



TEMPLE SINAI

2018 Bar/Bat Mitzvah Family Information Packet



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Bar/Bat Mitzvah Service

Preparations, Requirements, and Procedures



How does one prepare for their Bar/Bat Mitzvah?

The majority of what is learned for becoming a Bar/Bat Mitzvah is learned during religious school years. Students, by the end of sixth grade, have been taught how to chant and read all the prayers needed to lead a Shabbat service.

During the B'nai Mitzvah year (seventh grade), we invite parents and students alike to participate in a specially designed Shabbat retreat – **7th Grade Shabbaton**, during which we explore the meaning of becoming a Bar/Bat Mitzvah, regardless of whether the student has already become Bar/Bat Mitzvah earlier that year. This program emphasizes that becoming a Bar/Bat Mitzvah entails much more than the actions of participating in a single ceremony.

No child will be denied the privilege of Bar/Bat Mitzvah due to any form of special needs. Prior to one's Bar/Bat Mitzvah, the Religious School evaluates the student's performance and achievement of requirements and reports to Rabbi Katz and Rabbi Till. All decisions regarding fulfillment of Bar/Bat Mitzvah requirements are made by the rabbis and the Religious Practices Committee with the advisement of the School.

Tutoring Support - Temple Sinai requires that a candidate for Bar/Bat Mitzvah be currently enrolled in our Religious School. Any students who have not been participating in a Religious School program since 3rd grade will be required to fulfill the curriculum through special arrangements with the Rabbis and the Education Director for private tutoring. All school requirements must be fulfilled prior to the service. In addition to Religious School Education, each Sinai Student will engage in private tutoring for 5-6 months prior to their Bar/Bat Mitzvah (we request that you do not contact a tutor prior to discussing it with one of the Rabbis):

Throughout the tutoring process -

- They will learn their Torah and *Haftara* portions, and practice the prayers which they will lead during their service.
- Students will learn to read the Torah portion without vowels so that they can chant from the Torah scroll.

- Most students will learn to chant their portions, using MP3 recordings, or learn the Trope system.

Moreover -

- Students are required to attend at least **10 services** in each of the sixth and seventh grades.
- At least 5 of these services should be Bar/Bat Mitzvah services, within the six months preceding one's own Bar/Bat Mitzvah.

Experience has shown that familiarity with the service greatly increases the family's comfort with the preparations for leading and participating in the service.

My Child's "portion" – approximately six months prior, one of the Rabbis will meet with the student. At that time, they will determine which verses will be chanted in the service and the student will be given a sheet of instructions which includes the name of a tutor to contact. Attempts will be made to honor requests for specific tutors. The goal is to match the child to the tutor whose strengths are appropriate for the individual needs of the child. We request that at that time, parents will follow these instructions and arrange for their child to receive tutoring sessions (payment is done directly to the tutor, not the Temple). We believe that most students will be able to accomplish their goal with no more than 12 one-hour tutoring sessions stretched out over the course of five to six months prior to the Bar/Bat mitzvah date, at each family's discretion. Like everything else in life, practice makes perfect. We encourage daily practice at home.

Bar/Bat Mitzvah "speech" - Students are expected to write a *D'var Torah* which they will share at their Bar/Bat Mitzvah Service. The *D'var Torah* should explain what they feel is the significance of the portion of the Torah and/or *Haftara* that they chose to chant for that day. It can also include any 'thank you's they might want to add. The speech should be the thoughts and words of the Bar/Bat Mitzvah. The students can receive guidance for this speech from the rabbis, parents, and the tutor. Parents, however, should be the ones directly involved in planning the speech with the student. Around 3-4 weeks prior to the Bar/Bat Mitzvah date, one of the rabbis will meet the family and student to go over the service, answer questions, and assign parts for family and friends. They will then schedule a rehearsal in the sanctuary, to assist in preparing for the service itself.

The Bar/Bat Mitzvah Weekend – Erev Shabbat and Shabbat Service

Friday evening Erev Shabbat Service – We expect that the Bar/Bat Mitzvah family attends the Friday evening service the day before the Bar/Bat Mitzvah Shabbat Service. On that Friday evening the family will take part in the service by lighting the Shabbat candles, and the Bar/Bat Mitzvah will chant the Kiddush and another prayer. Please check with the office for the time of that Friday Erev Shabbat Service (6:00 PM or 8:00 PM).

Oneg Sponsoring – Oneg Shabbat is a special congregational celebration following the Erev Shabbat Services. During the Oneg, service goers are offered refreshments to sweeten their Shabbat. When an Oneg is held on the evening before the Bar/Bat Mitzvah service, families are required to sponsor it, and can invite additional members of the family and friends to join the worship service and become familiar with the congregation. It is especially lovely when friends of the family do the baking for the Oneg.

Leading Shabbat Service - Students mark becoming a Bar/Bat Mitzvah at Sinai by leading the congregation in worship on Shabbat. Students lead the core of prayers in the service and also chant portions of the Torah and *Haftara* of that week, as well as delivering their speech. The amount that each Bar/Bat Mitzvah does will be according to his/her ability.

- Shabbat morning *Shacharit* service (10:30 AM).
- Shabbat afternoon *Mincha* service (scheduled in the late afternoon depending on sundown) includes *Havdalah* prayers.

We request that the entire family should be familiar with the service and with the traditional responses. Additionally, parents – you are encouraged to write a personal blessing for your child, and honor other family members and friends with specific honors that you'll review in your meeting with the Rabbi. Please coordinate this with the officiating Rabbi.

- One of the Rabbis, along with the Cantorial Soloist, will be leading services along with the Bar/Bat Mitzvah.

In addition, when your child completes reading their Torah Portion and *Haftara*, a Member of the Temple Sinai Board of Trustees¹ will attend the service to offer congratulations and present your child with gifts and a Bar/Bat Mitzvah certificate on behalf of Temple Sinai.

... Other technical issues:

Ushers/Greeter – Families are asked to assign Ushers/Greeters for this service. The Office will contact each family to make sure you have made such arrangements. Ushers should be representatives of the Temple as they are greeting and assisting all who attend the service. The ushers need to remain in the rear of the Sanctuary to be available for the entire service. They may be called upon to find the custodian in case of technical problems, to greet and seat late comers, and to direct people to the restrooms. Ushers have the right and are expected to monitor behavior, and if necessary, ask any disruptive individual to exit the service. Ushers should advise people not to walk in when the congregation is standing.

Photographing the service – with respect to the sacredness of the service and prayers, **photographs may not be taken in the sanctuary during services.** However, there is a window with a partition to the left of the sanctuary where photos and videos can be taken. If desired, you may hook up a video or audiotape to our sound system. Arrangements for that, as well as a “walk-through” with a photographer prior to the date should be scheduled directly with the office at least 2 weeks ahead of time. Photos may be taken within the Sanctuary up to ½ an hour prior to the service.

Kiddush at the end of service (morning services only) - At the conclusion of morning services, each family will recite the blessings over the wine and *challah*, which will then be available for the congregation. Each family is required to provide this simple Kiddush for all worshippers.

Some families have opted to create a small pamphlet of explanation to give to their guests to explain our service and the traditions of becoming a Bar/Bat Mitzvah. Please note that the leaflet needs to be checked and approved by the Rabbis prior to printing, for content accuracy. The production of these pamphlets is the sole responsibility of the families

Presenter, otherwise, someone will be chosen for you.

Celebrating with a meal...

While it is a Jewish custom to celebrate most life-cycle events with a meal of celebration, it is important not to lose sight of the fact that the most important part of the day is the worship service. Having said that, we hope you'll choose Temple Sinai as the location for your Bar/Bat Mitzvah celebration.

Friday Night Erev Shabbat Dinner – If you choose to, you may opt to host a family Shabbat dinner for your guests on the evening of the Bar/Bat Mitzvah service at Temple Sinai. There is a nominal fee to rent the space and everything your chosen caterer will need.

Shabbat Kiddush/Luncheon/Reception following the service– Temple Sinai's Social Hall is automatically reserved for the celebration event following one's Bar/Bat mitzvah service. You are however, required to let the office know 9 months prior to your event's date, whether or not you will rent the hall, and to what extent.

- Morning Service – Rent includes usage of the Social Hall through 3:30 PM.
- Afternoon Service – 5:00 PM through 11:00 PM.

Scheduling and setting up, including additional events and celebration information, is provided through the Office.

Tzedakah - One of the most important values that we hope to transmit to our B'nai Mitzvah is that of *Tzedakah* - giving to others. This is a major focus of our seventh-grade retreat and we hope it is a concept that is acted on throughout the Bar/Bat Mitzvah process. It is encouraged that each family participates in some activity throughout the Bar/Bat Mitzvah year in which they are actively involved in some kind of social action project.

We will further discuss ***Tzedakah*** during our seventh-grade retreat for parents and students held in December or January. Meaningful acts of *Tzedakah* for the family's consideration, such as donations to any of the Temple funds in appreciation of those who helped in the process, a commemoration leaf on our Tree of Life, other Jewish organizations and charities, etc. are appreciated. We believe that a personal donation by the Bar/Bat Mitzvah reflects an understanding of Jewish values.

Bar/Bat Mitzvah Event Planning Guide and Temple Contract Information



Bar / Bat Mitzvah Planning

The keys to relieving stress while planning a Bar or Bat Mitzvah are organization, exploring your options, and knowing whom to turn to for assistance.

- ❖ Keep the focus on your child and the service he or she will be leading.
- ❖ Attend as many Bar/Bat Mitzvah services as possible while you are in the early planning stages.
- ❖ Organize your information using a timeline, three-ring binder, card-file box, computer or another device.
- ❖ Comparison-shop.
- ❖ Ask friends and other Temple members about their experience and planning process of this event.
- ❖ Seek the Rabbis' advice on the Service preparation, and the Education Director's input on your child's study progress.

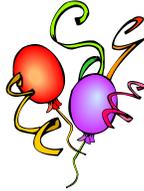
I.

Scheduling and date - The date for your child's Bar/Bat Mitzvah is assigned approximately two years prior to the year they turn 13. The date would usually be the Saturday following the child's thirteenth birthday, and families will be given opportunity to request a specific date, which will be accommodated when possible. Please bear in mind that during the summer months of July and August Bar/Bat Mitzvah services are not scheduled at Temple Sinai.

Time: Morning or Afternoon - Bar/Bat Mitzvah Services are traditionally scheduled for a Shabbat Morning *Shacharit* Service (10:30 AM). In a few cases, one may opt for a Shabbat *Mincha* service in the late afternoon (time will be determined per sundown) and will include *Havdalah* Prayers. Again, we will do our best to accommodate your needs, with consideration of the entire Temple schedule.

Etiquette, behavior and dress code – As a sign of respect for the sacredness of the occasion and the location, we ask that all guests be properly dressed and behave in a respectful manner during the entire event. It is hence essential that young guests, especially age peers of the Bar/Bat Mitzvah be advised as to the importance of this occasion prior to the date, and be monitored by their accompanying parents and your assigned ushers throughout the service and the reception that follows. There should neither be excessive talking nor congregating in the restrooms. All cell phones should be off and only used for emergencies. See appendix for Etiquette Communication Sheet. Your guests must be reminded that they are attending a religious service. It is advisable to wear appropriate modest dress rather than party attire. Bare shoulders or low-cut clothing, as well as slogan-print shirts and denim are not fitting for a service. Out of respect for the Ark and Torah, people who are assigned for a role on the *Bima* are requested to refrain from wearing casual sandals and sneakers, and women should have their shoulders covered when on the *Bima*.

Young child-care² - If you expect very young children to attend your child's service with their parents, it may be advisable to have a babysitter who can remove them from the Sanctuary and offer appropriate "play" in another part of the building. Your Bar/Bat Mitzvah child might find it difficult to concentrate on a Torah portion with a young child disrupting services, and it is unfair to expect a very young child to sit quietly for an hour and one-half.



II.

Celebration Venue at Temple Sinai - Once you are assigned with a date and time, you may choose to rent the Temple's Social Hall for the celebration event following the service. The Hall will automatically be reserved for your child's Bar/Bat Mitzvah Celebration following the service for 5-6 hours of use (depending on the hour of service). This reservation will be kept up to 9 months prior to the Service date. By then you must notify Temple's office whether you will be using this venue (see Timeline). You may also host your family Erev Shabbat Dinner the Friday before the Bar/Bat Mitzvah service at Temple Sinai for a nominal fee. See following chapter for details. Contract, Fees, and Kiddush Information are provided in the appendix, and you may contact the Executive Director for additional information.

❖ **Reminder for Shabbat morning Bar/Bat Mitzvah service** – regardless of choice of venue for your celebration party or reception, the Bar/Bat Mitzvah family is required to provide a simple Kiddush, of minimally wine, *challah*, and cookies for the congregation following the service. See appendix for Contract and Kiddush Information, and contact the Executive Director for more details.

What kind of Celebration will meet your family's needs best?

This section was originally prepared by a fellow congregant to assist Bar/Bat Mitzvah families

It is Jewish custom to celebrate the Bar/Bat Mitzvah being called to the Torah with some form of festive meal. The options for this celebration range from the simplest to the most elaborate, so it is important to keep in mind that the religious service is the important event and the celebration is an enhancement of the service. You should decide on the type of celebration and venue ahead of time, so when you finally send invitations, you'll be able to provide your guests with appropriate information. Meanwhile, until you make concrete plans, allow your guests to save the date with sufficient notice.

- The time of day, age of your guests, individual tastes of the family, size of your crowd, and, of course expenses involved, are all factors to keep in mind. Entertainment is a relative term.
- You must consider the fact that what will keep kids occupied and what will please older guests may be in conflict:
- ✓ Should there be entertainment or music, and if so what kind?
- ✓ Is a five-piece orchestra appropriate, or would background music by a harpist be more effective?
- ✓ Will the kids like a DJ or a magician?
- ✓ Would the adults like Israeli dancing?

² Arrangements for this service are sole responsibility of the Bar/Bat-Mitzvah family.

Friday Evening, prior to Service - It is expected that the immediate family attends and participates in the Erev Shabbat service prior to the Bar/Bat Mitzvah Service the following day.

A lovely custom embraced at Sinai is Sponsoring the Friday night Oneg, following the service. As sponsors, you are asked to serve the congregation refreshments, and you may either rely on the usual Temple pastry, or provide your own home-made or custom-ordered treats. Feeling a part of the Temple family on this special night before the Bar or Bat Mitzvah sets a warm and welcoming tone for the upcoming events.

Out of town guests – don't forget to make reservation arrangements with one or more local hotels a few months ahead of time, and leave welcoming information at your guests' rooms upon arrival³. If you plan to have a large Erev Shabbat Gathering for family and guests, we suggest you consider hosting it at the Temple, which will leave you, your child, and your guests sufficient time to be seated in the Sanctuary before the evening service begins.

Saturday, Day of...

For Shabbat morning *Shacharit* Service (10:30 AM), possible options:

- A. Kiddush (simple to extended) following services at Temple Sinai
- B. Catered buffet or sit-down luncheon following services at Temple Sinai
- C. Catered buffet or sit-down luncheon in restaurant or hotel
- D. Luncheon at home – catered or home-cooked
- E. Dinner reception in the evening at restaurant or hotel
- F. Open house in the evening – catered or home-cooked
- G. Separate kids party – same day, next day, future time
- H. Some combination of the above options.

For Shabbat late afternoon *Mincha* Service, possible options:

- A. Simple reception (i.e. pastry and coffee) at Temple Sinai
- B. Catered buffet or sit-down dinner at Temple Sinai
- C. Catered buffet or sit-down dinner in restaurant or hotel
- D. Dinner at home – catered or home-cooked
- E. Separate luncheon for out-of-town guests (earlier in the day)
- F. Separate kids party – next day, future day
- G. Some combination of the above options.

Again, the central idea of the day is a religious event, which has great personal and historical significance. Keeping this focus can make decision-making easier. The more the family participates in all aspects of the day, the more memories you will have. Candle-lighting ceremonies, floral arrangements, balloons, etc. are options which must fit the personal style of your family. Homemade centerpieces can be beautiful and meaningful if creativity and artistic talent run in your family; music provided by family talents can provide a personal touch to your celebration.

Whatever you choose, just remember to take a deep breath, relax, and enjoy every moment of this special time.

³ Additional information about hotel reservation is mentioned later in this chapter.

Additional Sunday option – for super-humans.... If you are not thoroughly worn out by the end of Saturday, you must have superhuman endurance! Some families like to spend time together on Sunday morning before the out-of-towners slip away. An easy mechanism for this is the Sunday brunch. As always there is a range of options:

- Simple breakfast or brunch at home
- Catered brunch at home
- Brunch at the hotel where your guests are staying
- Breakfast or brunch at a local restaurant
- Brunch at a close friend's home (usually a reciprocal arrangement)

A final word – perspective! Plan what feels right for your family, not what you think is expected of you. If you enjoy yourself, so will your guests.

Handling the Details

The following section is not meant to be definitive or totally inclusive, but rather is provided as a starter. Details, details, details... deciding which are important for you and your family is the first step to organization. We hope that some of the thoughts presented below will assist you in developing your own plans.

Caterer

If your reception will be held at the Temple Social Hall, the caterer must provide the office with a Certificate of Liability (see appendix for List of Caterers who are currently up-to-date with their insurance information per Temple Sinai). Remember that the most popular caterers require reservation well in advance, but you do not have to decide on food details until closer to the event, and you may choose any caterer that is not on the list, as long as they provide the necessary documentation. Some things to consider:

- ✓ Kosher versus non-Kosher caterers (a personal preference)
- ✓ Can caterer provide extra food for open-house or brunch
- ✓ Is the caterer familiar with working in a Temple setting?
- ✓ Does the caterer provide linen, waitresses, bar, etc.

See appendix for Temple Sinai Kashrut dietary instructions

Photographer

Visit a few photographers and video-taping companies if you wish to have professional services. View work they have done, get a price list, and ask for references before deciding on a firm to select. Choose someone with whom you feel comfortable and who will work well with your guests. Ask questions about when they will shoot family pictures; assure that they understand pictures must be taken from behind the window in the sanctuary. Explain that the photographer may be sharing space with a video camera and operator.

Remember - with respect to the sacredness of the service and prayers, **photographs may not be taken in the sanctuary during services**. Photos may be taken within the Sanctuary up to 1/2 an hour prior to the service⁴.

⁴ More information can be found in the first chapter (*Bar/Bat Mitzvah Service - Preparations, Requirements, and Procedures*), or you may check with the office.

Florist

Your use of floral arrangements or other decorations for the Bima and/or Social Hall can vary from simple to elaborate. Some examples of table decorations include: floral arrangements, simple cut flowers, potted plants or bulbs which can be replanted at home, balloons, or handmade decorations. If a Bima arrangement is used, sometimes families with the same Bar/Bat Mitzvah date will share these costs.

- ❖ Some families have chosen to create decorative displays of items other than flowers to be donated to a worthy cause after the event is over (e.g. canned foods, toys, art supplies, or sports equipment). These can be exhibited in the outer lobby or Social Hall, but not on the Bima itself. We also hope you will consider bringing the Bima flower displays to a local hospital or nursing home if you do not wish to keep them yourselves. The Temple office can give you a list of places that might like to receive them.

Music

If music is used during the celebration, options to consider are quiet background music, a band, a DJ, or Israeli music and dancing. Consider the number of guests and their willingness to participate in dancing.

Invitations

These can be handwritten, computer generated, or ordered from a printer. Begin the process approximately six months ahead for printed invitations to assure sufficient time to handle mistakes. You will need a tentative guest list before ordering invitations. Consider different wordings, remember inserts for any functions that only out-of-town guests are invited to (such as Sunday brunch), think about style and color, and don't forget to take a complete invitation (including all inserts) to the post office to weigh before buying stamps. If you obtain the envelopes in advance, you can speed up the process of addressing them. Invitations are usually mailed six weeks in advance, although some people mail invitations earlier to out-of-town guests, particularly for events falling on holiday weekends. If printed invitations are ordered, you may consider ordering thank you notes, place cards and/or cocktail napkins at the same time.

Ritual Objects

Head covering is optional at Temple Sinai. A small supply of *Kippot* is available for guests, men and women, at the Temple. You can consider ordering colored or imprinted ones for the immediate family or all of your guests. Some families crochet or needlepoint *Kippot* for family members.

Both boys and girls have the option of wearing a *Tallit*. You may purchase or make a *Tallit* for your child. Some children receive one as a gift prior to their Bar or Bat Mitzvah. In addition, as a part of the seventh grade curriculum, your child will create a *Tallit* in Hebrew School. Some families create a personalized neckband for a store-bought *Tallit*.

Hotel Reservations

Three to six months before your celebration, consider reserving a block of rooms at a convenient hotel for out-of-town guests. It is helpful to make maps for your guests with simple routes between the Temple, your home and the hotel. Leaving notes and refreshments in your guests' hotel rooms is a nice gesture of welcome.

Personal Touches

There are many ways to personalize your *simcha* (celebration) such as a candle-lighting ceremony, photo-board, sign-in board, and favors for the kids, etc. Since this is meant to be a personal touch, make sure it matches the feeling you want to create.

An important closing note: Some people use a theme for the celebration to tie things together. Don't lose sight of the central theme – your son or daughter's Bar/Bat Mitzvah. Enjoy the planning, relish every moment as your child leads the service, and celebrate with heartfelt joy!

And again..... Mazal Tov!!!!

Planning Timeline

This timetable is for general reference only. Variables such as time of year, number of guests, or popularity of a business can cause wide variations in time.

Prior to date	B/Mitzvah Preparation	Event Planning
24 months		Date and time of event are set (office)
18 months		Arrange for Caterer Set reception location
15 months		Photographer
12 months		Music – Band Music – DJ/other entertainment for kids
9- 6 months		Notify Temple Office if you are going to rent the Social Hall
6 months	<ul style="list-style-type: none"> • Student meets with Rabbis and begins tutoring • Family should begin a <i>Tzedakah</i> project 	<ul style="list-style-type: none"> • Video • Work on guest list and addresses • Tutoring • Florist • Invitations • Ritual objects (<i>Kippah, Tallit, etc</i>) • Hotel for out-of-town guests • Notify the office for Youth Lounge/ Social Hall reservation for a Friday Night Dinner, if required.
4 months		<ul style="list-style-type: none"> • Order invitations (Contact the Temple Office if you wish to order through Sinai) • Meet with Executive Director to discuss the event
3 months		<ul style="list-style-type: none"> • Set details with caterer, photographer, florist, band, etc. • Return contract with 50% deposit fee.
2 months		<ul style="list-style-type: none"> • Provide the office with name(s) of Usher, preferred presenter, or other requests.
3-4 weeks	<ul style="list-style-type: none"> • Pamphlet of explanation (optional) – must have the Rabbis approval before production. • Family to meet the Rabbis • Assign <i>Aliyot</i> and honors • Assign additional parts for the Service 	<ul style="list-style-type: none"> • Friday night Oneg arrangements • Contact Executive Director for set up and arrangements in the Social Hall • Final arrangements and payment with Temple office

Temple Sinai B'nai Mitzvah Kiddush & Oneg Details

I. Friday Night Oneg Responsibilities

The Bar/Bat Mitzvah family is responsible for providing the refreshments for the Friday night Oneg celebration.

- ❖ Baked goods for approximately 50 people (e.g. 12 dozen cookies), and juice.
- ❖ You may opt to have the Temple arrange for the refreshments on your behalf, at a \$125 or \$175 charge. (basic or enhanced Oneg) Inform the office of your request at least 3 weeks prior.
- ❖ Temple will provide coffee service, Kiddush Wine/Juice and challah for the Oneg Celebration.

II. Kiddush for Saturday Morning Bar/Bat Mitzvah

All families must host a simple Kiddush for all attending immediately after services. (minimally, wine & 2 loaves of challah, and cookies/cake). Other options are a Simple Luncheon or Full Luncheon (See III. & IV.)

Kiddush (only for morning service)

Temple Provides:

- ❖ Social hall for standup Kiddush
- ❖ 1 urn of hot water for tea and hot cocoa
- ❖ 1-2 urns of coffee (decaf & regular)
- ❖ Apple juice or lemonade & ice water
- ❖ Wine/grape juice in plastic shot glasses
- ❖ Tea, creamer, sugar & hot cocoa
- ❖ Additional tables for serving
- ❖ Setup, takedown, and cleanup of social hall
- ❖ Use of temple dishes, glassware and tableware

Bar/Bat Mitzvah Family Provides:

- ❖ **Two Challah's (one pre-sliced, second intact for the Bima)** & baked goods for Congregation, ready to be served. You may opt to have the Temple arrange for the refreshments on your behalf, at a \$125 or \$175 charge. (basic or enhanced Kiddush) Inform the office of your request at least 3 weeks prior.

**If any foods besides baked goods, fruit, or cheese platters are served (e.g. fish, egg salad, bagels), it will be considered a Kiddush and Simple Luncheon – see below.*

III. Simple Luncheon, including Kiddush described above (no hot foods, or oven use)

Temple Provides:

- ❖ Use of Social Hall till 2:00 PM
- ❖ 1 urn of hot water for tea and hot cocoa
- ❖ 1-2 urns of coffee (decaf & regular)
- ❖ Tea, creamer, and sugar
- ❖ Plastic cups for hot and cold drinks
- ❖ Apple juice or lemonade & ice water
- ❖ Wine/grape juice in plastic shot glasses
- ❖ Setup, takedown, and cleanup of social hall
- ❖ Additional tables for serving
- ❖ **No use of ovens, stove, dishwasher**
- ❖ Tables and chairs

Bar/Bat Mitzvah Family Provides:

- ❖ **Two Challah (one pre-sliced, second intact for the Bima),** baked goods, cold foods for Congregation.
- ❖ Paper plates and plastic utensils
- ❖ Preparation, set up of food, and serving provided by family.

**If wait staff is used and full use of kitchen is necessary, then Full Luncheon or Dinner rates apply*

IV. Kiddush and Full Luncheon or Dinner

Temple Provides:

- ❖ Setup, takedown, and cleaning of social hall.
- ❖ Use of temple china, glassware and flatware. Washing is the responsibility of the caterer. If dishes are not washed \$200 deposit is forfeited.
- ❖ Rental of Linen Tablecloths is available for the cost of \$5.00 per table.

Bar/Bat Mitzvah Family Provides:

Full Catering Service (caterers must provide Certificate of Liability. Check with Temple's office)

Youth Lounge Rental

The Youth Lounge is available for rental for refreshments and appetizers.

- ❖ Temple provides set-up before and after the event.
- ❖ **The Youth Lounge cannot be reserved until three (3) months prior to the event and is subject to availability.**



TEMPLE SINAI

TEMPLE SINAI FACILITIES B'NAI MITZVAH CONTRACT

Parent Name(s): _____

Child's Name: _____

Address: _____

Primary Contact Name: _____ Home Phone: _____ Work: _____

Cell: _____ Email: _____

Service Date: _____ Start Time: _____

Event Date: _____ Start Time: _____ End time: _____

Events that run over the end time will be charged for the additional time based on an hourly rate of \$75. It is the responsibility of the family to ensure the event ends at the agreed upon time.

Caterer: _____ Phone: _____ Email: _____

Usher(s): _____ Board Presenter: _____

Usher(s) are the responsibility of the family to name and assign. Usher(s) should be members of the Temple. Board members are assigned by the Temple. You may also request a specific Board member to be the presenter.

Estimated Attendance at Service:

_____ Fewer than 100 _____ 100 - 125 _____ 135 - 150 _____ Over 150

Special Needs or Requests: _____

Total from page 2 \$ _____

Deposit of 50% of total fee including security deposit \$ _____

Security Deposit: \$150 (Separate Check Preferred)

(Will be held and returned after event if not applied to any damage or breakage)

Total Deposit Paid: \$ _____ Date: _____ __Check __Charge

Balance \$ _____ Due by _____

Signature: _____ Date: _____

RATE STRUCTURE

Events in Social Hall/Youth Lounge (up to 4 hours) [Note 1] No Shell Fish or Pork Permitted for Any Events!	Price Menu	Write in Price
__ B'nai Mitzvah Fee	\$525	\$525
Oneg, Friday Night Services (Required)		
__ Self - Family provides desserts, and challah, Temple provides shot glasses of wine/grape juice, coffee, tea, hot chocolate, water	\$0	
__ Basic - Temple provides shot glasses of wine/grape juice, coffee, tea, hot chocolate, water, cookies, challah	\$125	
__ Enhanced - Temple provides shot glasses of wine/grape juice, coffee, tea, hot chocolate, water, upgraded cookies, fruit, challah	\$175	
Saturday Events in Social Hall (up to 4 hours) [Note 1] No Shell Fish or Pork Permitted for Any Events!		
KIDDUSH - (Only for Morning Service)		
__ Self - Family provides desserts and challah. Temple provides shot glasses of wine/grape juice, coffee, tea, hot chocolate, water	\$0	
__ Basic - Temple provides shot glasses of wine/grape juice, coffee, tea, hot chocolate, water, cookies, challah	\$125	
__ Enhanced - Temple provides shot glasses of wine/grape juice, coffee, tea, hot chocolate, water, upgraded cookies, fruit, challah <i>There is no charge for the Kiddush if a luncheon or dinner is being held in the Social Hall</i>	\$175	
__ SIMPLE LUNCHEON/DINNER - Limited use of kitchen. No hot foods or cooking. Family provides paper plates and plastic utensils, cold food trays, cookies & challah. and people to prep, serve and clean-up. Temple provides shot glasses of wine/grape juice, coffee, tea, hot chocolate & ice water.		
__ Up to 100 People	\$275	
__ Up to 150 People	\$325	
__ Over 150 People	\$400	
__ Add Table linen - \$1.00 per person [Note 2]	\$	
__ FULL LUNCHEON OR DINNER - Full Use of Kitchen - (requires Insured Caterer for food prep, serving and clean-up) Includes use of china, glassware, tableware.		
__ Up to 100 People	\$325	
__ Up to 150 People	\$375	
__ Over 150 People	\$450	
__ Add Table linen - \$1.00 per person [Note 2]	\$	
Youth Lounge (used in addition to Social Hall)	\$100	
Total	--	\$

[Note 1] All rentals require \$150 deposit, returned if no damage occurs

[Note 2] Linen charge is per person based on a formula that converts number of people to number of tables on average.

Total from above \$ _____



TEMPLE SINAI

TEMPLE SINAI FACILITIES RENTAL AGREEMENT ADDENDUM

Name of Applicant/Organization: _____ (“USER”)

Address: _____

Name of Responsible Person: _____

Phone Number: _____ Email: _____

The USER named above, hereby requests the use of Temple Sinai’s facilities as indicated in the attached main contract form. In consideration of being allowed to use said facilities, the USER agrees to the following:

1. Facilities to be used: (See main contract form)
2. USER Agrees to pay the agreed upon sum identified in main contract document for said facilities. The fees for the rental of the Temple facilities are set forth in the Temple Fees Schedule as approved by the Temple Board of Trustees.
3. Temple Sinai is a NO SMOKING facility. Under no circumstances is smoking allowed inside the building. Smoking is only allowed outside the building front entrance at least 15 feet away from the doors and other people. No smoking is allowed outside the back-kitchen door. USER is responsible to ensure all guests and invitees adhere to this restriction.
4. The USER shall use the facility only for the purpose and time indicated on the main contract document.
5. The USER shall be responsible for all damage to the Temple premises and property during rental by the USER.
6. Upon completion of the event, USER will return the facilities to substantially the same condition as when turned over to the USER. The Temple provides routine custodial services with all facility rentals. In the event, additional cleaning or maintenance services must be hired by the Temple because of the conditions left after the event, the USER will be responsible to pay for these additional services.
7. USER and user’s guests and invitees are expected to behave with proper decorum and respect for Temple facilities and employees as a house of worship. USER is responsible for the conduct of all guests and invitees. USER must confirm in advance with the

Temple that adequate adult supervision will be provided for events involving large numbers of children.

8. USER, shall pay the security deposit outlined on the main contract form upon signing of the agreement. This security deposit will be returned within ten (10) business days after the event, less any amount retained to cover obligations by the USER.
9. USER must vacate the premises no later than the contracted period outlined on the main contract form. Usage beyond the contracted period will result in additional charges.
10. USER and user's guests and invitees are not allowed any use of the Temple Sanctuary, except for Bar/Bat Mitzvah's, Weddings, Funerals, or other events approved by the Temple Executive Director in consultation with the Rabbi.
11. If the USER requires the use of a caterer, the caterer must be insured (provide a statement of insurance) and approved by the Temple Executive Director. Caterer is responsible for all kitchen clean-up and dishwashing. USER will be charged if Temple staff has to clean kitchen or dishes.
12. The Temple reserves the right to preempt the rental agreement to allow for religious events (funerals, religious holidays and services) or other unanticipated Temple needs. Reasonable attempts will be made to accommodate the renter. However, in the event the Rental Agreement is preempted for religious events, the Temple shall not be liable for damages of any nature, including but not limited to actual and/or consequential damages.
13. The Temple reserves the right to require the USER to pay for on-site security personnel based on any recommendations from local police agencies or legitimate concerns about the safety and security of USER guests and invitees. In this situation, the Temple reserves the right to approve all personnel hired for such on-site security needs.
14. **Temple Sinai provides:**
 - Set-up, take down and cleaning of rented space including tables and chairs. (does not include kitchen clean-up and dishwashing)
 - Linens are provided at a \$5.00 per table charge (white table cloth only)
 - China, glasses and flatware if included in contract (security deposit applies)
15. **For B'nai Mitzvah and private parties, the USER provides:**
 - Certificate of liability insurance for caterer.
 - Caterer is responsible for clean-up of the kitchen and all dishwashing. Additional charges will apply if custodians must perform any kitchen clean-up or dishwashing.
16. **Temple Sinai Kashrut Dietary Policy**
 - No pork or shellfish can be served whether Temple or private event under any circumstances (This applies to all food including pizza, Chinese, etc.)
 - **For Temple sponsored events** – Dairy and meat may not be served at the same meal. For example, if chicken is served no dairy dessert or butter can be served.
 - **For private events** – Mixing dairy and meat is allowed at the discretion of the renter

17. The following guidelines are intended to minimize wear and tear and damage to the walls, ceiling, light fixtures, carpeting and furniture for any Temple and non-Temple sponsored events, parties, meetings, rental and all other usage of these two rooms:

- Nothing may be attached or adhered to the walls, ceiling and light fixtures. The use of tape, staples, pushpins, tacks, glue or any other means of attachment is not allowed under any circumstances.
- Freestanding decorations are allowed. There are several local companies that provide freestanding decorations for any type of event.
- Balloons are allowed if they are not attached to the walls, ceiling or light fixtures in any way.
- The use of silly string or canned glitter is not allowed. Both create a mess that is difficult and costly for the Temple custodians to clean up.
- Supplemental lighting, sound systems and cameras must be free standing. No light fixtures, equipment, speakers, cameras, wires, etc. may be mounted to the walls, ceiling and light fixtures.
- Any wiring or cables used must be taped to the carpeting using duct tape to prevent the creation of a tripping hazard.

18. The Temple will provide easels for flip chart paper if requested. The Temple will only provide flip chart paper for Temple sponsored events.

19. If there are any spills of coffee, juice, wine, or any liquid that can stain the carpet, or upholstered chairs, please report these to the custodian on duty right away.

20. Users of these rooms are responsible for keeping them clean and preventing any damage. Additional charges will be assessed to renters for any unusual clean-up, stains resulting from spills, or other damage that results from their event.

21. Renters of these rooms are responsible for any damage, unusual clean-up, or theft of Temple property caused by contracted third parties such as caterers, DJ's, bands, arts and crafts providers and others.

User Name: _____

User Signature: _____ Date: _____



TEMPLE SINAI

Bar/Bat Mitzvah Usher/Greeter Instructions (Please share this information with your chosen ushers)

You are representing the Temple and honoring the family by agreeing to be their Usher/Greeter for their child's Bar or Bat Mitzvah. You will be the first-person guests meet when they arrive at our Temple for this service. Please read over the following guidelines so you understand the expectations.

- Arrive 20 minutes before the service is to begin and stand at the back of the Sanctuary.
- Stand at the back of the sanctuary until about 15 minutes into the Service. You may sit down in the back after that period.
- Please get up and greet people (even late comers) with a smile and perhaps "Shabbat Shalom" or "Welcome".
- Direct folks to Kippot, reading glasses, large print prayer book, or restrooms as needed.
- Encourage people to take a seat. You may have to guide people into seats toward the front. Please refrain from seating them if the congregation is standing.
- Keep eye contact with the Rabbi who will signal if any help is needed. (Thermostat, sound, chairs, etc.)
- Please gently speak to young guests if they are talking, texting, or repeatedly leaving their seats and disrupting the service.
- Alert custodial staff to any problem. (Sound System not working, etc.)

Thank you - The Religious Practices Committee

Temple Sinai

GUIDELINES FOR BAR/BAT MITZVAH SHABBAT DINNERS the Friday evening prior to the Bar/Bat Mitzvah Service

An increasing number of families have been requesting the use of the Youth Lounge/Social Hall for Shabbat dinners prior to their child's Bar/Bat Mitzvah service. In order to accommodate these requests and to avoid conflicts, we are establishing the following guidelines.

- As part of the Bar/Bat Mitzvah information, notification will be given to families of the availability of the Youth Lounge/Social Hall for a Shabbat dinner. Families are required to make their reservations at least 3 months in advance.
- In instances of two Bar/Bat Mitzvah celebrations in one weekend, the kitchen and Social Hall must be shared by both families.
 1. To avoid conflict, the same caterer should be used; however, if a family does not choose to use a caterer, that family will also have minimal access to the kitchen.
 2. Each family will be permitted to invite a maximum 50 guests (even if only one family uses the Social Hall for a Shabbat Dinner, 50 guests is still the maximum number allowed).
- Because of the need to prepare for Shabbat services, families will have to vacate the Social Hall at least 30 minutes prior to the beginning of the service.
- In addition, the kitchen must be available for the custodial staff to prepare for the Oneg Shabbat one hour before services.

Fees for the use of the Youth Lounge/Social Hall for Erev Shabbat dinners will be:

\$175.00 for limited use of kitchen facilities

Use of Temple dishes, glassware, and or silverware without a caterer requires assistance from the custodial staff (e.g. dish-washing etc.), this must be done by separate arrangement.

Or –

\$250 for catered dinner

Use of kitchen, dishes, glassware, silverware and clean-up by caterer (Family provides caterer). Additional assistance requests from the custodial staff (e.g. dish-washing etc.), is by separate arrangement.

Temple Sinai Social Hall and Youth Lounge Usage Guidelines

The following guidelines are intended to minimize wear and tear and damage to the walls, ceiling, light fixtures, carpeting/flooring and furniture for any Temple and non-Temple sponsored events, parties, meetings, rental and all other usage of these two rooms:

1. **Nothing may be attached or adhered to the walls, ceiling and light fixtures.** The use of tape, staples, pushpins, tacks, glue or any other means of attachment is not allowed under any circumstances.
2. **Freestanding decorations are allowed.** There are several local companies that provide freestanding decorations for any type of event.
3. Balloons are allowed if they are not attached to the walls, ceiling or light fixtures in any way.
4. **The use of silly string or canned glitter is also not allowed.** Both create a mess that is difficult and costly for the Temple custodians to clean up.
5. **Supplemental lighting, sound systems and cameras must be free standing.** No light fixtures, equipment, speakers, cameras, wires, etc. may be mounted to the walls, ceiling and light fixtures.
6. **Any wiring or cables used must be taped to the carpeting using duct tape to prevent the creation of a tripping hazard.**
7. **No use of confetti is allowed in- and out-door of Temple's premises.**
8. The Temple will provide easels for flip chart paper if requested. The Temple will only provide flip chart paper for Temple sponsored events.
9. If there are any spills of coffee, juice, wine, or any liquid that can harm the floor or stain the upholstered chairs, please report these to the custodian on duty right away.
10. **Users of these rooms are responsible for keeping them clean and preventing any damage.** Additional charges will be assessed to renters for any unusual clean-up, stains resulting from spills, or other damage that results from their event.
11. **Renters of these rooms are responsible for any damage, unusual clean-up, or theft** of Temple property caused by guests or contracted third parties such as caterers, DJ's, bands, arts and crafts providers and others.
12. Renters of these rooms are responsible for the conduct of their guests and must confirm in advance with the temple that adequate adult supervision will be provided for events involving large numbers of children.

Thank you!

CATERERS WITH EXPERIENCE AT TEMPLE SINAI EVENTS

Name	Telephone #
ALL OCCASIONS CATERING http://alloccasionsrochester.com c/c Patti Taylor-Brown 40 Bonnie Brae Avenue Rochester, New York 14618	244-2870
GREEN ZEBRA CATERING www.greenzebracatering.com greenzebracatering@gmail.com East Rochester, NY 14445	474-0958
MADELINES CATERING www.madelinescatering.com 125 Hinkleville Rd. Spencerport, NY 14559	288-3020
PLUNKETTS FABULOUS FOODS, INC. www.susanplunkettsfabulousfoods.com 900 Jefferson Road Rochester, New York 14623	427-2740
TASTEFUL CONNECTIONS http://www.tastefulconnections.com 1 Whipple Lane Rochester, New York 14622	467-4400

Other caterers of your choice may be used. The Temple will require a copy of their certificate of insurance.

Temple Sinai Kitchen *Kashrut* Dietary Policy

Pork & Shellfish:

- ❖ At all events – whether Temple-sponsored or private - no Pork or shellfish can be served at the Temple.

Mixing Dairy & Meat:

- ❖ **Temple sponsored events:**
Dairy and meat will not be served at the same meal. For example, when chicken is served, no dairy dessert or butter would be served.
- ❖ **Private events:** Mixing dairy & meat is at the discretion of the host.

Passover:

- ❖ Temple Sinai observes Passover *Kashrut* for all food served during the holiday, following Sephardic guidelines. Please consult the rabbis for further clarification.

Dear Bar/Bat Mitzvah Parents,

Some of you have expressed concern as to how to communicate the appropriate behavior to your children's friends who have not been to a Bar/Bat Mitzvah before. We hope the following letter template and pointers will be helpful in communicating this issue with your younger guests and their parents.

Dear friends of _____,

We are so glad that you will be able to celebrate _____ (name of child) (Bar/Bat) Mitzvah with us. Your support means a lot to _____ (name of child).

- ❖ *Many of you may have been to a Bar or Bat Mitzvah before and may know most of what happens during the service. Others of you may have never been to one before, and we wanted to give you some information about the service and also the party afterward. Please feel free to call us with any questions.*
- ❖ *The service begins PROMPTLY at _____ (AM/PM). It would be a good idea to get to temple by _____ (10-15 minutes prior). Once you arrive, please come into the sanctuary where ushers will direct you to your seat.*
- ❖ *Please be quiet and respectful during the service. Please follow along in the prayer book. _____ (name of Bar/Bat Mitzvah) really needs your support, attention, and participation. Please do not go in and out unnecessarily during the service, as that can be distracting to those around you and especially to _____ (name of Bar/Bat Mitzvah).*
- ❖ *Since this is a religious service, we ask that you dress appropriately and modestly. Bare shoulders, low-cut clothing, and high-rise skirts as well as slogan-print shirts and denim are not fitting for a service. Should you wish to, girls may wear dressy pants and boys may wear a tie and a jacket, or a suit.*
- ❖ *We also remind you that cell-phones should be turned off during the service.*
- ❖ *The service lasts about 1 ½ hours. _____ (name of Bar/Bat Mitzvah) will lead almost the entire service. If your parents are not joining you, they may pick you up when the service is over at approximately _____ (time).*
(In this space put an explanation of the party – time, place, and additional information
- ❖ *The party will end at _____. Please ask your parents to pick you up between _____ and _____.*

We're glad you are going to be able to celebrate this important day with our family.
We'll see you on _____ (date)!

Sincerely,
(Your names)



TEMPLE SINAI

Bar/Bat Mitzvah Planning Check List

	Item:	Date / Comments:
<input type="checkbox"/>	Call for an appointment with Jerry Elman	6-8 weeks prior to B/Mitzvah date - 381-6890 Monday through Thursday preferred
<input type="checkbox"/>	Assigned Usher (s)- Inform Temple office (Jerry Elman)	Minimum of 2-3 weeks prior to B/Mitzvah Date (1-2 adult Sinai member(s), who are familiar with the building's layout, Rabbis, and custodial staff).
<input type="checkbox"/>	Number of guests expected to attend the SERVICE – inform Jerry Elman	2 weeks prior to date.
<input type="checkbox"/>	Number of guests expected to attend the RECEPTION – inform Jerry Elman	2 weeks prior to date
<input type="checkbox"/>	Review reception set-up with Jerry Elman	2 weeks prior to date
<input type="checkbox"/>	Complete payment / financial arrangement.	2 weeks prior to date of B/Mitzvah
<input type="checkbox"/>	Friday Night - One Challah (6:00 or 8:00PM Service)	Un-sliced; bring in the Kitchen the day/ evening of; the Oneg volunteers / Custodian will set it & serve.
<input type="checkbox"/>	Friday Night Oneg Celebration: <ul style="list-style-type: none"> • Temple provides for a fee or • Family provides cookies <ul style="list-style-type: none"> ▪ # of Cookies • Flower arrangements for table(s) 	Erev Shabbat service the evening of B/Mitzvah is are at either 6 PM or 8 PM. The family is required to sponsor the ONEG reception after services. 3 baked goods per person / estimate 50 congregants + your guests. If desired
<input type="checkbox"/>	B/Mitzvah Service Flower Arrangements for Bima	If desired; deliver Friday, by 3:00 PM. Could be none, one, or two arrangements
<input type="checkbox"/>	Saturday Service - Morning	
<input type="checkbox"/>	Two Challah's	Both ready to be served (on a tray); 1 x pre-sliced for following Kiddush, 1 x intact for Bima.
<input type="checkbox"/>	Simple Kiddush: <ul style="list-style-type: none"> <input type="checkbox"/> Baked goods <input type="checkbox"/> Drinks or	3 baked goods per person / estimate 10 congregants in addition to your guests – READY TO BE SERVED .
<input type="checkbox"/>	Simple Luncheon: <ul style="list-style-type: none"> <input type="checkbox"/> Baked goods <input type="checkbox"/> Foods – drinks <input type="checkbox"/> Paper plates + plastic utensils Or	As above, ready to be served –notify Jerry Elman if the congregants are or are not invited to the luncheon
<input type="checkbox"/>	Saturday Service Both Morning & Afternoon	
<input type="checkbox"/>	Formal Luncheon / Dinner	Full catering service (Name of Insured Caterer) Clean-up and dishwashing responsibility of caterer
<input type="checkbox"/>	Use of Temple dishes, utensils, & glassware	Provided at no charge (Caterer is responsible for all dishwashing and kitchen clean-up)
<input type="checkbox"/>	Rental of Linen tablecloths	\$1.00 per person attending

2018 Bar / Bat Mitzvah Schedule*Updated 3/23/2017*

Date	AM PM	Name	Parents	Phone	Portion
1/13	AM	Lillian Sarachan	Prof. Jeremy Sarachan & Marie Pellet	(585) 244-8107	
4/14	AM	Tessa Cohen	Dr. Robert & Mary Beth Cohen	(585) 787-9847	
4/21	AM	Harrison Lundquist	Mr. & Mrs. Randy Lundquist	(585) 747-5302	
5/26	AM	Lukas Ebner	Mr. & Mrs. Fritz Ebner	(585) 899-0151	
6/9	AM	Gabriel Bennett	Mr. & Mrs. Bruce Bennett	(585) 586-6605	
6/16	AM	Elizabeth Benson	Mr. & Mrs. Craig Benson	(585) 359-2795	
6/23	AM	Sam Agronick	Ben Agronick & Lili Schwartz	(585) 271-4575	
6/30	AM	Josefina Leit	Dr. & Candice Leit	(585) 249-4944	
9/8	AM	Ivry Shafir	Mr. & Mrs. Shai Shafir	(585) 244-8332	
9/22	AM	Charlotte Tickell	Steven Tickell & Elizabeth Borg	(585) 586-7223	
9/29	AM	May Fastaia	Joseph & Miriam Fastaia	(585) 935-1218	
10/6	AM	Jarryd Lax	Beth Lax	(585) 425-7673	
10/13	AM	Emily Weiss	Jason & Lori Weiss	(585) 267-7323	
10/13	PM	Tamsin Spiller	Dr. James Spiller & Dr. Anne Macpherson	(585) 319-4498	
10/20	AM	Saskia Owen	Josh Owen & Marsha Wittink	(215) 353-1753	
10/27	AM	Aidan Frantz	Cara Levy	(585) 414-7785	
10/27	PM	Kaitlyn Wagner	Stephen & Stacey Wagner	(585) 563-6341	
11/3	AM	Adult B'Nei Mitzvah			