



Bar/Bat Mitzvah Handbook



Revised March 2023

Mazel Tov on your upcoming Simcha. The following is some helpful information to assist you in your preparations. Please read through this entire booklet carefully.

Approximately one year prior to your Simcha, you will receive a letter from the synagogue office and the B'nai Mitzvah Coordinator, Eileen Cohn. You must schedule a meeting with your child and Eileen to discuss preliminary preparation and/or any concerns you may have.

During this meeting, Eileen will give you a list of approved tutors and their fees, to select a tutor for your child. If you wish to use a tutor who is not on the list, he or she will need to be approved by Rabbi Zimmerman or Eileen. Tutors will be paid directly by the family.

All Congregants planning a Bar/Bat Mitzvah must pay all B'nai Mitzvah related fees **60 days prior to the event**, as well as be **paid up to date** (Building Fund, Dues, Religious School, etc.) **one month prior** to your Bar/Bat Mitzvah. Financial arrangements need to be made with the office one year prior to your Simcha.

Please keep in mind that our social hall is available for your Friday evening, Saturday evening or Sunday celebration. We want your event to be special.

We look forward to working with you and sharing this life cycle event with you. If you have any questions or concerns, please contact the synagogue office at: 770-399-5300.

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BAR/BAT MITZVAH POLICIES & CEREMONIAL PROCEDURES

The purpose of this document is to provide information to our congregational family regarding Bar and Bat Mitzvah. Underlying the various policies and procedures set forth herein are important principles: that the ceremony be a meaningful religious experience for the candidate, the family and the community; and that it be celebrated in a dignified and reverent manner. While this event marks the attainment of adult Jewish status, it should be viewed as a continuation, and not the culmination, of the individual's Jewish studies.

ELIGIBILITY & QUALIFICATIONS

Any Jewish person who has reached the age of eligibility (13 years for boys, 12 years for girls) according to the Jewish calendar, and who is a congregational member or the son or daughter of a congregational member is eligible for a Bar/Bat Mitzvah ceremony at Beth Shalom.

Bar Mitzvah is not a verb. A person can not become *Bar/Bat Mitzvahed* - rather it is simply the state of attaining the age of majority within the Jewish tradition. When a person reaches Bar/Bat Mitzvah age, he/she has certain privileges and responsibilities as an “adult” member of the Jewish community.

Traditionally, Jews have celebrated this “coming of age” with an aliyah to the Torah - something which can take place **whenever** the Torah is read, ie. Shabbat morning or afternoon, Monday or Thursday mornings, or during Rosh Chodesh or other Jewish holidays.

We do not deny a Bar/Bat Mitzvah to any Jewish child for any reason. However, celebrating one's Bar/Bat Mitzvah on a Shabbat morning will be reserved for those children who have successfully completed our Religious School (or Jewish Day School) curriculum and other applicable requirements (ie., attendance at Shabbat Services, completion of a Mitzvah project), and for those who will be conducting the parts of the Shabbat service outlined on page 20.

Due to the nature of the Shabbat morning service, candidates who do not meet these criteria will be encouraged to celebrate their B'nai Mitzvah at any one of the other service times mentioned above. Likewise, families who would otherwise be eligible for a Shabbat morning Bar/Bat Mitzvah, but require their simcha at another service (ie., because of family, shomer shabbat, or other factors), will be entitled to do so with approval from the Rabbi and / or the B'nai Mitzvah Coordinator.

For a Shabbat morning service, the eligible candidate must meet certain requirements. These requirements have been set by the Board of Trustees as follows:

1. Successful completion of at least five years of Hebrew School or Hebrew Day School (grades 3 - 7); or certification of preparedness by the Rabbi and/or the Education Committee.
2. **For All Students:**
 - A. During the year immediately prior to the Bar/Bat Mitzvah, an attendance record of at least three Shabbat services per month (at least two of which must be on Saturday morning). The child must come up to the bima after the service to check in with the person taking attendance. Children must be in the service by 10:00am.

- B. If the child attends a Bar/Bat Mitzvah at another synagogue, a copy of the invitation should be presented to the B'nai Mitzvah Coordinator
- C. It is the parent and/ or the child's responsibility to contact the B'nai Mitzvah Coordinator at eileensc6@gmail.com on a monthly basis to advise of attendance at another synagogue.
- D. Successful completion of a Mitzvah Project prior to the Bar/Bat Mitzvah. The proposal for the project must be approved by the B'nai Mitzvah coordinator and/or Rabbi Zimmerman 6 months prior to the simcha.

3. For Religious School students:

To graduate with the class, it is required that the child complete the entire 7th grade year of Religious School. During the year immediately prior to the Bar/Bat Mitzvah, a 90% attendance record at Hebrew/Religious School must be maintained. All absences must be accounted for in writing to the B'nai Mitzvah Coordinator.

4. For Day School students:

In addition to the attendance requirement for the year immediately prior to the Bar/Bat Mitzvah, during the 2nd year prior to the Bar/Bat Mitzvah, all day school students must attend a minimum of 10 Shabbat services at Beth Shalom; 6 in Jr. Congregation.

The entire family is of course encouraged to attend both Friday night and Saturday morning Shabbat services, as well as other holiday services during the year. This is instrumental in impressing upon our children that Jewish services and observance are a family function rather than just a childhood requirement. Dropping your child off to attend services and not attending with them sends a double message regarding synagogue attendance, which is very confusing to the child.

If the child was not born to a Jewish mother and was never converted, the Rabbi must be consulted so that the proper procedures can be arranged and carried out.

SCHEDULING

Requests for a Bar/Bat Mitzvah date must be submitted, in writing, to the synagogue office **not earlier than 36 months prior to the date desired**. Requests submitted more than 36 months in advance cannot be honored and must be resubmitted. The usual date for the B'nai Mitzvah is the first Sabbath following the candidate's birthdate on the Jewish calendar. The Rabbi and office will confirm eligibility according to the Jewish calendar, ascertain the availability of the requested date and send a written confirmation. A request form is included within this Handbook, and is also available in the synagogue office.

It is the policy of the congregation to permit more than one Bar/Bat Mitzvah during the same service if requested by the families involved. Nonetheless, it is recognized that most families do not wish such a service format. Accordingly, criteria for resolving date conflicts have been established. If two or more requests are made for the same date, preference shall be given to the first written request received. Should requests also be received on the same date, the candidate whose bar or bat mitzvah would have occurred sooner based on his/her Jewish birthdate will receive priority. If requests are received on the same date, and preference still has not been established, dates will be assigned in the following order:

1. A candidate whose prior request(s) has not been honored shall receive priority over a candidate who makes an initial request for a date subsequent to the service immediately following his or her birthdate on the Jewish calendar.

2. A candidate whose prior request(s) has not been honored will be assigned a date as close in time to the desired date as possible.
3. Any remaining conflicts shall be resolved by the Ritual Committee.

PREPARATION

In preparation for one's Bar/Bat Mitzvah, the candidate must utilize the year prior to the date, in private, familiarizing themselves and reviewing prayers, and learning the appropriate parts of the service (many of which are taught as part of the Hebrew school curriculum). It is the student's primary responsibility to make sure they have mastered this material. The Haftorah and Maftir portions will be taught during private tutoring which will begin approximately 6 months prior to the Bar/Bat Mitzvah date.

Children will meet with the B'nai Mitzvah Coordinator approximately 1 year prior to their becoming B'nai Mitzvah. At that time their proficiency in Hebrew reading and the prayers will be evaluated and the family will be informed as to what steps may be necessary for the candidate to be properly prepared. The Bar/Bat Mitzvah candidate will receive a list of the prayers he/she will need to know to lead the services. The candidate can listen to the prayers at <http://www.sidduraudio.com>. The child will need to spend the first 6 months becoming proficient in this material on their own.

A list of approved tutors and their fees will be provided at the meeting. If you wish to use a tutor that is not on the list, you may do so, if approved by Rabbi Zimmerman or Eileen Cohn. Tutors will be paid directly by the family. Tutorial preparation before the ceremony consists of regular weekly meetings with the tutor. The candidate will be evaluated regularly by the B'nai Mitzvah Coordinator. Tutorials may begin earlier or an alternative Bar/Bat Mitzvah service will be developed when the B'nai Mitzvah Coordinator and the Rabbi determine it requires these considerations. Prior to the Bar/Bat Mitzvah, the candidate will be assigned a date by the B'nai Mitzvah Coordinator to lead the Torah service.

Bar/Bat Mitzvah candidates will also be given the opportunity to participate in our Sunday morning minyan, which includes donning Tefillin on the Sunday prior to their Bar/Bat Mitzvah.

FEES

The B'nai Mitzvah fee is \$750. A \$150 (non-refundable) payment is required upon reserving the date. \$450 is due eight months prior to the date and the balance of \$150 is due two months prior to the date. The applicable fee is set by the Board of Trustees. The entire fee must be paid in full (2) two months prior to the Bar/Bat Mitzvah to ensure your date unless previous arrangements have been made with the Executive Director..

All balances with respect to Membership Dues, Building Fund, Pledges, Assessments, must be current by 30 days prior to your Simcha in order **to schedule and retain** the Bar/Bat Mitzvah Date. All due obligations to Congregation Beth Shalom are collectable.

THE SERVICE

The Bar/Bat Mitzvah candidate will participate in the Friday night services (see outline). On Saturday morning the Bar/Bat Mitzvah candidate, in addition to leading parts of the service will:

- Chant the blessing before and after being called to the Torah;
- Deliver a d'var Torah immediately preceding the Torah service which introduces the parshah and demonstrates their knowledge of the meaning of the Torah portion of the week. Short remarks of thanks to the Rabbi, tutor, and teachers may be made at this time. Other ancillary comments regarding the "Thank You" list are better made at the party.
- Chant the Torah portion (Maftir);
- Chant the blessing before and after the Haftarah;
- Chant the Haftarah;
- The congregation will provide copies of the aliyot blessings, before and after the Torah portions, to the Bar/Bat Mitzvah family upon request so that proper preparation can be assured.
- The Rabbi and B'nai Mitzvah Coordinator, with specific approval of the chairpersons of the Ritual and Education Committees, may waive some of these requirements.

THE CEREMONY

Parents and children have several choices which they can make regarding services. Children are required to participate in Shabbat services while preparing for Bar/Bat Mitzvah and parents should also attend to familiarize themselves with procedures and content, as well as the obvious reasons associated with the perpetuation of Jewish practice and observance.

The Bar/Bat Mitzvah may take place at any service at which the Torah is read with the exception of Pesach, Shavuot, Rosh HaShanah, Yom Kippur and Sukkot. Thus, the Bar/Bat Mitzvah may take place on Saturday morning, Saturday evening, Monday morning, Thursday morning and on Rosh Chodesh.

Parents may choose to have additional readings if they wish. These readings must be consistent with the decorum of the service and must be approved by the Rabbi.

Bar/Bat Mitzvah Services provide families with an opportunity to honor relatives and friends. Readings, ark openings, *aliyot*, etc., (*see outline) may be given out by the family with the approval of the Rabbi. **All Torah aliyot and liturgical readings must be performed only by members of the Jewish faith.** In the event that a non-Jewish parent or step-parent wishes to participate in their child's Bar or Bat Mitzvah service, the Rabbi will select an appropriate responsive reading for this purpose. A non-Jewish parent will also have the opportunity to deliver the "parent's speech" during the service.

Moreover, the congregation grants equal participation to both men and women in respect to all honors given out at the services. The congregation requires everyone called to the bima to wear a head covering and for male participants in the Torah services to wear a Tallit. Women, if they choose, may wear a Tallit and are encouraged to do so. Appropriate synagogue attire is like office / business attire: Modest clothing, no bare shoulders, no flip flops, no ultra short skirts, etc.

At the Bar/Bat Mitzvah service, the following honors may be awarded: lay readings; a maximum of six aliyot for the blessing of the Torah: the first aliyah is reserved for a Kohen; the second for a Levite; the 3rd aliyah is reserved for the synagogue/Rabbi to award; the 7th aliyah should be for the Bar/Bat Mitzvah parents; and the eighth or Maftir, is reserved for the Bar/Bat Mitzvah; opening the Ark at the beginning of the Torah service; opening the Ark at the close of the Torah service; Hagba and Gelila (raising and dressing the Torah); and opening the Ark for the final Aleinu. Please provide the synagogue with names of all those receiving honors and Hebrew names for the Torah service at least one week prior to the Bar/Bat Mitzvah date. In this Handbook, you will find a checklist of items for the service. The times when Hebrew names are needed are marked. Please consult with the Rabbi for additions.

The service for Bar/Bat Mitzvah begins at 9:30 a.m and lasts approximately two and one-half hours. Parents or grandparents may present a Tallit to the child preferably on Saturday morning as they say a few words to the Bar/Bat Mitzvah candidate. On Saturday morning the parents may also make a few brief remarks (1-2 minutes) to their child and conclude with the Shehecheyanu prayer (see enclosed prayer). Avoid including personal, amusing or emotional tributes, as these are best reserved for your celebration, and not during the service. In addition, a ceremony to transmit the Torah from one generation to the next is included in the Saturday morning service. Participants should include great grandparents, grandparents, and parents. Torah Service begins about 10:00 a.m.

Family members may take part in any part of the service. In fact, it is usual for family members to open the Ark with the Bar/Bat Mitzvah and to participate in passing the Torah to the generation coming of age. You may, with prior approval of the Rabbi, designate a family member or friend to conduct the morning service, Torah service, or additional service. Please consult the Rabbi for special requests and the service format. If a family member requests to read Torah, please contact the Rabbi or B'nai Mitzvah Coordinator for the appropriate portion and an audio recording if needed. This is not the responsibility of the tutor. The Torah is read directly from the scroll, not from pages of the Tikkun. Before reading Torah during our services, it will be necessary for the reader to call the B'nai Mitzvah Coordinator **no later than 3 weeks prior to the Bar/Bat Mitzvah date to arrange an audition. If the reader does not call by the deadline, the Torah portion will be reassigned.**

Photographs and audio and video tape recorders are forbidden on Shabbat. Should you wish to photograph the Bar/Bat Mitzvah child with the Rabbi and Torah before the simcha, please contact the office for special arrangements. Smoking is forbidden in the synagogue at all times and on synagogue grounds on Shabbat. **Please remind your guests that cell phone and pager use is not appropriate for Shabbat.**

Flowers: If you are planning on having flowers on the bima, please contact the synagogue office before ordering them as Rabbi Zimmerman has allergies to several varieties of flowers. He is especially sensitive to all lillies, gladiolas, and other flowers with strong aromas.

Candy: The throwing of candy during a Bar / Bat Mitzvah is permitted only when arrangements are made through the synagogue office. The synagogue will procure candy and prepare in baskets for the ceremony. Families may designate individuals to distribute the candy, to be coordinated through the usher.

Should you wish to prepare a "handout" to be distributed on Shabbat, please have this available for the Rabbi or B'nai Mitzvah Coordinator to proof text copy before it is printed to avoid any inadvertent inaccuracies.

Remember, there may be other life cycle events, yahrzeits, aufrufs, baby namings, etc. which may occur at the time of your simcha. We will attempt to be equitable to all families involved. Please contact the Rabbi or the Ritual Committee if you have any questions or wish additional information.

Synagogue Use Policy

DEFINITIONS & GENERAL MATTERS

For the purposes of this policy, the following are defined:

1. “B’nai Mitzvah” is the plural of Bar/Bat Mitzvah.
2. A “Bar/Bat Mitzvah Sabbath” is a Saturday morning service at which a Bar/Bat Mitzvah is scheduled.
3. A “celebration” is an occasion on which an aliyah to the Torah is frequently given. It may be happy (e.g., baby naming, aufruf, wedding anniversary, Bar/Bat Mitzvah anniversary, recovery from illness, etc.) or sad (yahrzeit, recent death of close relative, future medical operation, etc.).
4. Celebrations include those at which guests are customarily invited (baby naming, aufruf, 25th or 50th wedding anniversaries) and those at which guests are not customarily invited (yahrzeit, trip to Israel, birthday).

B’NAI MITZVAH VS OTHER CELEBRATIONS

Of all celebrations the Bar/Bat Mitzvah requires the most involvement of the celebrant in the entire service, the most advanced planning, and the greatest cost to the family in connection with the celebration at the synagogue. For this reason, it is the policy of CBS that the Bar/Bat Mitzvah family be given the substantially greater rights of participation in both the service and the kiddush or lunch which follows than other celebrants.

ALIYAHS & OTHER HONORS

The Bar/Bat Mitzvah customarily participates extensively in the entire Saturday morning service, leading prayers, chanting the Haftorah, (perhaps reading some of the Torah), and other celebrants will not detract from this. Furthermore, the Bar/Bat Mitzvah family is customarily offered the opportunity to request that up to six family members or friends be given aliyahs to the Torah at that Saturday morning service. Commitments made by the Bar/Bat Mitzvah family in this request will be honored.

Each celebrant included on a Bar/Bat Mitzvah Sabbath will be entitled to a minimum of one aliyah. The Rabbi is responsible for working out the order of the Torah service and the number of aliyot, in the interests of the B’nai Mitzvah family, the various celebrants, and the congregation as a whole. **Before reading Torah during our services, it will be necessary for the reader to call the B'nai Mitzvah Coordinator no later than 3 weeks prior to the Bar/Bat Mitzvah date to arrange an audition. If the reader does not call by the deadline, the Torah portion will be reassigned.**

FOOD – The choice of caterer for the kiddush served after Shabbat morning services shall be that of the B’nai Mitzvah family. The B’nai Mitzvah family shall plan to have enough food to serve to its invited guests, plus those who attend on a normal Shabbat morning service – 100 congregants. Should there be other celebrants, they may offer a cake or similar decorated item which commemorates the celebrant’s occasion, plus they will be responsible for additional food for their guests, arranged with the B’nai Mitzvah caterer at the same rate as the B’nai Mitzvah guests.

Our Preferred Caterer

Our preferred caterer is the CBS Sisterhood Catering. B’Nai Mitzvah families that utilize Sisterhood Catering for their Saturday kiddush are not subject to either Mashgiach or Kitchen Use fees.

- Sisterhood Catering- Jan Adler 770-399-5300
(678) 923-7444

Other Certified Kosher Caterers Acceptable to Congregation Beth Shalom

The following caterers are approved by our Synagogue and can prepare food for consumption at Beth Shalom. Use of any outside caterer requires a Mashgiach and a Kitchen Use fee when that caterer is at Beth Shalom either for prep, cooking, or the Simcha itself. The Mashgiach fee is \$125 per day and the Kitchen Use Fee is \$150 per day.

The following caterers can cook on their own premises:

- Avenue K (Faith Kart) 770-578-1110
- Broadway Catering / (Judith Bloom) 770-457-4578
- Fuego Mundo 404-256-4330
- Kosher Touch Caterers 770-321-9592
- The Kosher Gourmet (Steve Gilmer) 404-636-1114
- EB’s Ghost Kitchen 305-713-3757

The following caterers MUST cook on CBS premises:

- Chef Cary's Cuisine (Carey Eisen) 770-429-0600
- Endive (Drew Ihrig) 404-504-9040
- Julie’s Kosher Catering 678-974-2930
- Dogwood Catering 404-914-6770

Please feel free, after clearing your date with the synagogue office, to engage any of the caterers listed above with the assurance that each one is acceptable to the congregation.

Any questions or comments, contact Loli Gross at 770-399-5300 or email her at loli@bethshalom.net

Do's and Don'ts for Parents

1. BAR/BAT MITZVAH



DON'T think of Bar/Bat Mitzvah as a once and for all ceremony. One does not become Bar/Bat Mitzvahed. It is not a verb. Bar/Bat Mitzvah simply refers to the age when one is responsible and privileged with the observance of mitzvot. Anyone beyond that age is a Bar/Bat Mitzvah whether or not there was a ceremony.

2. A MILESTONE, NOT A TERMINAL

DON'T consider this occasion as the conclusion of your child's Jewish education.

DO think of it and speak of it as a milestone in his/her life as a Jew. One of the major mitzvot which the Bar/Bat Mitzvah is committed to fulfill is the study of Torah. There is no "graduation" from that task which continues through our life until the day we die. The Bar/Bat Mitzvah is more like an "entrance exam."

3. A YEAR OF OPPORTUNITY



DON'T think of this as just another year.

DO consider this as an opportunity, perhaps never to be repeated, of taking advantage of your child's interest in all that surrounds the synagogue and school. The congregation requires attendance at Shabbat morning services from your child before becoming Bar/Bat Mitzvah. This should be seen as an opportunity to make a commitment to family worship. If you value having your child at your side at a baseball game or a concert, how much more precious would it be to experience regular family worship?

4. ADULT STUDY



DO take advantage of this period to engage in Torah study yourself. If you do not know Hebrew, learn to read Hebrew. Enroll in a course in our Adult Education Program. Study just as your child is studying this year, as an example to him/her. Or, if you are interested in individualized study, you may call the Rabbi directly.

5. CLUBS



DO encourage your child to take advantage of the club opportunities which are organized for these crucial years - USY, Geshet and extra-curricular school activities as well.

6. THE CEREMONY



DO place emphasis where it belongs - on the religious ceremony of becoming a Bar/Bat Mitzvah and not on the social aspect of a birthday party.

DO make sure that people having an aliyah are conversant with the prayers and know what to do and when to do it.

DON'T invite children to the service without their parents. Again, it is a religious service and not a birthday party. Appropriate behavior is required. Unruly children will be ushered from the service.

DON'T greet or converse with guests during the service.

DO indicate to all guests that they should be dressed modestly, in keeping with the sanctity of the Sabbath. No bare shoulders, flip flops, ultra short skirts, etc. Female guests who will receive an honor on the bimah should have their shoulders and heads covered.

DO inform guests that bringing gifts to the synagogue service is inappropriate.

7. KIDDUSH LUNCHEON



All flowers, table decorations, gifts or food remaining after the Kiddush luncheon may be taken from the synagogue only after Shabbat has ended. If to be taken to another venue, transport must be done by non-Jewish personnel. Arrangements must be made with the caterer for items to be stored for pick up after Shabbat. (If using an outside caterer, contact the administrator).



8. THE SOCIAL CELEBRATION

If you plan a social occasion following the celebration, DO see that it is in keeping with the meaning of the day.

DO be sensitive to the feelings of your child's classmates. Please make every attempt to include your child's entire class (Religious School or Day School) on the party invitation list.

DO remember that the meal following the ceremony is a Seudat Mitzvah and should be marked by the Kiddush and Motzi.

DON'T violate the Sabbath or the dietary laws.

9. A TRIP TO ISRAEL



DO consider contributing, or putting aside from gifts, a certain amount of money in a special bank account designated for a trip to Israel for your children when they are 15 or 16. This will serve as a goal for them to continue their studies and have the experience of visiting Israel, which should be a part of the Jewish education of every young person. We will help you in making arrangements for such a trip.

10. TZEDAKAH



DON'T allow your child to think that all the gifts he/she receives are for him/her alone.

DO teach your child the mitzvah of tzedakah, discussing what portion of his/her gifts (one tenth?) will go to charity, and let him/her share in selecting the particular charity or charities (synagogue funds, JNF, American Cancer Society, etc.).

11. MITZVAH PROJECT



We encourage all b'nai mitzvah students to choose a Mitzvah Project that is meaningful to them. This should not be a one time event (i.e. walk in the Hunger Walk), but rather something in which they can volunteer on multiple occasions, get involved in an on-going community program, or spend time researching and learning about programs in Israel or the US that help those in need and collect items or raise money for the program.

Tefillin

One of the obligations which falls on a boy reaching Bar Mitzvah is the requirement to put on Tefillin for morning prayers.

For years your child has been reciting the Shema - “Love the Lord your God with all your heart, with all your soul, with all your might”... and adding, “You shall bind them as a sign upon your hand, they shall be a reminder above your eyes...” This passage can now take on real meaning and a new understanding for him.

We want your son to know “how” and “why” Tefillin are worn, and I will be working with him to prepare him so that whenever he attends a U.S.Y. event he will not be embarrassed. On the contrary, our Beth Shalom students will know and understand the significance of this Mitzvah.

Our synagogue office can obtain Tefillin at a reasonable cost. I encourage your support and hope to receive your Tefillin order as soon as possible.

I should also like to point out that although it is not obligatory for a Bat Mitzvah to don Tefillin, should there be a desire on the part of any of our young girls to wear Tefillin, I would personally encourage it and support it wholeheartedly.

Please let me hear from you soon. Clip out the section below and send it to me.

Rabbi Mark Zimmerman

We would like to order a pair of Tefillin for our

Son _____
(please print name)

Daughter _____
(please print name)

Please check one: He(she) is right-handed _____

He(she) is left-handed _____

We would like to have a minyan on the Thursday before the Bar/Bat Mitzvah:

Yes _____ No _____

(signature)

(date)



Dear Bar/Bat Mitzvah Candidate,

I have always thought that the real test of a Bar/Bat Mitzvah is how Jewishly committed and involved you remain after the ceremony, not just before. Regardless, I certainly know what an exciting time this is for you and your family, and you have a great deal to be proud of as you approach your big day. Yet I also hope you will use this period of preparation for your Bar/Bat Mitzvah to consider and explore your role as a more mature, responsible member of the Jewish community. To help you along that road, we have included a suggested "Bar/Bat Mitzvah Pledge" which contains a number of resolutions intended to direct your attention to this important part of your Bar/Bat Mitzvah preparation.

This Bar/Bat Mitzvah Pledge will give you a good sense of what Bar/Bat Mitzvah really means as you continue your commitment to Jewish learning and living along the path to Jewish adulthood.

Mazel tov to you and your family.

Rabbi Mark Zimmerman

GROUND RULES FOR THE BAR/BAT MITZVAH PLEDGE:

The pledge is only to yourself; if you share it with me, I will return it to you to serve as a reminder of your intentions.

It will not be mentioned publicly at the Bar/Bat Mitzvah service except to refer to in a veiled way to the fact the "I know of your good intentions or plans."

Naturally, the pledge should be made, if at all possible, before your Bar/Bat Mitzvah.

BAR/BAT MITZVAH PLEDGE

AS I APPROACH BAR/BAT MITZVAH, I KNOW AND UNDERSTAND THAT THIS SHOULD BE A TIME IN MY LIFE OF ASSUMING RESPONSIBILITIES IN KEEPING WITH BECOMING A MATURE YOUNG JEWISH PERSON. THEREFORE, I NOW PLEDGE MYSELF TO THE BEST OF MY ABILITY TO DO THE FOLLOWING:

- Y Say the Shema every evening before going to bed and in the morning when waking up.
- Y Be present for Shabbat service at least once a month for the next year.
- Y Say the Kiddush with and for my family every Friday evening.
- Y Light the Sabbath candles weekly.
- Y Attend CBS Teen Scene or other Jewish High School program for at least one year beginning in 8th grade.
- Y Attempt in a positive way to influence those around me to be good and loyal Jews, especially to encourage younger members of my family and younger students in our congregation.
- Y Put on tefillin on weekday mornings whenever possible.
- Y Become an active and vital member of our USY and Kadima Youth Group for at least one year.
- Y Learn five new Hebrew words each week.
- Y Read the biblical portion of the week, each week.
- Y Find one current event article regarding Israel each week and discuss it with my family The Jewish Daily Forward.com or Times Of Israel.com are good sources for reading Jewish news.
- Y Go out of my way to be particularly thoughtful & helpful to my parents and grandparents.
- Y Purchase an Israel Bond as an assertion of my faith in and bond with my people.
- Y Give charity weekly - appropriately on the eve of Shabbat. (before sundown)
- Y Complete my approved Mitzvah Project

Signature_____

Date:_____

The Atlanta Jewish Times Announcement

Bar and Bat Mitzvah announcements should arrive at the Atlanta Jewish Times three weeks before the event.

There is no charge for printing a photograph, but they require that it be a black and white print. Enclose a stamped, addressed envelope if you wish the photo returned.

Announcements should be mailed to: The Atlanta Jewish Times
270 Carpenter Drive NE
Suite 320
Sandy Springs, GA 30328
404-883-2130
www.atlantajewishtimes.com

You should provide the following information:

(name of person completing form) (phone number)

Please type or print all information:

The Bar/Bat Mitzvah of _____ of _____
(name) (city)

will take place at _____, _____ at
(time) (day) (date)

_____. A congregational kiddush will follow.
(synagogue name)

_____ is the son/daughter of _____
(first name) (parents' full names)

_____ and the grandson/granddaughter of

_____.
(full names and cities)

Step 1 - Complete top part & return to CBS for Rabbi's approval

Step 2 - After Rabbi's approval, sign and return original of completed original form to CBS

Any Jewish person who has reached the age of eligibility (13 years for boys, 12 years for girls) according to the Jewish calendar, and who is a congregational member or son or daughter of a congregational member is eligible for a Bar/Bat Mitzvah ceremony at Beth Shalom.

BAR/BAT MITZVAH REQUEST FORM

Candidate: _____

Parents: _____

Date Requested: _____

Birthdate: _____

Torah Portion: _____

Haftorah: _____

APPROVED: _____
Rabbi Mark Zimmerman

DATE: _____

PLEASE CHECK ALL ABOVE INFORMATION CAREFULLY,
SIGN BELOW AND RETURN TO THE SYNAGOGUE OFFICE:

.....
Congregation Beth Shalom
5303 Winters Chapel Road
Atlanta, GA 30360

NAME: _____
(please print)

BAR/BAT MITZVAH DATE: _____

**See scheduling information on Page 4 of the Congregation Beth Shalom
Bar/Bat Mitzvah Handbook regarding policies for submitting requests.**

Parent's Signature of Acceptance

Parent's Signature of Acceptance

**\$150 non-refundable deposit must accompany this request. This will be used
towards your balance.**

***Policies and Procedures
for Onegs and Kiddushim***

1. The Contract for Facilities Use is due completed, signed, and returned to the synagogue office no later than four (4) months prior to the event date.
2. Each Bar/Bat Mitzvah Family is responsible for paying for all of their invited guests plus **The congregants who attend regularly on Saturday morning** (*this number is subject to change*). These congregants attend services each and every Shabbat and are to be added to your list for the total number of guests that your caterer is to prepare for.
3. Families are not allowed to cater the Kiddush themselves. You must use Beth Shalom Sisterhood Catering or a caterer on the approved caterers list. Contact the synagogue office for details before proceeding.
4. Please note that the caterer is responsible for all table covers, linens, disposable tableware, foil and film wrap, and food (minimum food served is the basic menu offered by Beth Shalom in house caterer). **Dietary laws are to be strictly observed.**
5. For additional simchas (Friday Night, Saturday or Sunday events, parties etc), Beth Shalom has available for rental the following: Meat placesettings for up to 175, linens and a stage (18"H X 3"W X 8'L). See Facilities Use Contract for fees and terms.

Please be aware that NO glitter or confetti can be used on the tables or centerpieces!!!!!!!

Instructions for Aliyah Honors

It is customary to approach the pulpit at the side closest to where the Torah is being read and to take leave on the opposite side following the aliyah. Before you recite the benediction that proceeds the reading of the Torah, you should take the fringes of the Talit (or the siddur), place it on the appropriate place in the scroll where the portion is to be read, and kiss it. After the portion is read, you again take the fringe to kiss where the Torah reading has ended and continue with the last benediction. It is also customary to hold one of the Torah spindles (Eytz Hayim) during your aliyah. After your aliyah, you remain on the bimah until the following aliyah is completed.

Bar / Bat Mitzvah Shabbat Service Participation

Page Numbers:	<u>New Lev Shalem</u>	<u>Sim (slim) Shalom</u>	<u>Old Sim Shalom</u>
<u>Friday Eve:</u>			
Shalom Aleichem	5	13	722
Yedid Nefesh	10	14	
Lechu Neranena	11	15	254
Mizmor L'David	21	20	260
Lecha Dodi	23 - 25	21	262 - 264
Barchu	39	28	279
Ahavat Olam	40	29	282
Shema, V'Ahavta	41-42	30	284
Mi Chamocha	43-44	32	290
V'Shamru, Kaddish	46	34	294
Vaychulu - Magen Avot	53	47	314
Kaddish Shalem	54	48	316
Kiddush	55	49	318
Alenu	56	51	320 - 322
Yigdal	62	53	326
(Optional: Adom Olam)	211	54	514

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Saturday Morning:

Torah Service	168-171	139 - 141	394 - 398
Maftir & Haftarah			
Ashrei	181-182	151	420
Returning Torah Service	183-184	153 - 154	422 - 426
Musaf	184-192	155 - 161	428 - 440
Eyn Kelohenu	204	182	508
Alenu	205	183	510
Adom Olam	211	185	514

Revised 11/2016

Beth Shalom – Shabbat Service Outline

Mazel Tov on your child's Bar/Bat Mitzvah. This form is used by the Rabbi and Ritual Committee to help ensure smooth and enjoyable Shabbat services. The form **must** be completed legibly and given to the Rabbi one week prior to the Bar/Bat Mitzvah date. Please only assign honors for those portions which are followed by a blank line. Please consult rabbi regarding which honors can be given to those who are not of the Jewish faith.

Friday Night Services

Name _____

Parent's Names _____

1. P 5 Shalom Aleichem (or Yedid Nefesh P 10) - Bar/Bat Mitzvah
2. Prayer for lighting candles _____
3. Tallit Presentation (Optional Fri. or Sat.) _____
4. P 11 Lechu - Bar/Bat Mitzvah
5. P 12 Hebrew
6. P 13-14 (**Optional**) Eng. Resp. Reading _____
7. P 15 - 20 Hebrew
8. P 21 Mizmor L'David - led by Bar/Bat Mitzvah
9. P 23 - 25 Lecha Dodi - led by Bar/Bat Mitzvah
10. P 27-28 Psalm for Shabbat (Optional English Resp. Rdng.)

11. P 29 Hebrew
12. P 30 Mourners Kaddish
13. Dvar Torah / Text Study (Pages 31-38)
14. P 39 Barchu
15. P 40 Rabbi and/or Bar/Bat Mitzvah - Hebrew or English

16. P 41-42 Shema & V'Ahavta - Bar/Bat Mitzvah
17. P 43-44 Mi Kamocha – Bar/Bat Mitzvah
18. P 45 Rabbi – Hebrew or English
19. P 46 V'Shamru, Kaddish led by Bar/Bat Mitzvah
20. P 47 - 52 Silent Amidah
21. P 53 - 54 Hebrew - Bar/Bat Mitzvah and/or Rabbi
22. P 55 Kiddush - led by Bar/Bat Mitzvah
23. P 56-57 Aleinu - led by Bar/Bat Mitzvah

Ark opened by_____

24. P 58 Mourners Kaddish - Rabbi
25. President's Announcements
26. P 62 Yigdal - led by Bar/Bat Mitzvah (or Adon Olam P 211)

Saturday Morning Service

Name (English) _____

Hebrew Name _____

Mother's Name _____

Father's Name _____

Tallit presentation if not presented Friday Night

1. P 103 - 111 Preliminary Service (Hebrew)
2. P 112 Psalm for Shabbat (Hebrew or Optional English Resp) _____
3. P 120 - 122 Introductory service continues
4. P 136 – 146-7 Pesikta D'zimra (concludes page 104 - 105)
5. P 147 - 166 – **Shachrit**

(5a. P 316 – Hallel – if necessary for Holidays and Rosh Chodesh)
6. P 167 Full Kaddish
7. P 168 - 171 Torah Service - led by Bar/Bat Mitzvah
Ark opening _____
8. Torah transmission (**OPTIONAL**)
Grandparents _____
To Grandparents _____
To Parents _____
To Bar/Bat Mitzvah _____
9. Procession - Torah carried by Bar/Bat Mitzvah
Carries 2nd Torah (if necessary) _____
Sits with 2nd Torah (if necessary) _____
10. Introduction to Torah – Bar Mitzvah Speech

11. Torah Reading - Aliyot: (Please list actual Torah readers on separate sheet.)

Fill in English name and Hebrew name(_____ ben/bat _____)

(Immediate family members should not follow each other to the Torah in succession)

1st Aliyah: English Name _____
(Kohen) Hebrew Name _____

2nd Aliyah: English Name _____
(Levi) Hebrew Name _____

3rd Aliyah: **Reserved for Congregation**

4th Aliyah: English Name _____
Hebrew Name _____

5th Aliyah: English Name _____
Hebrew Name _____

6th Aliyah: English Name _____
Hebrew Name _____

(Hosafah: **ONLY** when necessary as extra aliyah for *aufruf* or baby naming)

English Name _____
Hebrew Name _____

7th Aliyah (*Acharon*) - Parents: English
Name _____
Hebrew Name _____

Maftir: Bar or Bat Mitzvah:
English Name _____
Hebrew Name _____

Hagba (Raising Torah) English Name _____

Gelilah (Dressing Torah) English Name _____

(2nd Hagba Only if 2 Torah Read) English Name _____

(2nd Gelilah Only if 2 Torah Read) English Name _____

12. Introduction to Haftorah - Rabbi

13. Haftorah & Blessings - Bar/Bat Mitzvah

14. P 176 Prayer for Congregation and Community
15. P 177 Prayer for Country (CBS Board) & Prayer for Israel
P 178 Prayer for Peace – (**Optional** Responsive Rdng) _____
16. P 181-182 Ashrei - led by Bar/Bat Mitzvah (or with _____)
17. P 183 - 184 Service for returning Torah - led by Bar/Bat Mitzvah
Ark Opening _____
18. Carries Torah (may be same as Hagbah) _____
Carries 2nd Torah (if 2 Torahs read) _____
19. Sermon and charge to Bar/Bat Mitzvah - Rabbi
20. President's message and gift presentations
21. Parents Talk (or shehechyanu) - optional
22. P 184 Musaf Kaddish - led by Bar/Bat Mitzvah
23. P 185 - 192 **Musaf** - led by Bar/Bat Mitzvah and Rabbi
25. P 203 Full Kaddish
26. P 204 Eyn Keilohenu - led by Bar/Bat Mitzvah or _____
27. P 205 Aleinu - Ark Opening _____

28. P 207 Mourner's Kaddish
29. President's announcements
30. P 211 Adon Olam led by Bar/Bat Mitzvah
31. Kiddush and Hamotzi (Following Services)

Guidelines for Parents: Bar/Bat Mitzvah Blessing

Near the end of the service, parents have an opportunity to say a few words on the occasion of the Bar/Bat Mitzvah.

Ö *This is a time to share some of your pride and love for your child with the congregation and to point the way to your child becoming a good Jewish adult.*

Ö *It is not appropriate to tell your life story or that of your child or to attempt to map out the rest of his or her life. It can be a moment to emphasize some of the essential values that you want to pass on to the next generation.*

Ö *The blessing should not be at all retrospective, focusing instead on your hopes and dreams for the future.*

Ö *Write it down. Even the most eloquent parents can forget what they want to say at such an emotional time.*

Ö *Remember the context. This is a religious service to celebrate your child's status as a Jewish adult. It may be tempting to praise all of his or her talents and accomplishments but dwelling on unrelated subjects (such as sports or music) will detract from the religious nature of the event. Such a speech would be more appropriate at a reception after the service.*

Ö *Remember the congregation. This is not just a gathering of your family and friends but of the community and some things are better said in private. Thirteen-year-olds are notoriously sensitive to embarrassment and funny stories about their early childhood can be perceived as cruel when they are retold in public.*

Ö *Keep it short. Try to stay under two minutes. You can and should tell your child how proud you are at other times and you don't need to explain all the details in this rather hectic setting.*

Ö *If what you wish to say is not within these guidelines, the Shabbat service may not be the right place for your words. Perhaps a toast at your s'eudat mitzvah/reception is more of what you would like. By all means, take advantage of that opportunity.*



Torah & Haftorah Readers

Dear B'nai Mitzvah Parent:

We would first like to congratulate your child on reaching this point in their lives. We also want to wish you a Mazel Tov as we are sure they didn't reach this milestone without you. As the coordinator for the Torah and Haftorah readers here at Congregation Beth Shalom, we are always looking for talented and willing individuals to read on Saturday mornings. We would like to extend an invitation to your young Jewish adult to be an active part of the community and read from time to time. Please go to our website, www.bshalom.net and click on Torah Readers on the left hand side of the homepage to request future Torah readings. Many times there are long lead times to allow time to study and prepare; most of the time people have two to four weeks to prepare. There is no pressure, the individual is free to choose as many or few as they want. If you do not own a tikkun (study guide with both annotated and unannotated readings) we can scan and e-mail any portions to the reader upon request.

If you have any questions please do not hesitate to call the Office.

Please use the information below to request Torah readings for family and friends for your child's B'nai Mitzvah and e-mail the information to office@bshalom.net as soon as known.

Thank you for your support,

Torah Reading Coordinator
www.bshalom.net
Click on Torah Readers

Torah/Haftorah Reader Information

A list of your family and friends who would like to read Torah at your B'nai Mitzvah service should be emailed to the Torah Reading Coordinator with the following information:

Name: _____

Phone: _____

Type of Reader (circle): Torah Haftorah Both

E-mail 1: _____

E-mail 2: _____

If you have any special requests or needs please note below:

Congregation Beth Shalom
Member Contract for Use of Facilities
Basic Contract Information

For Office Use Only

Deposit _____

Check # _____

Date Pd _____

Balance \$ _____

Due by _____

Date pd _____

Name: _____

Address: _____

Cell Phone: _____ **Work Phone:** _____

Email Address: _____ **Approx. number of people attending** _____

Date of Event: _____

Type of Event: _____

- | | |
|--|---------------------------|
| <input type="checkbox"/> Evening Rental of Facility - Saturday Night
(The Katz Social Hall - 7:00pm-11:00pm) | \$700.00 |
| <input type="checkbox"/> Evening Rental of Facility - Sunday Night
(The Katz Social Hall - 7:00pm - 11:00pm) | \$750.00 |
| <input type="checkbox"/> Sanctuary | \$300.00 |
| <input type="checkbox"/> Friday Night Shabbat Dinner for Family (no security charge)
(The Katz Social Hall) | \$300.00 |
| <input type="checkbox"/> Kitchen Rental (maximum of 8 hours) | \$175.00 |
| <input type="checkbox"/> Mashgiah Fee | \$125.00 |
| <input type="checkbox"/> Chapel / Foyer / Lobby | \$100.00 |
| <input type="checkbox"/> Foyer / Lobby | \$100.00 |
| <input type="checkbox"/> Library / Classroom | \$50.00 |
| <input type="checkbox"/> Linen Rental—short cloth \$7.00 each | \$ _____ |
| <input type="checkbox"/> China / Glasswear / Flatware rental - \$5.00 per place setting | \$ _____ |
| <input type="checkbox"/> Stage Rental - \$20 per section - 6 sections | \$ _____ |
| <input type="checkbox"/> Security Personnel are required for Saturday & Sunday night events
Beth Shalom can help hire off duty police - \$40 per hour | \$ _____ |
| <input type="checkbox"/> Damage Deposit (separate check please) - This check is not cashed
unless Executive Director is notified of damage during the event | \$500.00
Check # _____ |

Congregation Beth Shalom, Inc. ("CBS") hereby agrees to permit the above-named User to rent the above-listed facilities at the charges and under the terms and conditions in this Agreement.

A. Facilities Use Information

Food Service Information

1. Advance Use of Kitchen. The kitchen charge for all Advance Preparation dates for the caterer is \$175 per day. This fee is also charged for the day of the Simcha. Specific days for use must be coordinated through the CBS office. There is no kitchen fee charge if using Sisterhood In House Caterer.

2. Food Service. Only Sisterhood In House Caterers and caterers on the CBS Approved Caterers List (available from CBS office) are permitted to use the kitchen. User must arrange for Caterer to contact office within 10 days of User contracting with Caterer. Caterer will be required to provide CBS with certificate of insurance and a separate damage deposit of \$500 to assure that the kitchen is left in good shape and clean.

Check one: ☐ Sisterhood In House Caterer ☐ Caterer from Approved Caterer list will cater.

3. Mashgiach. CBS will arrange, on behalf of User, for a Mashgiach to be present during any kitchen use by an outside caterer, including during the event. Mashgiach rate is \$175/day billable to the user (**maximum 6 hours**). If the Mashgiach needs to be there over 6 hours in one day, a fee for 2 days will be charged.

4. Setup. User is responsible for providing ten (10) days in advance of the Function a floor plan for table set up and placement.

Facility Rental Information

5. Social Hall, Foyer or Chapel Fee includes:

- Custodial services, tables and chairs, set up and breakdown
- Use for actual function for up to 4 hours (2 hours on Friday night), plus 4 hours prior to and 2 hours after function. See §D3 for charges for use for additional hours.

User must consult with Rabbi for permissible start time for Saturday night function or any function following a Jewish holiday.

6. Chapel, Lobby or Foyer Fee: Fee includes custodial services, tables and chairs

7. Sanctuary Use. Use is for up to 2 hours and includes only custodial. If the function is other than a Judaic ritual function, User must arrange to provide a curtain backdrop to be placed in front of the ark to shield it during the function.

8. Additional Rental Charges. Additional rental charges, if applicable, will appear in the Summary of Charges on page 1.

9. Surcharge for Sunday Evening. Because of the additional labor, there is a \$50 surcharge for Sunday evening functions.

B. Security. CBS office will arrange, on behalf of the User, for the hiring of security. Payment must be made by User directly to the officer on duty at the time of the event, except on Shabbat. Fee for security is presently typically \$40/hour, but may vary based on the security guard and for holidays. 4 hour minimum.

C. Security Deposit

Security Deposit (Member \$500; Non-member \$750) payable 30 days prior to function. The Security Deposit will be returned after a premises inspection within 10 business days following the event if all obligations to CBS have been met.

D. Other Terms & Conditions

- 1. Dietary laws are to be strictly observed; User is responsible.**
2. User agrees to indemnify CBS for all damages to facilities (including, but not limited to damage or loss of kitchen equipment, utensils, china, flatware, chairs and tables), which damage has been determined by CBS to have occurred during the use of facility by User, whether caused by User, guests, User's contractors or otherwise. Damage includes the need to replace anything or re-kasher any facility.
3. User shall have access to the facility 4 hours prior to the scheduled start of the function. User will be responsible to have guests vacate premises immediately at end of agreed Use Period.

Events extending beyond the Use Period must be arranged for in advance. **Use of any facility beyond contracted period will be charged at the rate of \$100 per hour for each hour or portion thereof, if arranged for at least five (5) days in advance, and \$200 per hour if not arranged for in advance.**

4. Caterer and other onsite vendors must provide to CBS office the certificate of insurance naming CBS as additional insured.
5. User acknowledges that the "Actual" amounts due as reflected in the Summary of Charges are subject to change based on additional charges being incurred, including additional charges for event extending beyond the Use Period, a change in the number of tables needed, etc. after the Agreement has been completed. The charges contained in this Agreement do not include fees owed to caterer or the Rabbi or for honorarium fees or b'nai mitzvah fees (tutoring, etc.).
6. CBS reserves the right to cancel any event if User is not current on synagogue fees or assessments or User fails to pay any amount under this Agreement when due, time being of the essence.
7. User is responsible for notifying caterer, band, florist, etc., that all deliveries and set-ups must be made during office hours Mon, Tues & Thurs.: 9:00 a.m. – 4:00 p.m.; Wed and Fri: 9:00 a.m. – 3:00 p.m.
8. The Renter agrees to indemnify and hold CBS harmless for damage of any kind to vehicles or personal property of any member, guest or invitee of the Renter. CBS is not responsible for any loss to Renter or guests.
9. Individuals and organizations holding events at Beth Shalom agree to indemnify and hold Beth Shalom harmless from all claims, suits, liabilities or causes of action whatsoever other than Beth Shalom's sole negligence. The applicant further agrees to be responsible for any and all damage to Beth Shalom's building, facilities or equipment and agrees to indemnify and hold harmless Beth Shalom from any and all claims for loss, injury or damage to any person or property while on Beth Shalom's premises, arising out of the negligence of any person attending the above-described function, or of any contractor provided by the undersigned. Applicant further agrees to indemnify, defend and hold harmless Beth Shalom from any and all liabilities arising from the service of food and/or alcoholic beverage to members, guests and invitees of the Applicant whether such liabilities arise from an occurrence on or off the Premises.

I have read the Agreement and agree to its terms.

Date: _____

User Signature

Date: _____

Congregation Beth Shalom, Inc.

By: _____
On behalf of CBS

FACILITY AGREEMENT INFORMATION

Charges:

- **Six Months Before.** User may place a "hold" on a future date. CBS will honor that "hold" until six months prior to the date. At that time a \$100 refundable reservation deposit and a signed Agreement must be submitted.

If another party requests the same date prior to receipt of the deposit and signed Agreement, CBS will notify User who will have until 4:00 p.m. the next business day to deliver the deposit and a signed Agreement. Failure to do so will release the hold.

- **Sixty Days Before.** Sixty (60) days prior to the function all B'nai Mitzvah fees are due.
- **Thirty Days Before.** Thirty (30) days prior to the function, congregant must be current on all Synagogue obligations. In addition, all other estimated B'nai Mitzvah fees are due – Mashgiach, Kitchen Use, etc.
- **Ten Days Prior.** The balance of all amounts due are payable ten (10) days prior to the Function.

Because of additional custodial costs, a Sunday evening event incurs a \$50 surcharge

A Security Guard is required for all functions with (i) more than 100 guests and (ii) functions where there will be a significant number of teens and children. Although generally the security guard is to be paid directly by User, for a Friday night function (or other holiday), CBS will pay security guard on behalf of the User and the amount will be included on the final invoice.

Members must be current on all synagogue fees and assessments in order to submit an Agreement.

Rentals, Etc.

CBS currently has approximately 28 round tables (72" in diameter) 20 rectangular tables (6') and 10 rectangular table (8'). Each table will seat up to ten persons. Tables are included in the rental of the social hall and the foyer only.

We have both black and white linen tablecloths. Each color linen tablecloths are only available for use once during a weekend because of the need to launder them.

For meat meals the maximum meat place settings available for rental are 175. The place setting consists of a plate, drinking glass, coffee cup, and flatware

Outside caterers may rent coffee pots for a \$100 fee.

FACILITIES RENTAL CONTRACT CHECK LIST

MEMBER NAME _____ **EVENT DATE:** _____

PARTY PLANNER: _____

NUMBER OF GUESTS: _____ **ADULTS** _____ **CHILDREN**

CATERER: _____

Contact Details _____ ☐

Setup / Floorplan _____ ☐

Insurance Certificate _____ ☐

DJ /BAND:

Contact Details _____ ☐

Insurance Certificate _____ ☐

ENTERTAINMENT (ie: gaming, decorator):

Contact Details _____ ☐

Insurance Certificate _____ ☐

PHOTOGRAPHER:

Contact Details _____ ☐

Insurance Certificate _____ ☐

ALCOHOL:

Contact Details _____ ☐

Payment:

Balance due _____

Balance paid _____

PROGRAMS TEMPLATE

Bar Mitzvah of Jacob Ryder Gero



**September 14, 2019
Parshah: Ki Teitzei
Haftarah: Isaiah 54: 1-10
Congregation Beth Shalom
Atlanta, GA**

In order to make the B'nai Mitzvah process easier on parents, we have designed a template for you to use in your program handouts. The text that we will supply includes a description of the service, as well as Beth Shalom customs, rituals, and an explanation of the b'nai mitzvah ceremony. This text is designed for the inside pages of your program and you can add your aliyot and other personal information on the front and back covers.

Please contact the Beth Shalom office at office@bethshalom.net for a copy of the official text to insert into your program.

CONGRATULATIONS ON YOUR UPCOMING SIMCHA



Just a few words to remind you how your Gift Shop can help with your planning.

1. A great selection of invitations and kippot at discount prices. To order call Ilene Prater at 700-444-8550.
2. The best selection of tallit in town mostly from Israel at discount prices.
3. Magic no stain no wrinkle Judaic tablecloths, for your Friday night dinner, at discount prices.
4. Thank you gifts for people who entertain for you.
5. Gifts for your child and friends.

PLEASE TELL THEM TO REGISTER !

And

6. We can order favors for your guests.

Call Sheila 770-671-1667 or Regina 404-790-5170



NOTES

