

TEMPLE ISRAEL

**Block Family
Religious School**

**B'nei Mitzvah
Handbook
2020/2021**

2020/2021 6th Grade Class B'nei Mitzvah Dates

Jackson Mincy

6730 Layton Court
Tallahassee FL 32317

Parents:

Shelly Mincy

shellykmincy@gmail.com

Michael Mincy

mike.mincy@icloud.com

Bar Mitzvah Date: 10/16/21

Parashat Lech-Lecha

Rubin Proctor

Orlando Address

Parents:

Amber Proctor

tallypig@hotmail.com

Eric Proctor

dtay2707@gmail.com

Bar Mitzvah Date: 11/6/21

Parashat Toldot

Elena Lowe

128 Pheasant Ridge
GA 31792

Parents:

Beth and Mark Lowe

mbje7777@gmail.com

Bat Mitzvah Date: 2/5/22

Parashat Terumah

Abel Adams

2906 Ivanhoe Road
Tallahassee, FL 32312

Parents:

Geoff & Leah Adams

gadams52@gmail.com

leah2403@gmail.com

Eliza Mirowitz

3051 Whirlaway Trail
Tallahassee FL 32309

Parents:

Akol Mirowitz

fsuoriol8@outlook.com

Renee Mirowitz

renee@ivyhillacademy.com

Bat Mitzvah Date: 2/19/22

Parashat Ki Tisa

Ezekiel Freeman-Simonds

4694 Pimlico Drive
Tallahassee FL 32309

Parents:

Sandra Simonds

ssimonds@thomasu.edu

Alex Papanicolopolous

awp22@cornell.edu

Bar Mitzvah Date: 5/7/22

Parashat Kedoshim

Rebecca Cyphers

4442 Maylor Road
Tallahassee, FL 32308

Parents:

Karen Cyphers

karencyphers@gmail.com

Brett Cyphers

Troika92@gmail.com

B'nei Mitzvah
Handbook 2020/21

CONTENTS

	Page
Welcome letter	4
Family Expectations and Obligations	5
Curriculum for Students	6
D'var Torah, Materials, Preparation	7
Bar / Bat Mitzvah Lessons: Prerequisites and Expectations	8
Policies for Temple Israel Block Family Religious School	9
A guide for Bar /Bat Mitzvah Parents at Temple Israel	10
Torah Blessings with transliteration	12
Oneg and Kiddush Lunch Information, Board of Trustees	11
Temple Israel Food and Catering Policies	13
Temple Israel Facilities Use Policy	17

Dear Bar or Bat Mitzvah Student,

Yasher Koach! You are about to embark on the next stage of your journey to Jewish adulthood. As you begin this phase of your Jewish education, you will not only continue with your class in religious school, but will also meet weekly with either Stefanie Posner or Rabbi Shields. These private meetings begin six to nine months prior to your *Bar* or *Bat Mitzvah*, depending on your needs. Stefanie Posner will assess you and speak with your parents as to the best time for you to begin. You will begin your process of learning basic prayers and sharpening your reading skills with her. When she deems you are ready to work with the Rabbi on your Torah portion, your lessons will continue with him. Our goal is to give you the tools and support that you need. We will work with you to ensure your success.

Bar or *Bat Mitzvah* means Son or Daughter of the Commandments. You become a *Bar* or *Bat Mitzvah* by reaching the Jewish age of maturity; thirteen for boys and twelve for girls. Your *Bar* or *Bat Mitzvah* date is the day you will demonstrate your entry into Jewish adulthood by leading the congregation in prayer, being called to Torah, and delivering a *d'var Torah*, a teaching about your Torah portion. The journey to your *Bar* or *Bat Mitzvah* day will require a serious commitment not only by you, but by your family as well. The following pages will outline the course of preparation you and your family will follow. Becoming *Bar* or *Bat Mitzvah* is about accepting Jewish responsibility. It is about developing knowledge and habits that will shape your adult life.

You will learn many skills that we will ask you to continue to use to serve this congregation and any congregation you might be a member of in the future. Your path will give you the opportunity to engage in *tikkun olam*, the repair of the world, through our community *mitzvah* projects. We will ask you and your family to be engaged members of the Jewish community.

We hope that you and your parents will read through this booklet together and refer back to it often throughout the period of preparation for your *Bar* or *Bat Mitzvah*. On behalf of everyone at Temple Israel, we want you to know that we are extremely proud of your choice to enrich your life and the life of the Jewish people by celebrating your *Bar* or *Bat Mitzvah*, and we look forward to welcoming you as an adult member of our congregation.

Mazal Tov!

Michael Shields
Rabbi

Stefanie Posner
Education Director

Susan Nipper
Temple President

Family Expectations and Obligations

The expectations for our *Bar/Bat Mitzvah* families break down into three general areas: those related to learning (*Torah*), those related to good works (*G'milut Chasidim*) and those related to the Temple Israel community (*Kehillah*).

Learning (*Torah*)

- 1) Student is to have at least weekly lessons with the Education Director for the initial 6 month liturgy sessions, and every 1 to 2 weeks with the Rabbi for Torah study depending on student needs and scheduling. Student must be at lesson on time and with all the materials needed for the lesson. The expectation is that these meetings will be at a regularly scheduled time.
- 2) Student is to adhere to practice schedule laid out by their teachers, generally 30 minutes per day.
- 3) Parent or student must call in advance to cancel a lesson.
- 4) The entire family is expected to attend two pre-scheduled seminars with the Rabbi. These will generally occur during Religious School hours. The topics included are:
 - a) History and meaning of *Bar/Bat Mitzvah*
 - b) What do our prayers mean?
 - c) What is actually happening during the Torah service? How do we participate?
- 5) Student is expected to continue attending religious school, not only during the year of the Bar/Bat Mitzvah, but through Confirmation Class.

Good Works (*G'milut Chasidim*)

- 1) Family is expected to participate in at least two (2) congregation wide *mitzvah* opportunities. These include but are not limited to:
 - a. Temple Mitzvah Projects
 - b. Meals on Wheels
 - c. Shelter dinners
 - d. Christmas Day at Shelter or Ronald McDonald House
- 2) Student is to do an independent *Mitzvah* Project of their choice. This should be a project that has the potential to positively affect another person's life.

Community (*Kehillah*)

- 1) Families are expected to attend the *B'nei Mitzvah* of the other members of the students' class.

- 2) Family is expected to attend Friday night services and to sponsor or prepare the Friday night *oneg* and the Saturday *kiddush* luncheon the weekend of the *Bar/Bat Mitzvah*.

Student Curriculum

Tefillah and Torah

Each student's *Bar* or *Bat Mitzvah* service will be customized according to ability and preference, at the discretion of the Rabbi, and in consultation with the family. We especially encourage the student and family to participate in the decisions about melodies, readings and honors that will give this service your personal touch, as we create a service together that will invite the entire congregation to pray and celebrate Shabbat. The following list represents many of the elements of the *Shabbat* morning service at Temple Israel, which you will help to lead at your *Bar* or *Bat Mitzvah*. Much of the material should be review, as it will have been covered in your previous Hebrew classes. The Education Director will not necessarily cover all of the material in the order it is listed here and may include additional material if time allows. You and your parents will receive regular email updates from the Education Director and weekly assignments are kept in your B'nei Mitzvah folder. Rabbi will update the student's google document after each lesson.

Blessing before Torah

Blessing after Torah

Blessing before Haftarah

Blessing after Haftarah

Shabbat Evening Kiddush

Daily Blessings

Ashrei

Shabbat morning Chatzi Kaddish

V'ahavtah

Avot

Gevurot

Kedushah

Yotzer

Shabbat Candle Blessing

Ha'Motzi

Tallit Blessing

Torah Study Blessing

Torah Trope
1st aliyah Torah
2nd aliyah Torah
3rd aliyah Torah
4th aliyah Torah
Haftarah_Trope
Haftarah Portion

D'var Torah

During your 2 monthly lessons with Rabbi, you will discuss the meaning of your *Torah* portion. This getting to know your portion and crafting a meaningful message is just as important as your Hebrew proficiency. The Rabbi will guide the pace of the D'var Torah process during lessons. Your discussions with the Rabbi during these sessions will form the basis for your *D'var Torah*. The *D'var Torah* generally consists of the following elements:

- 1) Summary of the *Torah* portion
- 2) Overview of some of the Rabbinic Commentary on your portion
- 3) Your thoughts and opinions on these traditional interpretations
- 4) A relevant application of the portion to our lives

The *D'var Torah* is a chance for you to express your own opinion and interpretation of your *Torah* portion, based on what you have learned. Creativity is encouraged, and your personality should come through. The *D'var Torah* is not a thank you speech. It is your responsibility to use it to teach something to the congregation.

Materials

During your first lesson, the Education Director will give you your first assignment, and all of the materials you will need to practice between lessons. You will be given additional materials as you progress in your training, and you must bring all of these to every lesson. Your *Tefillah* packet includes most of the material you will be expected to master.

Along with your emailed updates, you will be sent MP3's of your assignments. You should listen to these while you practice, so that you can sing the melodies for each new Hebrew assignment. You may choose to burn a CD or put the files on an MP3 player. It is your responsibility to practice and master the Hebrew and the melody for each of your assignments. If you have difficulties with any of the files, you must notify us immediately so that you are able to practice effectively between lessons.

After you have mastered most of the material in your *Tefillah* packet, you will receive a booklet containing your *Torah* portion, *Haftarah*, and commentaries to help you write your *D'var Torah*. This should be kept with your other materials, and must be brought to all lessons.

You and your family will meet with the Rabbi and Music Director in the last month before your *Bar* or *Bat Mitzvah* to choose melodies for the service. After this meeting, you will get a copy of our congregational *siddur* (prayer book) with cues marked for your service. Bring this *siddur* with you to all of your lessons and, especially, to the service rehearsal the day before your *Bar* or *Bat Mitzvah*, and the service itself.

Bar/Bat Mitzvah Lessons

Beginning ten to twelve months prior to the date of your *Bar* or *Bat Mitzvah*, you will meet weekly with Stefanie Posner. If you need additional lessons, we will provide them, though if more support is required, we will work on pairing you with a supplementary private tutor. As you progress you will begin to meet with the Rabbi. While most students are able to prepare adequately in the time provided, we understand that not every child learns at the same pace or in the same style. Some students benefit from more frequent lessons or from studying for more than six months. We will do all we can to be sure your child feels confident on the day they ascend the *bimah* to lead services. We encourage you to check in with either the Rabbi or the Education Director often to make sure that your child is progressing on schedule. If you feel that your child may need extra time, please contact us to schedule a consultation. Parents are welcome to sit in during lessons, unless it becomes distracting to the student. Lesson times are arranged through the Education Director and Rabbi. Parents must stay at Temple during their child's lesson unless it is during Religious School hours.

Prerequisites and Expectations

Most students at Temple Israel study for *Bat* or *Bat Mitzvah* during sixth and seventh grade. This means that before you begin your private weekly lessons with the Education director, you will have completed the Hebrew Curriculum. You will continue to attend Religious School on Wednesday evenings and meet weekly for private lessons. In order to begin your private weekly lessons and to organize these lessons please immediately fill out and return the form enclosed on page 19 of this handbook.

While there is no formal Hebrew class for the seventh grade you will be expected to practice reading Hebrew regularly, especially if you are not starting your private lessons right away. You should practice 20-30 minutes a day, reviewing everything you learned in your most recent Hebrew class, until your private lessons begin. The Education Director will assess when you are ready for your next step.

If your *Bar* or *Bat Mitzvah* date is scheduled while you are still in the sixth grade, you will continue with your class on Sundays and Wednesdays, in addition to your weekly private lessons. During *Hebrew* lessons, you may, with your teacher's permission, work on your *Bar* or *Bat Mitzvah* assignments rather than the *Hebrew* curriculum.

On the next page you will find a copy of the current Temple Israel Block Family Religious School Policies, which outlines all of the requirements of our school and *B'nei Mitzvah*. In order to begin your *Bar* or *Bat Mitzvah* training, we expect that you will have fulfilled all of your obligations up to this point, and that you will continue to do so. Your decision to celebrate your *Bar* or *Bat Mitzvah* indicates your commitment to lifelong Jewish learning, and, to this end, you will be expected to continue your education through

our Teen Program, PARTY, and remain active in our congregation throughout High School, and to stay involved in the Jewish community wherever life takes you in the future. If you have any questions or concerns, please contact the Rabbi.

Policies for Temple Israel Block Family Religious School

Approved by Temple Israel Board of Trustees July 24, 2007

The goal of the Block Family Religious School is to assist the children of Temple Israel in becoming educated Jews. To accomplish this, a child must experience a combination of formal and informal education. The best way for a child to become a mature Jew is for the child and family to actively participate in all aspects of congregational life. Therefore, the Board of Trustees of Temple Israel and the Block Family Religious School Committee have established the following policies:

1. Youth attendance at religious school:
 - a. Students should begin attending Religious school in kindergarten and continue through 10th grade confirmation. In order to be accepted into *B'nei Mitzvah* training the student must begin Religious School no later than 3rd grade. Students are encouraged to attend Pre Kindergarten and post confirmation classes.
 - b. Students are expected to arrive on time. Should a student arrive tardy three times to Religious School, the parents will be notified by telephone.
 - c. In order for a student to receive credit for a particular school year, a student must attend at least 75% of the designated school sessions as listed in the year's official school calendar.
2. Parent attendance at Family Education days:
 - a. Family Education days are a regular part of the educational curriculum at the Block Family Religious School of Temple Israel.
 - b. At least one parent is expected to attend with their student during these family education sessions. (approximately 3 per year)
 - c. If you are unable to attend, please send a designated adult to participate with your child.
3. Youth attendance at religious services:
 - a. Students are expected to attend religious services a minimum number of times each year based upon their grade in religious school. The following is the minimum expected schedule:
 - i. Pre-K and Kindergarten: Tot *Shabbat* as often as possible
 - ii. Grades 1-2: 6 services per year
 - iii. Grades 3-5: 9 services per year
 - iv. Grades 6-10: 12 services per year
 - b. Both holiday and *Shabbat* services are counted towards the totals.
 - c. Students are expected to attend and participate in grade level sponsored *Shabbat* services.
4. Youth behavior at religious school:

- a. Students are expected to act and dress in a respectful and considerate manner at all times with regard to themselves, their classmates and other students, and all teachers and administrators.
5. If the student and family does not fulfill the above expectations, the Rabbi reserves the right to postpone or cancel training for *Bar / Bat Mitzvah* and/or Confirmation.

A Guide for *Bar / Bat Mitzvah* Parents at Temple Israel

Requirements:

Children

All of the requirements for children are outlined in this booklet. If you have any additional questions, please contact the Rabbi.

Family

The family must be full members “in good standing” of Temple Israel. To be in good standing requires that all dues, capital needs, religious school and any other account charges are paid in full and current. If you have questions or concerns about your standing, please contact Lisa Slaton, Temple Administrator.

***Bar/Bat Mitzvah* Fee**

The current *Bar/Bat Mitzvah* fee is \$700.00. This fee includes tutoring by our staff, piano accompanist, and singer for the *Bar* or *Bat Mitzvah* worship service. This fee is due thirty days prior to the *Bar* or *Bat Mitzvah*. For additional instrumentalists such as cello and guitar, or the Temple band, please consult Stefanie Posner. Additional fees will apply.

Meeting with Temple Administrator

Two months preceding the *Bar/Bat Mitzvah*, parents will need to arrange a date and time to meet with the Temple Administrator to discuss the logistics of the *Bar* or *Bat Mitzvah*. Details of this meeting include the items and policies in this guidebook.

Communication and Announcement of *Bar/Bat Mitzvah*

Newsletter

A short biography, including a description of your child’s *Mitzvah* project, and a picture are due to Stefanie Posner, by the 15th of the month preceding the *Bat/Bar Mitzvah*.

Worship Service Leaflet

Friday Night Worship Service

Candle lighting - please choose a person from your family to light and bless the *Shabbat* candles at the Friday evening service. This person will be listed in the service leaflet, and must be Jewish. Non-Jewish family members may be included and honored in many ways during the *Shabbat* Morning service. The *Bar* or *Bat Mitzvah* student will lead the congregation in the *Shabbat* Evening *Kiddush*.

Saturday Morning Worship Service

Aliyot to Torah: It is standard to have between 2 and 6 *Aliyot* (one is reserved for the B'nei Mitzvah student) that you may assign as honors to family members, congregants, or friends. Please consult with the Rabbi with any *Aliyah* questions. They will be listed in the service leaflet. Both English and Hebrew names are needed. You may want to copy the Torah Blessings with transliteration, found on page 10 of this handbook, for those who will be called up for an *aliyah*. You can also get a copy electronically upon request. Other honors include opening and closing the ark, lifting and dressing the *Torah*. Only English names are needed for these honors. The Rabbi can answer any questions you have about assigning honors. The final *aliyah* and the *Haftarah* blessings are customarily reserved for the *Bar* or *Bat Mitzvah* student. Please fill out and return the form on page 20 of this handbook to Stefanie Posner no later than noon on the Friday one week before the *Bar/Bat Mitzvah*.

Blessing before the reading of the Torah

Bar'chu et Adonai ham'vorach

בְּרַכּוּ אֶת-יְיָ הַמְּבָרָךְ !

Baruch Adonai ham'vorach l'olam va-ed.

בְּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד !

Praise be the One to whom our praise is due.

Praised be the One to whom our praise is due now and forever.

Baruch atah Adonai Eloheinu melech ha-olam

בְּרוּךְ אַתָּה, יְיָ אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,

asher bachar banu mikol ha-amim

אֲשֶׁר בָּחַר-בָּנוּ מִכָּל-הָעַמִּים

v'natan lanu et Torato.

וְנָתַן-לָנוּ אֶת-תּוֹרָתוֹ.

Baruch atah Adonai, notein ha-Torah.

בְּרוּךְ אַתָּה, יְיָ, נוֹתֵן הַתּוֹרָה.

We praise You Adonai our God, sovereign of the universe: who has chosen us from among the peoples by giving us this Torah. We praise You, O God, giver of the Torah.

Blessing after the reading of Torah

Baruch atah Adonai, Eloheinu melech ha-
olam

בְּרוּךְ אַתָּה, יְיָ, אֱלֹהֵינוּ, מֶלֶךְ הָעוֹלָם,

asher natan lanu Torat emet

אֲשֶׁר נָתַן-לָנוּ תּוֹרַת אֱמֶת

v'chayei olam nata b'tocheinu.

וַחַיֵּי עוֹלָם נָטַע בְּתוֹכֵנוּ.

Baruch atah Adonai, notein ha-Torah.

בְּרוּךְ אַתָּה, יְיָ, נוֹתֵן הַתּוֹרָה.

We praise You, Adonai our God, sovereign of the universe: You have given us a Torah of truth, implanting within us eternal life. We praise You, O God, giver of the Torah.

Oneg Information

The family of the *Bar/Bat Mitzvah* student sponsor the *Oneg* held on the Friday before the *Bar/Bat Mitzvah*.

- Choices:
1. Bring the food and supplies (enough for 50 persons). Staff fee is \$50.
 2. The Temple can provide food, staff and supplies for the *Oneg* for 50 persons. *Oneg* cost is \$150. Staff will set-up the room and tables. Regular and Decaf coffee provided. Food staff will platter all desserts and food and get everything ready, including paper products.
 3. Bring the food, supplies and handle set up and cleanup of *Oneg*. No staff present. No fee.

Please see the attached Food and Catering policies contained in this booklet.

Optional items: Flowers or plants for the bimah. These must be arranged on your own. Please coordinate delivery of flowers or plants with Lisa Slaton.

Kiddush Lunch Information

The family of the *Bar/Bat Mitzvah* student sponsors the *Kiddush Lunch* on the day of the *Bar/Bat Mitzvah*. Please add an additional 15-20 persons to your list. These people include Board members and representatives from Brotherhood, Sisterhood, Junior and Senior youth group and others who will present items to the *Bar* or *Bat Mitzvah* student. In addition, some congregation members will also be present.

- Choices:
1. Bring the food / desserts, and supplies. Staff to set up and clean up, \$75. Custodial Staff will set-up the room and tables. A staff person will set out the platters of food and refill foods when needed. For additional

Food preparation such as chopping, heating and mixing, there will be an additional \$50 charge. Any lunch in excess of 60 people or which uses china plates and silverware will require additional food staff. The charge is \$15.00 per hour, with a minimum of 5 hours.

2. Hire a caterer for the *Kiddush* Lunch, provide supplies and cover all set up and clean up. No fee.

3. If your family plans to have a party immediately following services at Temple Israel, all Shabbat attendees must be included and a modified rental fee will apply of \$100 plus \$100 per hour over the initial hour.

Configuration of the room will be arranged by the parents with the aid of the Temple Administrator.

The following items are available for room set-up:

14 round tables which seat 8 persons each = 112 persons

Approximately 12 banquet tables which seat 10 persons each = 120 persons

200 chairs

China or Paper plates

If you or a caterer are providing food, you will need to provide paper products and utensils

China – The temple provides the china, regular silverware, etc. (see extra staff note)

Linens /
Table Coverings

You may have the caterer provide linens / table coverings or you may purchase linens / table coverings of your choice
Note: Round tables are 83 inches in diameter. Banquet tables are 8 feet long.

Optional Items: Decorations for the Lunch – Items must be arranged by the family.

Food and Catering Information

Please see policies on pages 14 -18 of this guidebook.

Room Rental for Special Occasion (e.g. *Bar/Bat Mitzvah* party)

Please see policies on pages 14 -18 of this guidebook. Members may rent the social hall or the multipurpose room for a party or special occasion. Fees begin at \$150.

Board of Trustees

It is with pleasure that a member of the Board of Trustees attends the *Bar/Bat Mitzvah* and presents your child with a certificate. Your selection of Board

member to sit on the bimah during your student's service should be given to Stefanie Posner during the service planning one month before the service.

Food Policy-Life Cycle and other Congregational Events

TEMPLE ISRAEL TALLAHASSEE FOOD POLICY- INTRODUCTION *Adopted October 22, 2013*

Temple Israel does not maintain a kosher kitchen but does maintain certain food policies that vary depending upon the type of event being held in the Temple. These policies apply throughout the building and not just in the Ruby Diamond Social Hall or the gym. For those Jewish events that are more ritual in nature, are part of the holiday cycle of Jewish life, or that are held primarily for Temple members, Temple Israel observes what we have labeled a "Congregational Events Food Policy." Events of this nature include, but are not limited to: Onegs, Kiddush luncheons, Shabbaton, Break the Fast, Chanukah party, Sukkot meals, Simchat Torah, Class Shabbat Services, TASTY events, Shabbat dinners, Winter Camp meals, Camp Shalom meals, Tu B'shevat seder, Purim events, Pesach sederot, Yom Hashoah, Yom Ha'atzma'ut, Lag Ba'Omer, Shavuot-Tikkun, Havdalah events, Tish B'Av.

Events in which food is served and for which Temple facilities are used primarily for private, commercial, recreational events or that are more generally directed to the broader public as opposed to mostly Temple members will be subject to less restrictive food requirements but will still be respectful of certain basic food tenets in the Torah. We have labeled this policy "Other Events Food Policy." These events may or may not be "Jewish." Examples of events of this nature include but are not limited to: the Jewish Food & Cultural Festival, B'nei Mitzvah evening parties, wedding receptions and secular events.

At events in which the "Other Events Food Policy" is used, the sponsor is welcome to use all or part of the Ritual Events Food Policy if desired.

For small gatherings such as brown bag lunch meetings, attendees are urged to be respectful of the provisions of the "Other Events Food Policy" although the participants are welcome to use additional limitations if they choose.

If it is not clear which policy should be used for a particular event, the decision will be made by the Rabbi or his designee.

No one on the Temple Israel staff or Board is designated as the "food police." No one should ever be publicly singled out because a policy is not strictly followed. Instead,

if a dish or practice is observed that does not follow a Temple Israel policy, it should be brought to the attention of the Rabbi to address as he deems appropriate.

Congregational Events Food Policy

Caterers providing catering services, congregants providing food and / or beverage(s), and others providing food and/or beverages at Temple Israel must abide by the following:

1. The following foods will be permitted on Temple Israel property:
 - a. Meat from the following mammals: beef, lamb, goat, venison and bison;
 - b. Meat from the following fowl: chicken, duck, turkey, goose, quail, dove;
 - c. All fish with fins and scales **except**: catfish and shark;
 - d. All fruits, vegetables (including all types of potatoes), rice and other grains.

2. The following foods will **not be permitted on any congregational property**:
 - a. Pork, pork derivatives, any product made with lard;
 - b. All shellfish, including but not limited to: shrimp, scallops, crab, clams, and mussels.

3. At any event at which food and / or beverage is to be served, either meat / fowl, **OR** dairy may be served, but **not both** at the same time. If meat / fowl is to be served, side dishes must be prepared without dairy products such as butter, milk and / or cream. Meat / fowl must also not be prepared using butter, milk and/ or cream, or other dairy products. If meat/fowl is to be served, desserts that are or include dairy products may be served following the clearing of the meat/fowl course. Fish and vegetables are parve and may be served with either meat/fowl or dairy.

4. In addition to the foregoing guidelines, no baked products containing flour or leavening of any kind, are permitted on Temple Israel grounds during Passover, and matzah must be only those produced specifically for Pesach and clearly marked as such.

Questions regarding dishes that are in keeping with this policy should be directed to the Rabbi.

Other Events Food Policy-See Facilities Policy, Page 19

Catering- See also Facilities Policy, Page 18

Caterers providing catering services or congregants providing food and / or beverage(s) must abide by the following:

1. The following foods will be permitted on Temple Israel property:
 - a. Meat from the following mammals: beef, lamb and goat;
 - b. Meat from the following fowl: chicken, duck, turkey, goose, quail, dove
 - c. All fish with fins and scales **except:** catfish and shark;
 - d. All fruits, vegetables (including all types of potatoes), rice and other grains.
2. The following foods will **not be permitted on any congregational property:**
 - a. Pork, pork derivatives, any product made with lard;
 - b. All shellfish, including but not limited to: shrimp, scallops, crab, clams, and mussels.
3. At any event at which food and / or beverage is to be served, either meat / fowl, **OR** dairy / fish / vegetable may be served, but **not both.** i.e. If meat / fowl is to be served, side dishes must be prepared without dairy products such as butter, milk and / or cream. Meat / fowl must also not be prepared using butter, milk and / or cream, or other dairy products.
4. No meat and / or fowl may be served at **Kiddush Lunch.** Kiddush Lunch menus must be comprised of dairy, vegetables, fish, grains or a combination of the same.
5. In addition to the foregoing guidelines, no baked products containing flour or leavening of any kind, are permitted on Temple Israel grounds during Passover, and matzah must be only those produced specifically for Pesach and clearly marked as such.

Catering Policy

The Board of Trustees catering policy provides congregants with flexibility of choice. This policy will permit any caterer to provide services at Temple Israel so long as the caterer executes a contract whereby it agrees to remit a facilities use fee equivalent to twenty percent (20%) of the gross catering contract amount and the caterer agrees to abide by the food policies established by Temple Israel.

The contract to be executed by the caterer and Temple Israel will contemplate payment of the facilities use fee within fifteen (15) days of the catered event and a copy of the contract between the congregant and the caterer must be submitted with payment, for cross referencing purposes. Any caterer that does not comply with the contract will be prohibited from catering any other event at Temple Israel until such time as the

contract is fully complied with. A catering contract is available from the Temple Administrator.

If you have any questions, please feel free to e-mail Lisa Slaton at admin@templeisraelth.org.

The Spinning Dreidel

The Spinning Dreidel stocks many items that you will find helpful in planning your Bar/Bat Mitzvah. These items include planning books, such as “Putting God on the Guest List” and "Bar/Bat Mitzvah Basics" a practical family guide to coming of age together, in addition to albums, tallitot, kippot, and tallit clips. The Spinning Dreidel also offers a gift registry for your special occasion, and we encourage you to bring your child in and complete the registry form. Gift Certificates can also be purchased.

***Bar/Bat Mitzvah Party* and/or Room Rental Information**

This is a totally optional event. For rental information refer to the Temple Israel facilities policy below.

RENTAL RULES AND GENERAL POLICIES (Events Planning Guide – Rental Agreement 2020)

All congregants and renters are required to honor and follow all rules, policies, and general guidelines set forth by Temple Israel. Events must always comply with City Ordinances and Fire Codes. Temple Israel reserves the right at its sole discretion to restrict party activities that will violate such codes or that are considered unsafe or inappropriate for a celebration.

All deliveries must be made no earlier than the two business days prior to your event and pickups must be completed by the end of the following business day immediately after your event. Friday deliveries must take place between 9:00am - 3:00pm. If you need to deliver such items before or after any of these times, you must make special arrangements with the Temple Israel Office.

Special equipment, centerpieces, scenery, or props may be stored before the event. Please make sure all boxes, equipment, food, beverages, etc., are securely packaged and clearly marked with your name and date of event. Please contact the Temple Israel Office to coordinate deliveries, drop-offs, and pick-ups. Equipment staging/storage is not allowed anywhere in the building other than the space(s) contracted specifically for your event. Such storage is not guaranteed and will only be possible if there is not a conflict with other congregational programs.

Exit doors may not be blocked at ANY time during your event. If you have questions or need assistance, please contact the Temple Israel Office.

There is NO SMOKING permitted in the building or anywhere on the premises.

Alcohol can be served at functions. However, moderation is expected. In order to serve alcohol, proper insurance protection must be submitted by the caterer or bar service. Under no circumstances may minors be served alcohol on Temple Israel premises. The ONLY exception

to this rule is the very small amount of ceremonial wine (preferably white) consumed as a religious ritual during the B'nai Mitzvah service itself and ONLY if the minor is accompanied by a parent/guardian. Temple Israel staff, security, or Board members may remove any minor found consuming alcohol and/or stop all alcohol service should this situation arise. Temple Israel also reserves the right to remove any guest who has been over-served. Temple Israel is not responsible for personal effects, including but not limited to clothing, personal items, automobiles, etc. belonging to members, non-members, vendors, and guests. Temple Israel cannot assume any responsibility for the security of food, beverages, supplies, equipment, or personal items stored in the building.

DECORATIONS

No decorations may be used which are affixed to walls, floors, ceiling, furnishings, or equipment by means including but not limited to scotch tape, nails, tacks, staples, etc., that may cause damage.

The following items are **STRICTLY PROHIBITED**: glitter, confetti, metallic tinsel, rice, and machines or equipment that produce or simulate fire, smoke, haze, or pyrotechnics (including simulations of such effects). Should such items be present during an event, Temple Israel staff or personnel reserve the right to remove them from the premises. No decorations may be hung from sprinkler heads, ceiling lights, or other fixtures.

All lighting, sound, stage equipment, and décor must be set up under the supervision of Temple Israel personnel and with the Administrator's prior approval. For safety reasons, the only candles permitted are those enclosed in glass globes (i.e., votives). Helium balloons may be used as centerpieces. If you choose to have someone bring tanks to Temple Israel to inflate balloons onsite, separate insurance provisions must be signed.

SET-UP AND CLEAN-UP OF RENTAL SPACES

Temple Israel maintenance personnel will set-up the necessary number of tables and chairs as well as arrange any rented chairs, round and/or rectangular tables, and tablecloths according to your final floor plans. These items will be set-up prior to your arrival. You and/or your vendors are responsible for modifications beyond what is listed on your submitted floor plan.

In order to return the facilities to the condition in which they were found prior to your event, you/your vendors are responsible for:

- Bagging ALL garbage from any spaces used, including party rooms, storage/passage area, and the kitchen. Temple Israel's onsite maintenance staff will then take garbage and recycling to the appropriate receptacles outside the building at the end of the event.
 - o This includes all refuse created by DJ's, including prize packages, bags, boxes, etc.
 - Removing and/or packaging up all leftover food and beverages.
 - o You and/or your caterer must provide containers in which to remove leftovers. Temple Israel's dishes, serving pieces, and other property may not be removed from the building.
 - Setting and clearing place settings.
 - Cleaning ovens and range tops (if used).
- Wiping down countertops, sinks, and other surfaces (if used) and performing general clean up.

Any and all caterers and party planners must touch base with the Administrator via phone or in person at least **TWO WEEKS** prior to the event. Caterers/Party planners are generally permitted to enter the building to set-up 2 hours prior to the event (if space allows) and are allotted the same amount of time for tear down/clean-up. Temple Israel may make modifications to these allowances. Earlier access to the building may be arranged based on availability but cannot be guaranteed. If you anticipate needing additional time, you must arrange this with the Administrator **AT LEAST TWO WEEKS** before the date of your event. Should there be a day when the facilities are to be used for more than one rental, there may be slight clean-up and set-up overlaps.

While caterers, party planners, serving staff, and other vendors are expected to do this work, the final responsibility is with the renter. Should additional costs be incurred to complete clean-up following your function, Temple Israel reserves the right to charge a fee in addition to the costs of repairing any damage (other than normal wear and tear) in order to achieve satisfactory clean-up.

VENDORS AND VENDOR APPROVAL

All vendors operating on Temple Israel premises must be approved by Temple Israel. Approval indicates that a vendor has met Temple Israel's requirements, reviewed and agreed to all rules and practices, and provided copies of necessary proof of insurance, workman's compensation, etc., to be kept on file with the Administrator.

All vendors, including vendors not previously approved, need to complete the Temple Israel Congregation Contract and provide a Certificate of Insurance to the Temple Israel Office.

FOOD POLICY

In keeping with basic tenets from the Torah, caterers providing catering services, congregants providing food and / or beverage(s), and others providing food and/or beverages at 3 Temple Israel are asked to abide by the following:

1. The following foods will be permitted on Temple Israel property:
 - a. Meat from the following mammals: beef, lamb, goat, venison and bison;
 - b. Meat from the following fowl: chicken, duck, turkey, goose, quail, dove;
 - c. All fish with fins and scales except: catfish and shark;
 - d. All fruits, vegetables (including all types of potatoes), rice and other grains.
 2. The following foods will not be permitted on any congregational property:
 - a. Pork, pork derivatives, any product made with lard;
 - b. All shellfish, including but not limited to: shrimp, scallops, crab, clams, and mussels.
 3. Dishes in which dairy and meat are cooked together should not be served. For example, a meat and cheese lasagna, beef stroganoff or chicken parmesan should not be served.
- For questions or clarification on food that can be served on the Temple Premises, please contact Rabbi Shields.

SECURITY

Security is recommended and available for all events at a cost of \$45 per hour per Officer. A minimum of 3 hours is required per Officer. Security will be required for events that have an attendance of greater than 100 individuals. Temple Israel generally contracts the Sheriff's department and can make those arrangements should you choose to have security.

DATE CHANGE FEE POLICY

(B'nei Mitzvah Services and Accompanying Celebrations)

Please understand that once there has been mutual acceptance of your child's B'nai Mitzvah date between your family and Temple Israel, the date cannot be moved without incurring an additional fee.

If your family subsequently decides to change the rental to a different date, a change fee of \$150 will be assessed and payable to Temple Israel. This amount will be due in full before the new date is finalized. Temple Israel reserves the right to waive this fee due to extenuating circumstances.

Room and Facility Use: 2020-2021 Rental Rates

An additional room cleaning fee of \$150 is charged for all room rentals.

Social Hall

Packages Member Rate Non-Member Rate

4 Hours \$700 \$850

Additional Hours over 4 hours \$100/hr. \$150/hr

Additional Spaces Available

Space	Member Rate	Non-Member Rate	Capacity
Sanctuary	\$150	\$200	250
Courtyard	\$50	\$75	30
Gymnasium	\$150	\$200-	
Education Wing (5 classrooms)	\$200	\$250	

All rental prices below are hourly rates and are contingent upon availability and appropriateness of use. If multiple spaces are contracted for use, we will work with you to create a package that fits your needs.

There are additional meeting spaces available. Please inquire about additional options.

Additional cleaning fees may be assessed. These will be specified in the rental contract.