child by purchasing a brick in their honor to be added to our “Gathering of Friends Tribute Garden” <https://www.temple Sinai Atlanta.org/form/bricks>
- Purchase an Israel Bond. To purchase a bond, call the Atlanta Israel Bond office, 404.817.3500, or online at www.israelbond.com
- Donate leftover food from the Kiddush luncheon to Second Helpings.
- The Fine Arts Committee may be consulted if you wish to donate a piece of art at Temple Sinai

B’nei Mitzvah Glossary of Terms

Aliyah: *For the purposes of the service, this is a blessing that both precedes and follows the reading of 3-6 lines of Torah.*

Aliyot: *the plural of “Aliyah”*

Bar/Bat Mitzvah: *literally, the son/daughter of the commandments; the title that a child attains when he or she reaches the age at which time he/she is obligated to follow the commandments.*

Bima: *the elevated stage in front of the Ark; for the purposes of the service, the bima is the area at which all honors and actions will take place.*

B’nei Mitzvah: *the term when a boy and girl, or two boys share the Bar/Bat Mitzvah ceremony.*

B’not Mitzvah: *the term when two girls share the Bat Mitzvah ceremony.*

D’var Sinai: *the name of our monthly congregational bulletin.*

D’var Torah: *a teaching of the meaning of the parshah (Torah portion) to the congregation. Also referred to as the Bar/Bat Mitzvah “Speech”*

Haftarah: *literally, “the concluding lesson”; the section from the collection of writings known as “Prophets” that follows the Torah reading.*

Honors: *opportunities for involvement of family members/close friends. This should be limited to only a few select people.*

Kabbalat Panim: *the wine and cheese buffet preceding the 6:30 Friday Night service.*

Kiddush Luncheon: *the luncheon following the Bar/Bat Mitzvah service.*

Kippot: *ceremonial head coverings, most commonly worn by men.*

Liturgy: *the prayers and readings, in Hebrew, English, and Aramaic, that make up the body of the service.*

Mishkan T’filah: *the name of the Reform prayer book.*

Parent’s Blessing: *the opportunity during the ceremony to speak to your child on the bima*

Shabbat: *The weekly Jewish holy day that occurs from sundown Friday through sundown Saturday.*

Tallit/Tallitot: *ceremonial prayer shawl.*

Tzedakah: *literally “righteousness”, this more commonly refers to a good deed or a financial contribution made to a good cause.*

Torah: *the sacred text of the Jewish people, read by every Bar/Bat Mitzvah student during the ceremony.*

Torah Trope/Cantillation: *the melody used to recite words of Torah.*

HONORS WORKSHEETS

If you child is a single on the Bima for a Saturday AM ceremony:

HONOR	WHEN IN THE SERVICE	NUMBER OF PEOPLE RECOMMENDED	DESCRIPTION / NOTES
Ushers	Before the service begins – Must arrive at 10:00AM	2	Greet worshippers and distribute prayer books and programs at Sanctuary doors. Marshal guests from the lobby into the Sanctuary no later than 10:25AM. Individuals need not be Jewish.
Open Ark Doors	After Psalm 150, before Chatzi Kaddish	1-4	Person/s need not be Jewish.
Passing the Torah	Invited up to bimah at beginning of Torah service		From generation to generation: Can include Great-grandparents, Grandparents, Parents. Non-Jewish Parent/Grandparents okay.
Undress the Torah	Invited up to bimah at beginning of Torah service	1-4	Remove yad, breastplate, mantle and crowns. Person/s need not be Jewish.
Aliyot	Before “A” student’s chanting of Torah. Rabbi will invite each person honored with an aliyah up to the bimah at the appropriate time.	The number of aliyot may vary. Typically 3 are offered to family members, either to individuals or small groups- not to exceed 4 people. The last Aliyah is saved for the Bar/Bat Mitzvah	Hebrew blessings before and after each Torah aliyah: <ul style="list-style-type: none"> • Must be of Bar/Bat Mitzvah age, but need not have had the ceremony themselves. • Must be Jewish (or at least paired with someone Jewish). • Individuals should practice the blessings beforehand – we will be happy to provide copies of the blessings to assist.
*Optional: Prayer for Congregation/ Nation/Israel/Travelers	After parents’ blessing.	1-2 per prayer	English reading. Person/s need not be Jewish.
Hagbah & G’lilah	After prayers for congregation, nation, and Israel	1 person for Hagbah; 1-4 for G’lilah	<u>Hagbah</u> = Lifting the Torah. This person should be strong enough to perform this task and should practice before the ceremony. This person should be Jewish. <u>G’lilah</u> = Dressing the Torah (putting on wimple, mantle, breastplate, yad and crowns). This person should preferably be Jewish.
Open Ark Curtains	After Rabbi’s blessing, before returning Torah to Ark	1-4	Person/s need not be Jewish.
Kiddush / Motzi	End of service		Blessings over wine and challah. Best for younger siblings and/or cousins.

If your child has been assigned as the "A" reader for a Saturday AM ceremony:

"A" Family Honors

HONOR	WHEN IN THE SERVICE	NUMBER OF PEOPLE RECOMMENDED	DESCRIPTION / NOTES
Ushers	Before the service begins – Must arrive at 10:00AM	2	Greet worshippers and distribute prayer books and programs at Sanctuary doors. Marshal guests from the lobby into the Sanctuary no later than 10:25AM. Individuals need not be Jewish.
Open Ark Doors	After Psalm 150, before Chatzi Kaddish	1- 4	Person/s need not be Jewish.
Passing the Torah	Invited up to bima at beginning of Torah service		From generation to generation: Can include Great-grandparents, Grandparents, Parents. Non-Jewish Parent/Grandparents okay.
Undress the Torah	Invited up to the bima at beginning of Torah service	1-4	Remove yad, breastplate, mantle and crowns. Person/s need not be Jewish.
Aliyot	Before "A" student's chanting of Torah. Rabbi will invite each person honored with an aliyah up to the bima at the appropriate time.	The number of aliyot may vary. Typically 3 are offered to family members, either to individuals or small groups- not to exceed 4. The last Aliyah is assigned to the Bar/Bat Mitzvah.	Hebrew blessings before and after each Torah aliyah: <ul style="list-style-type: none"> • Must be of Bar/Bat Mitzvah age, but need not have had the ceremony themselves. • Must be Jewish (or at least paired with someone Jewish). • Individuals should practice the blessings beforehand – we will be happy to provide copies of the blessings to assist.
*Optional: Prayer for Congregation and Nation	After parents' blessing.	1-2 per prayer	English reading. Person/s need not be Jewish.
Kiddush / Motzi	End of service		Blessings over wine and challah. Best for younger siblings and/or cousins.

If your child has been assigned as the “B” reader for a Saturday AM ceremony:

“B” Family Honors

HONOR	WHEN IN THE SERVICE	NUMBER OF PEOPLE RECOMMENDED	DESCRIPTION / NOTES
Ushers	Before the service begins – Must arrive at 10:00AM	2	Greet worshippers and distribute prayer books and programs at Sanctuary doors. Marshal guests from the lobby into the Sanctuary no later than 10:25AM. Individuals need not be Jewish.
Passing the Torah	Invited up to bima at beginning of Torah service		From generation to generation: Can include Great-grandparents, Grandparents, Parents. Non-Jewish Parent/Grandparents okay.
Aliyot	Before “B” student’s chanting of Torah. Rabbi will invite each person honored with an aliyah up to the bima at the appropriate time.	The number of aliyot may vary. Typically 3 are offered to family members, either to individuals or small groups- not to exceed 4 . The last Aliyah is assigned to the Bar/Bat Mitzvah	Hebrew blessings before and after each Torah aliyah: <ul style="list-style-type: none"> • Must be of Bar/Bat Mitzvah age, but need not have had the ceremony themselves. • Must be Jewish (or at least paired with someone Jewish). • Individuals should practice the blessings beforehand – we will be happy to provide copies of the blessings to assist.
*Optional: Prayer for Israel and Travelers	After parents’ blessing.	1-2 per prayer	English reading. Person/s need not be Jewish.
Hagbah & G’lilah	After prayers for congregation, nation, and Israel	1 person for Hagbah; 1-4 for G’lilah	<u>Hagbah</u> = Lifting the Torah. This person should be strong enough to perform this task and should practice before the ceremony. This person should be Jewish. <u>G’lilah</u> = Dressing the Torah (putting on wimple, mantle, breastplate, yad and crowns). This person should preferably be Jewish.
Open Ark Curtains	After Rabbi’s blessing, before returning Torah to Ark	1-4	Person/s need not be Jewish.
Kiddush / Motzi	End of service		Blessings over wine and challah. Best for younger siblings and/or cousins.

If youR child is a single on the Bima for a Havdalah ceremony:

HONOR	WHEN IN THE SERVICE	NUMBER OF PEOPLE RECOMMENDED	DESCRIPTION / NOTES
Ushers	Before the service begins – Must arrive at 5:00pm	2	Greet worshippers and distribute prayer books and programs at Sanctuary doors. Marshal guests from the lobby into the Sanctuary no later than 5:25PM. Individuals need not be Jewish.
Open Ark Doors	Before Chatzi Kaddish	1-4	Person/s need not be Jewish.
Passing the Torah	Invited up to bimah at beginning of Torah service		From generation to generation: Can include Great-grandparents, Grandparents, Parents. Non-Jewish Parent/Grandparents okay.
Undress the Torah	Invited up to the bimah at the beginning of Torah service	1-4	Remove yad, breastplate, mantle and crowns. Person/s need not be Jewish
Aliyot	Before each student’s chanting of Torah. Rabbi will invite each person honored with an aliyah up to the bimah at the appropriate time.	The number of aliyot may vary. Typically 3 are offered to family members for each student, either to individuals or small groups- not to exceed 4.	Hebrew blessings before and after each Torah aliyah: <ul style="list-style-type: none"> • Must be of Bar/Bat Mitzvah age, but need not have had the ceremony themselves. • Must be Jewish (or at least paired with someone Jewish). • Individuals should practice the blessings beforehand – we will be happy to provide copies of the blessings to assist.
optional: Prayer for Congregation/ Nation/Israel	After parents’ blessing.	1-2 per prayer	English reading. Person/s need not be Jewish.
Hagbah & G’lilah	After prayers for congregation, nation, and Israel	1 person for Hagbah; 1-4 for G’lilah	<u>Hagbah</u> = Lifting the Torah. This person should be strong enough to perform this task and should practice before the ceremony. This person should be Jewish. <u>G’lilah</u> = Dressing the Torah (putting on wimple, mantle, breastplate, yad and crowns). This person should preferably be Jewish.
Open Ark Curtains	After Rabbi’s blessing, before returning Torah to Ark	1-4	Person/s need not be Jewish.
Eliahu Hanavi	Closing song		Best for younger siblings and/or cousins.

**If your child has been assigned as the “A” reader for a Havdalah AM ceremony:
“A” Family Honors for Havdalah**

HONOR	WHEN IN THE SERVICE	NUMBER OF PEOPLE RECOMMENDED	DESCRIPTION / NOTES
Ushers	Before the service begins – Must arrive at 5:00PM	2	Greet worshippers and distribute prayer books and programs at Sanctuary doors. Marshal guests from the lobby into the Sanctuary no later than 5:25PM. Individuals need not be Jewish.
Open Ark Doors	After Ashrei, before Chatzi Kaddish	1- 4	Person/s need not be Jewish.
Passing the Torah	Invited up to bima at beginning of Torah service		From generation to generation: Can include Great-grandparents, Grandparents, Parents. Non-Jewish Parent/Grandparents okay.
Undress the Torah	Invited up to bima at beginning of Torah service	1-4	Remove yad, breastplate, mantle and crowns. Person/s need not be Jewish.
Aliyot	Before “A” student’s chanting of Torah. Rabbi will invite each person honored with an aliyah up to the bima at the appropriate time.	The number of aliyot may vary. Typically 3 are offered to family members, either to individuals or small groups- not to exceed 4 . The last Aliyah is assigned to the Bar/Bat Mitzvah.	Hebrew blessings before and after each Torah aliyah: <ul style="list-style-type: none"> • Must be of Bar/Bat Mitzvah age, but need not have had the ceremony themselves. • Must be Jewish (or at least paired with someone Jewish). • Individuals should practice the blessings beforehand – we will be happy to provide copies of the blessings to assist.
*Optional: Prayer for Congregation and Nation	After parents’ blessing.	1-2 per prayer	English reading. Person/s need not be Jewish.
Eliahu Hanavi	Closing song		Best for younger siblings and/or cousins.

**If your child has been assigned as the “B” reader for a Havdalah ceremony:
“B” Family Honors for Havdalah**

HONOR	WHEN IN THE SERVICE	NUMBER OF PEOPLE RECOMMENDED	DESCRIPTION / NOTES
Ushers	Before the service begins –	2	Greet worshippers and distribute prayer books and programs at Sanctuary doors. Marshal guests from the lobby into the Sanctuary no later than Individuals need not be Jewish.
Passing the Torah	Invited up to bima at beginning of Torah service		From generation to generation: Can include Great-grandparents, Grandparents, Parents. Non-Jewish Parent/Grandparents okay.
Aliyot	Before “B” student’s chanting of Torah. Rabbi will invite each person honored with an aliyah up to the bima at the appropriate time.	The number of aliyot may vary. Typically 3 are offered to family members, either to individuals or small groups- not to exceed 4 . The last Aliyah is assigned to the Bar/Bat Mitzvah.	Hebrew blessings before and after each Torah aliyah: <ul style="list-style-type: none"> • Must be of Bar/Bat Mitzvah age, but need not have had the ceremony themselves. • Must be Jewish (or at least paired with someone Jewish). • Individuals should practice the blessings beforehand – we will be happy to provide copies of the blessings to assist.
*Optional: Prayer for Israel and Travelers	After parents’ blessing.	1-2 per prayer	English reading. Person/s need not be Jewish.
Hagbah & G’lilah	After prayers for congregation, nation, and Israel	1 person for Hagbah; 1-4 for G’lilah	<u>Hagbah</u> = Lifting the Torah. This person should be strong enough to perform this task and should practice before the ceremony. This person should be Jewish. <u>G’lilah</u> = Dressing the Torah (putting on wimple, mantle, breastplate, yad and crowns). This person should preferably be Jewish.
Open Ark Curtains	After Rabbi’s blessing, before returning Torah to Ark	1-4	Person/s need not be Jewish.
Eliahu Hanavi	Closing song		Best for younger siblings and/or cousins.

FACILITY RENTALS

Kiddush Luncheon

Most of our families choose to host a full Kiddush luncheon, which includes a more complete dairy meal/luncheon. We observe a kosher style food policy (see **Temple Sinai's Food Policy** below). You also have the option of a basic kiddush consisting of ceremonial wine and challah. This is the basic requirement which the Bar/Bat Mitzvah family is asked to provide.

The kiddush for a single Bar/Bat Mitzvah immediately follows the service and is held in Ackerman Hall. **All members of the congregation in attendance at the Shabbat morning service are invited to attend the Kiddush luncheon.** Therefore, please allow an additional five (5) people in your count to your caterer. A few helpful items to note:

- The Kiddush/motzi will be recited on the bima
- No alcoholic beverages may be served at kiddush.
- If you are sharing your Bar/Bat Mitzvah ceremony with another family, good communication between the two families is essential. Both families need to plan the Kiddush together and discuss, along with Allison Carter, Event and Rental Manager, all other logistical details.

Eight Months before your date you will meet with Allison Carter at Temple Sinai. During appointment you will review logistics for the weekend. If you are part of a double B'nei mitzvah, we prefer to meet with both families at the same time. Among the Items to discuss:

- Number of attendees
- Rehearsal and Photography date/time
- Family participation erev Shabbat
- Kiddush logistics

Catering

Most families choose to hire a caterer to prepare the Kiddush luncheon. Caterers must be approved by Allison Carter. A list of approved caterers can be found on page 22.

Other Rental Options (Family Celebration, Shabbat Dinner)

If you choose to have your family celebration at the synagogue, we will be happy to walk you through the steps to help facilitate your celebration at our building.

Family Celebration/Party

- You can lock in your **party** date two years in advance of your B'nei Mitzvah ceremony.
- B'nei Mitzvah families have "first right of refusal" to host a party in Ackerman Hall on the Saturday evening of their ceremony until one year in advance of the ceremony. At the one year mark, the rooms will be available for other renters.
- One year in advance of the ceremony, other programs/events/rentals may be reserved
- If two B'nei Mitzvah families want a party at the synagogue on the same evening, a decision is made via coin toss.
- In order to rent the space, you must be current on all financial obligations to Temple Sinai – Dues, Building Maintenance Fund, Noar Sunday and Hebrew, B'nei Mitzvah Fee etc. Financial questions or concerns should be directed to the Executive Director, Jack Feldman jfeldman@templesinaiatlanta.org

Erev Shabbat Dinner

Some families gather Friday night at the synagogue for a private Shabbat Dinner and Shabbat services. If you would like to have a private family dinner, you can contact Allison Carter up to two years ahead of your event.

For Your Reference: About the Available Spaces

Ackerman Hall, Large

- The dance floor in the Large Social Hall is permanent and cannot be removed. The size of the dance floor is 28' x 20'. Rental floors are **not** permitted.
- Each of the windows in the Large Social Hall is 12 ft. x 46 in. wide. The top of the window is 18 feet from the floor.
- The ceiling is 26 feet high in the highest portion of the room.
- The Large Social Hall will hold approximately 25 round tables with a dance floor or 30 round tables without a dance floor.
- The room is approximately 3869 square feet.
- Decorations **may not** be affixed to the walls, ceiling, or chandeliers.
- The stage comes in 4x4 feet sections and may be as large as 24x16 feet.

Ackerman Hall, Small

- The ceiling is 10 feet tall in the lower portion and 11 feet, 7.5 inches tall in the highest portion.
- The room will hold approximately 10 round tables.
- There is no space for a band.
- The Ackerman Small Social Hall can be combined with the adjacent Meeting Room to give approximately 2268 square feet of space.
- Decorations **may not** be affixed to the walls, ceiling, or chandeliers.

Kashrut Policy Statement on Food Service at Temple Sinai

(Effective June, 2018)

The purpose of this statement is to specify what is both expected and permissible concerning food served and brought in to Temple Sinai.

Adhering to a philosophy where Temple Sinai is able to accommodate a variety of religious dietary practices let it be resolved as follows:

No alcoholic beverages may be served at Kiddush luncheons.

1. Treif (pork or shellfish products) is strictly prohibited

- Temple Sinai adheres to the guidelines for biblical *kashrut*. As such, no pork or shellfish products are to be served at any synagogue functions, or private functions held in the synagogue.

2. Rules Regarding Milk and Meat

- Milk and meat products are not to be mixed or served together at public Temple Sinai functions which are open to the community, including Kiddush luncheons that follow B'nei Mitzvah ceremonies and congregational functions (i.e. no chicken Caesar salad, no cheese at a taco bar, etc.). When milk and meat options are served at the same meal, they are not to be placed on the same table setup. Rather, separate stations must be identified separating the options.
 - Should individuals wish to combine milk and meat options on their plates, they are free

to do so.

- Private rentals (i.e. attendance by invitation only) can determine whether or not to mix meat and milk at their functions.
- It is not necessary to purchase kosher dairy or meat products for community functions.

3. **Additional Policies regarding Kashrut**

- No bread or leavened products should be served in the synagogue during the Festival of Passover.
- It is not necessary to serve kosher wine at synagogue functions

FINAL THOUGHTS

The information in this booklet is intended to provide a guide for you as you prepare for your child's Bar/Bat Mitzvah ceremony. Feel free to contact Sharon Clark, the Director of B'nei Mitzvah Program, if you have any questions. Our goal is to make the Bar/Bat Mitzvah service and process a most enjoyable and memorable experience for you and your child. You are welcome to call upon the Temple Sinai staff for any additional help. We look forward to celebrating this milestone and simcha with you and your family!

APPROVED CATERER LIST

As of August 2018

Disclaimer:

The information provided in this approved vendor list is for informational purposes only. Temple Sinai does not endorse specific vendors, products, or services, nor does Temple Sinai warrant their work.

All vendors are required to provide the temple with a valid, up to date Certificate of Liability Insurance.

CATERER	PHONE	EMAIL / WEBSITE	CONTACT
A Peach of a Party	770.454.6719	laura@apeachofaparty.com	Laura Thwaite
Added Touch Catering *Kosher & Non-kosher	770.321.9592	www.sandrasaddedtouch.com	Sandra Bank
Affairs to Remember	404.872.7859	www.affairs.com	Nancy Lutz
Alon's Bakery & Market	678.397.1781 404.357.5733	Alons.com	
Avenue K *Kosher & Non-kosher	770.578.1110	www.avenuekosher.com	
Bagelicious aka: Diamond Caterers	770.509.9505	clcbagel0418@gmail.com	Carol Carolla
Bold American	678. 302.3260	www.boldamerican.com	Michelle Klub
Breadwinner	404.843.0224	www.Breadwinnercafe.com Geoff@breadwinnercafe.com	Geoff Melkonian
Carol Parks Catering Associates	404.872.1999	www.cparkscatering.com	
Chef Cary's Cuisine	770.429.0060	www.chefcarycuisine.com	Cary Eisen
Dennis Dean Catering	404.475.1002	www.dennisdeancatering.com	Dennis Dean
Epic Events	404-249-9468, Ext. 26	talbertini@metrocafes.com	Tony Albertini
Epicurean Endeavors Catering	404.351.6560	Christina@epicureanATL.com ; Jean@epicureanATL.com EpicureanATL.com	Christina Curry or Jean Benton
For All Occasions *Kosher	404.953.8157 C: 770.823.6677	office@faocatering.com	Jodie Sturgeon
Goldbergs	404.256.3751	goldbergsbagel@bellsouth.net	
Lison Spiegelman	404.822.5779	lison@comcast.net	
Saratoga Event Group, LLC (Kosher)	770.578.1110	sheryl@saratogaevents.com	Sheryl Evertson
Snacks from Sacks	404.847.9629	annette-marcus@att.net	Annette Marcus

Tropics Catering	678.964.3574	tropicscatering@yahoo.com	Sampson Hector
Zest Atlanta Catering	678.977.3712	dana@zestatlanta.com www.zestatlanta.com	Dana Harris