Temple Israel

B’nai Mitzvah Handbook

For the

Family

Your child’s

Bar/Bat Mitzvah date is:

Revised September 2019



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Mazal Tov on beginning the process of preparing for your child’s Bar or Bat Mitzvah! In *Pirkei Avot,* we learn that *“at age 13 comes responsibility for mitzvot.”* Even though your children do not technically need to do anything to become a Bar or Bat Mitzvah at age 13, traditionally we mark this moment by calling them to the Torah for the first time to have an Aliyah and to chant their Torah portion. We hold Bnei Mitzvah in the synagogue together with all members of the community because we hope that your children will not only feel comfortable on the *bimah*, but will use their new skills as active participants on Shabbat and holidays.

Preparing for a Bar or Bat Mitzvah is not easy. Your children will be challenged to master Hebrew reading and chanting, but we are confident that with Cantor Lissek’s expert teaching, they will excel. Being challenged is a central part of becoming a Bar or Bat Mitzvah because the purpose of the ceremony is not only to teach your children how to participate in services, but also to show them that they have the ability to meet the many new challenges they will face as teenagers and young adults.

We are here at Temple Israel to help you make this a joyous and meaningful moment for your children and for your families and this handbook will answer many of the questions that come up along the way.

Although we have been conducting Bnei Mitzvah for millennia, your class is distinct because you are the first group of families to begin your preparation in the middle of a global pandemic that has prevented us from being together with so many of the people we love and from setting food in side of Temple Israel. It frustrates us and it will frustrate you even more that we can not yet tell you at the beginning, exactly what your Bnei Mitzvah will look like. It is possible that some members of your class will lead services over Zoom, while others will have a “normal” Bar or Bat Mitzvah service. So we ask you to be our partners in this experience. No matter what the service ends up looking like, we commit that your children will feel supported as they learn our ancient traditions and share their teachings with the Temple Israel community.

Mazal tov and we are excited to get to work planning your Bnei Mitzvah!

Rabbi Michael Wolk

**Welcome to Temple Israel’s**

**Bar/Bat Mitzvah Program**

The ceremony of a Bar/Bat Mitzvah is one of the many celebrations, experiences, and special occasions that will take place in your child’s life. This rite of passage inspires a sense of growth, self-determination, and social maturity that can evoke feelings of understanding and obligation in Jewish life. The sense of belonging and participating in a community celebration is something that Temple Israel wants each child and family to experience. Your child’s teachers, the rabbis, tutors, and Temple staff share with you in the task of helping your child prepare to become a Bar/Bat Mitzvah. Please do not hesitate to contact us should you have any questions. Our hope is for all of families have a smooth, rich and rewarding experience throughout the process.

It is recommended that you read through this manual to gain an understanding of our approach to the celebration of becoming a Bar/Bat Mitzvah. It will act as a reference for all aspects of the preparation process. Please pay special attention to the Checklist and Timeline for Bar/Bat Mitzvah in the back of this manual, as well as the various forms that are provided for you to submit throughout this process.



A Note from the Clergy

**1**

The custom of celebrating a B’nai Mitzvah in the synagogue with the young person reading from the Torah and chanting the Haftarah is a relatively new development in Jewish tradition. Bar Mitzvah, which literally means “son of the commandment,” is a term signifying the point at which a young man becomes responsible for the Mitzvot, according to our religious tradition. The great Rabbi Moses Maimonides states that the age of maturity for a boy is thirteen years plus one day, and for a girl, twelve years plus one day. Even though the term Bar Mitzvah appears in the Talmud*,* denoting the time at which a young Jew becomes subject to the laws of Torah*,* its usage to represent the occasion at which one assumes religious obligations does not appear before the 15th Century (Sefer Tziyyoni). It is based on our ancient writings that the parents of a child are responsible for his actions until he reaches the age of thirteen. In the original ceremony, a boy was called to the *Torah* for an Aliyahon the first day the Torahwas read following his thirteenth Hebrew birthday. The Bar Mitzvah was a public demonstration of his new place in the minyan of Israel. According to tradition, the boy’s father would accompany the boy and make the blessing, “Blessed is He who has now freed me from the responsibility of this one.” Over time, the Jewish tradition changes so that the Bar Mitzvah boy donned Tefillin in weekday public worship. In Western Europe the custom developed further. In recognition of his Bar Mitzvah, the young man was called to the Torah on the Shabbat morning following his thirteenth birthday, at which time he was allowed to read the Maftir portion of the Torah reading, as well as the Haftarah.

The History of B’nai Mitzvah



While celebrating Bar Mitzvah has been part of our history for hundreds of years, a special ceremony to honor a young woman upon becoming a Bat Mitzvah, “daughter of the commandment,” does not appear within our religious tradition until the 19th Century. In his law codes, Rabbi Joseph Hyam mentioned a special ceremony for girls. The Bat Mitzvah ceremony originated in the western European countries of France and Italy, and it spread throughout the western world. Like most Jewish customs and traditions, the way in which a Bat Mitzvah was conducted varied from country to country and city to city. It was not uncommon to call upon a young woman to recite Haftarah or selected prayers before her family and friends when she reached the age of twelve years plus one day. This new tradition came about because a woman was prohibited from reading Torah on Shabbat morning, but was allowed to read the Haftarah in front of the congregation on Friday night.

By the 17th Century, young men to be honored on their B’nai Mitzvah and who were blessed with pleasing singing voices, were allowed the privilege of chanting parts of the service for the congregation on Shabbat morning. It was customary that the Rabbi would bestow on the young man the Birkat Cohanim, priestly blessing, at the end of the Rabbi’s D’rasha (sermon). In Ashkenazi tradition, the Rabbi or local teachers tutored the young man and helped him to prepare a D’var Torah regarding a specific passage from the Talmud. As part of that tradition, the boy would take the opportunity to thank his parents for all they had done in helping to raise him and to ensure that his education as a Jew would be complete. A festive Kiddush in honor of this special event followed the services.

The celebration of a boy’s Bar Mitzvah has not changes substantially over the past 450 years. Today, as it was in our ancestors’ time, a Bar Mitzvah is called up on to read the Torah and Haftarah, to deliver a D’var Torah, and to lead parts of the service. The celebration is completed with a festive Kiddush or meal (Seudat Mitzvah).

The first modern Bat Mitzvah ceremony in the United States was a celebration of the Bat Mitzvah of Judith Kaplan, the daughter of Rabbi Mordechai Kaplan (March 1922). Today, in an egalitarian synagogue such as Temple Israel, the celebration of a Bat Mitzvah is handled in the same way as a Bar Mitzvah. The ceremony begins with the presentation of a Tallit, the passing down of the Torah, and then continues with the girl delivering a D’var Torah, reciting of the Maftir and Haftarah, and leading different parts of the service.

**2**

**Clergy Office**: 704-362-2796

**Executive Assistant to the Clergy, Katharine Wood**

Appointments with Clergy, Forms

kwood@templeisraelnc.org

**Rabbi Michael Wolk**

D’var Torah, Parents’ Speech

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**Cantor Shira Lissek**

Tutoring, Bar/Bat Mitzvah Basics classes, Aliyot

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**Director of Programs and Events, Ariel DiDonato**

980-960-2387 or adidonato@templeisraelnc.org

B’nai Mitzvah Director- Kitchen/room reservations, Kiddush/catering, Kippot/Tallit, forms, general B’nai Mitzvah questions

**Accounting Manager, Maria Leonard**

980-960-2384 or mleonard@templeisraelnc.org

Fees and financial matters

**Director of Congregational Education, Rabbi Helene Kornsgold**

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Religious school and Shabbat attendance requirements

**Director of Youth and Family Engagement, Alan Johnathan**

704-944-6772 or ajohnathan@templeisraelnc.org

Mitzvah Project Requirements

**Staff Contact Reference**



**3**

Bar/Bat Mitzvah Date Assignment

Each student is assigned a Bar/Bat Mitzvah date that occurs as close as possible following his or her 13th birthday (based on the Hebrew calendar).

At Temple Israel, girls are eligible to become Bat Mitzvah at 12 years. Dates are assigned well in advance and with input from each B’nai Mitzvah family.

**Date Deferral**

The Date Assignment payment policy applies at time of date issuance regardless of date deferral.

In cases where there is a fee increase, new fees apply. If parents opt-out of receiving a date during the child’s designated cycle, Temple Israel must receive the signed acknowledgement form indicating the date is not being accepted. This acknowledgement form is provided by Temple Israel with the date issuance.

Although a family may opt to defer accepting a B'nai Mitzvah date, the B'nai Mitzvah fee remains due and will be applied to the family’s TI account. B'nai Mitzvah fees are set per child. There are no exceptions for multiple children or twins.

**Date Change Request**

 A written request must be submitted to the B’nai Mitzvah Director. Temple Israel will not accept date changes for the purpose of receiving a Bar/Bar Mitzvah without a partner on Shabbat. All B’nai Mitzvah dates are assigned as a shared morning or a shared simcha weekend (morning and evening service). Exceptions to this policy must be addressed with the Temple Israel Senior Rabbi.

 Date changes can be requested up to 12 months prior to the start of a child’s B’nai Mitzvah training, as long as the date is available on the Temple’s calendar. A date change requested within 12 months of the agreed B’nai Mitzvah date, will be considered only for extenuating circumstances.

**Date Assignment Qualifications**

* The family is current on all financial obligations with Temple Israel
* The child is enrolled in Jewish Education (see Attendance and Education Policy)
* The family returns a signed agreement form and completed payment schedule form within 30 days of receiving the date

**Post-Date Obligations**

The child must remain enrolled in Jewish Education through the 7th grade year, and full-membership status is maintained with Temple Israel.

**B’nai Mitzvah Payment Policy**

The $850 B’nai Mitzvah fee covers enrollment in the B’nai Mitzvah program which includes your child’s siddur, a portion of the B’nai Mitzvah class retreat, B’nai Mitzvah Basics classes, individual tutoring sessions with the Cantor or member of the clergy team, troupe trainer software access, and private D’var Torah lessons with a Rabbi.

A $250 security deposit is due to Temple Israel within 30 days of issuing the B’nai Mitzvah date, along with a signed agreement. If a family chooses to pay in full at the time of date issuance, a $50 discount is applied to the total fee. If a family has not paid the B’nai Mitzvah fee in full twelve months prior to the B’nai Mitzvah date, families will be required to set up a payment plan at that time. Families may choose to schedule monthly credit card payments spread over 4, 6 or 9 months to pay off the fee balance. All payment plans require a credit/debit card on file to enable the monthly fee arrangement. When two (2) consecutive payments are missed, the child cannot continue with classes and he/she will lose the B’nai Mitzvah date. The B’nai Mitzvah fee must be paid in full three months before the date of the B’nai Mitzvah (effective as of January 2018 for any dates moving forward).

An extended payment plan is an option (to begin more than 12 months before the B’nai Mitzvah date); please contact the B’nai Mitzvah Director to set this up. If the family’s financial situation requires more relief, the family must go through the Jewish Family Services financial assistance protocol.

**Fee Waiving and Fee Subsidies**

In the case where families have not begun preparatory classes or training for B’nai Mitzvah and/or leave the Temple before any training, all fees will be refunded with the exception of a processing fee (contact Temple Israel for specific amount). If at any time during B’nai Mitzvah preparation the child is removed from training, $150 will be reimbursed unless the 3rd year training (Bar/Bat Mitzvah Basics) has begun, at which point no refund will be given. Fee waivers are not available.



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Attendance & Education Policy

Preparation for becoming part of our Temple community begins at an early age with attendance at Temple Israel Religious School (TIRS) or another certified Jewish education program. Approximately twelve months before your child’s simcha (celebration) date, your child will begin small group preparation/classes to learn the prayers and blessings, and then individualized instruction/tutoring with the clergy to learn his/her Parshah, Haftarah portion and prepare the D’var Torah.

**Student and Family Expectations**

Attendance expectations have been set so that your child is prepared to be less nervous or concerned on their Bar/Bat Mitzvah. The consequences for not meeting these expectations are at the discretion of the Senior Rabbi. If a student is not adequately prepared, particularly due to poor attendance or lack of participation, then the extent of their participation on the bimah on their Bar/Bat Mitzvah day may be reduced. In some cases, students will be asked to forfeit their originally assigned Bar/Bat Mitzvah date for a later date so they can have more time to prepare.

**Education and Shabbat Requirements**

The B’nai Mitzvah child must have at least five (5) years of formal Jewish Education that includes 6th and 7th grade. Acceptable venues for the education are: Temple Israel Religious School; Charlotte Jewish Day School; another formal Jewish education setting with trained teachers and formal curriculum (approved by the Senior Rabbi). Private tutorial does not qualify.

The B’nai Mitzvah child must be enrolled in Temple Israel’s pre-B’nai Mitzvah programs including 6th & 7th grade family education, Bar Mitzvah Basics, and private tutorial with our Rabbis, Cantor, or other trained staff who will teach the skills to read Torah and Haftarah. Parents commit to have their child meet a 75% attendance at their formal Jewish Education. In addition:

**During their 3rd & 4th Grade years**, students are required to attend at least 8 Shabbat morning services during the school year of September-May. Students may attend either the main service with at least 1 parent or Junior Congregation. Students can also get credit for attending Friday night services in lieu of attending Shabbat morning (up to 4 Friday night services can be counted towards fulfilling this requirement).

**During their 5th and 6th grade years**, students are *required* to attend at least 10 Shabbat morning services during the school year of September-May. Students may attend either the main service with at least 1 parent or Junior Congregation. Students can also get credit for attending Friday night services in lieu of attending Shabbat morning (up to 5 Friday night services can be counted towards fulfilling this requirement.

**During the year leading up to a child’s B’nai Mitzvah (12 months prior)**, the requirement is to attend at least 12 Shabbat morning services. In addition, during the final three months of preparation, parents and child should attend one Friday night and one Saturday morning service a month. This provides the students with repeated exposure to the service which helps them as they prepare to become a Bar/Bat Mitzvah. Students also get credit for attending Friday night services in lieu of attending Shabbat morning (up to 6 Friday night services will be counted towards fulfilling this requirement).

**6th & 7th Grade Family Education Programs**

Family Education programs provide unique opportunities for students and parents to jointly explore and discuss relevant topics of contemporary includes 6th and 7th grade. The goals of these programs are to:

1. Prepare students and families spiritually, mentally, and emotionally for their upcoming Bar/Bat Mitzvah

2. Strengthen bonds between students and families

3. Build strong bonds among community members

At least one parent is expected to attend programs with their child. The schedules for these programs are published at the beginning of the school year so families can put the dates on their calendars.

**Mitzvah Project**

Every Bar/Bat Mitzvah student is expected to complete a Mitzvah Project (a minimum of 10-12 hours) as a way to demonstrate his/her commitment to Mitzvot and to help create a better world in their own special way. Every child will meet with the Alan Jonathan to discuss ideas or options for projects, as well as complete timesheets.

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**5**

Recording Attendance

Attendance at TIRS and Shabbat services is recorded and reviewed periodically. Although students are encouraged to attend the entire Saturday morning service, to receive attendance credit they must arrive no later than by the beginning of the Torah service at 9:55am, and stay until the end of services. For the Friday evening service, your child must attend the entire service to receive attendance credit.

Attendance at a friend or relative’s Bar/Bat Mitzvah service will count towards the service attendance requirement, provided that the invitation from the Bar/Bat Mitzvah is brought to the TIRS administrative assistant within a week.

Summary of B’nai Mitzvah Preparation

|  |  |  |  |
| --- | --- | --- | --- |
| **Preparation** | **Learning Activity** | **Description** | **Timing** |
| Order of Service and Prayers | Shabbat Services | Active learning on liturgy on Shabbat mornings. | Grades 4-6 |
| Blessings | Shabbat Services and Tutoring | Students work in small groups to learn Haftarah blessings, Torah blessings, *t’fillot*, and lead Kiddush. | 12-16 months prior |
| Learning Trope | Bar/Bat Mitzvah Basics class | Trope Trainer, a self-paced computer-based tutorial, is provided to each student to support learning trope. | 8-12 months prior |
| Chant Maftir and Haftarah | Cantor – Weekly 30 min sessions for 6 months | One-on-one tutorials with student to refine the chanting of Maftir and Haftarah. We encourage a parent to accompany the student at each session. Cantor will contact parents 10 months in advance of simcha to schedule. | 6 months prior |
| D’var Torah | Rabbi | Child’s readiness for becoming Bar/Bat Mitzvah is discussed with parents. Student discusses Parshah and Haftarah concepts with Rabbi. D’var Torah commentary and appropriate thank-you’s must be approved by Rabbi. | 6-8 weeks prior |
| Bimah Rehearsal | Cantor | Go from student to leader. Getting comfortable reciting t’fillot, Torah, Haftorah and D’var Torah from the bimah.  | 4 weeks prior |
| Dress Rehearsal | Rabbi and/or Cantor | For all Bar/Bat Mitzvah students. If Shabbat is shared, rehearsals will overlap. Photographs are permitted only at dress rehearsal. Contact Clergy Office one month in advance to schedule. | Week of B’nai Mitzvah |



**6**

Bar/Bat Mitzvah Service

**Service Times (these times should appear on your invitations)**

**Friday evening**

**6pm:** Family, guests and greeters arrive.

**6:15pm:** Services begin.

**Saturday morning Shabbat**

**9:15am:** Family, guests and greeters arrive.

**9:30am:** Services begin.

**Saturday evening Mincha/Ma’ariv**

**Services begin depending on sunset**; consult Rabbi for correct time.

**15 minutes prior:** Family, guests, guests with honors, and greeters arrive.

**Synagogue Attire**

In accordance with Jewish values, synagogue attire should be modest and dignified. Below is a list of rules for synagogue attire:

* Kippot, Tallitot and women's head coverings are provided for all congregants.
* All men, whether or not they are Jewish, must keep their heads covered at all times while inside the Synagogue premises. Women need to wear a head covering when on the Bimah, regardless of religion.
* Jewish men must wear a Kippah and Tallit when in the Sanctuary on Shabbat morning. Women must wear a Tallit to read from the Torah and are invited to do so throughout Shabbat morning service.
* All men and women should wear Shabbat appropriate attire (examples can include, but not limited to: jackets and ties, skirts and dresses, or nice dress pants).

**Synagogue Etiquette and Live Streaming of Services**

Photography, text messaging and cellphone use is not permitted on Shabbat in the synagogue. In addition, live streaming of Shabbat services is now available on our website. This means that any family or friends of your B’nai Mitzvah child that are unable to attend the simcha, can watch the service streamed live (visit the quick links section of our home page). However, these private family lifecycle events will not be made available for viewing without prior permission. The B’nai Mitzvah Director will reach out to each family individually to get permission or to answer any questions or concerns regarding the live streaming. Following the B’nai Mitzvah, you will be emailed a link of the service to download.

**Food/Flower Deliveries**

All foods and flowers must be delivered to the Temple by 1:00pm Friday. Nothing should be removed from the Temple until after Shabbat.

**7**

|  |  |  |
| --- | --- | --- |
| **Prior to Simcha** | **Parent Considerations and Actions** | **Student Actions** |
| 24-36 months | * B’nai Mitzvah date assigned
* B’nai Mitzvah contract/payment agreement signed and returned to Clergy Office
* Confirmation letter from TI received
 | * Regularly attend Shabbat Services and continue in good academic standing at TIRS
 |
| 12-18 months | * Determine type of celebratory event your family would like to host.
* Estimate number of guests
* Meet with the B’nai Mitzvah Director to plan simcha
* Reserve party venue; if reserving TI social hall, secure with deposit
* Decide plans for TI Kiddush and contract caterer
* Contract party, DJ, and photographer
* Ongoing: Attend Family education programs with child
* Meet with shared Simcha family to discuss shared details/expenses (18 months)
 | * Participate in Family Education programs
* Mitzvah Project:

-Research and choose mitzvah project* Begin small group tutorials to learn blessings
* Attend Saturday morning and Friday night Shabbat services
 |
| 12 months | * Think about Tallit. Use heirloom or purchase new Tallit.
* Consider/finalize Kiddush details
* Reserve TI kitchen if you are going to bake
* Ongoing: Attend family education programs with student
 | * Participate in Family Education programs
* Attend Saturday morning and Friday night Shabbat services
 |
| 6-12 months | * Begin party planning details
* Finalize guest list and gather addresses
* Select/order invitation
* Send Save the Date to guests (8 months)
* Arrange hotel accommodations for out-of-town guests
* Decide if you will offer other events or meals over the simcha weekend (contact the B’nai Mitzvah Director to reserve the social hall for a private Friday night Shabbat dinner).
* Plan decorations, centerpieces, sign-in boards, party favors, etc.
* Ongoing: Accompany student to tutoring with Cantor
 | * Begin tutoring with Cantor (6 months)
* Attend Shabbat services – especially all of your classmate’s simchas
* Participate in Family Education programs
* Utilize Trope Trainer
* Complete mitzvah project (a minimum of 10-12 hours)
 |

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**B’nai Mitzvah Timeline**

|  |  |  |
| --- | --- | --- |
| **Prior to Simcha** | **Parent Considerations and Actions** | **Student Actions** |
| 4-6 months | * Ensure student ‘s progress is on track
* If family/friend to read from Torah, then speak with Cantor for assignments (4 months)
* Review Torah blessings with family members who are receiving Aliyot
* Order kippot, flowers, Tallit (check with TI for details)
 | * Attend Saturday morning Shabbat services
* Continue tutoring with Cantor
 |
| 3 months | * Family to attend Saturday morning and Friday night services in the three months preceding Simcha
* Make appointments for family to meet with Rabbi, and for student to meet with Rabbi to work on D’var Torah
* Arrange family attire (review TI Synagogue Attire Policy)
* Submit student profile and photo to TI for Kol Israel Bulletin
 | * Continue tutoring with Cantor
* Attend Saturday morning Shabbat services
 |
| 2 months | * Review student’s progress with Cantor
* Address and mail invitations (include directions, hotel information, dress code, and behavioral expectations for Temple)- obtain updated B’nai Mitzvah class list with addresses from TI to ensure all students are included
* Call Assistant to Clergy to schedule dress rehearsal (Arrange photographer to come to rehearsal to take photos.)
 | * Discuss Parsha with Rabbi and prepare D’var Torah
* Continue tutoring with Cantor
* Attend Saturday morning Shabbat services
 |
| 6 to 4 weeks | * Provide guest list of all children invited to B’nai Mitzvah Director – see handbook for TI Invitation Policy
* Complete Aliyah Honors form and send to B’nai Mitzvah Director
* Create agenda/timeline for party celebration
* Confirm all arrangements with vendors (make sure to give TI a list of all your vendors if party is at TI)
 | * Meet with Rabbi to review D’var Torah
* Continue tutoring with Cantor
* Attend Saturday morning Shabbat services and Friday evening services
 |
| 4 weeks | * Inform Clergy’s office of any revisions to honorees
* Prepare 350 word charge/speech and give to Rabbi for approval
* Develop seating plan for private parties
* Kippot to B’nai Mitzvah Director
 | * Bimah Rehearsal with Cantor
* Attend Saturday morning Shabbat services and Friday evening services
 |
| 1 day | * Food, flowers, decorations delivered to TI before 1 p.m.
 | * Dress rehearsal
* Get a good night’s sleep
 |
| B’nai Mitzvah Day! | Bring:* Any last minute changes in honorees (in writing)
* Typed blessings/speech to be offered to the B’nai Mitzvah
* B’nai Mitzvah’s Tallit
* Notes on leading the service and the D’var Torah (printed in large font)
* Copy of the Haftarah portion
 | * Yay, you’ve made it to the big day! Take a deep breath, you are going to do great!
 |
| After Simcha | * Pick up things from TI (food/beverages from caterer, centerpieces, etc)
* Encourage student to attend Hebrew High
 | * Write thank-you notes
* Continue attending Jewish education classes and class Simchot
* Consider working as a Madrich at TIRS, and enrolling in Hebrew High
 |

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Additional Information

**Parents’ Speech to their Child**

According to the B’nai Mitzvah guidelines, parents are offered the opportunity to make congratulatory remarks to your child at the end of the service, provided the family has followed the invitation policy (see page 25).

The content should include a spiritual charge, representing Jewish values and traditions. Highlights of his/her character, reminiscences, and tributes to family members no longer living, are all appropriate material for this brief call to action.

This must be submitted to the Clergy Office no later than 3 weeks prior to the simcha. It will be reviewed by the Senior Rabbi and must be limited to 350 words per family.

**B’nai Mitzvah Program**

Congregants and guests receive a program as they enter the sanctuary on Shabbat. The program lists the Aliyot and honors for the service, and a brief summary of the service. If you would like your honors to be listed, it is necessary that the clergy office has the information a minimum two weeks prior to the date of the simcha.

When two B’nai Mitzvah children share the Shabbat service, both children’s names will be on the cover in alphabetical order, and the honors of both families will be jointly listed on the back page. Other supplemental pamphlets should not be distributed by the family of the Bar/Bat Mitzvah.

**Greeters**

B'nai Mitzvah families are asked to provide greeters; they should be Temple Israel members who are familiar with Temple Israel practices.

Saturday morning:

-4 greeters total (2 at each entrance)

-from 9:30am to 11am

\*For shared B’nai Mitzvah, each family will provide 2 greeters.

Saturday Evening, in Chapel:

-1 greeter at the door.

Saturday Evening, in the main Sanctuary

-2 greeters total (at the door off of the main foyer)

See Page 24 for further details.

**Bimah Decorations**

Decorations are required for the bimah in the main Sanctuary. An arrangement in front of each of the two lecterns is standard. You have various options for these decorations– you can provide floral arrangements for the bimah (44 wide by 40 high) or you may use the silk floral bouquets already present on the bimah, free of charge. Baskets of goods/items or books, which can then be donated, can be displayed in lieu of flowers.

You may also include these decorations in the Social Hall for Kiddush if desired.

**Kippot**

There are standard kippot available at each Temple entrance. Personalized or colored kippot are not required. If you wish to order personalized kippot to honor the Bar/Bat Mitzvah child, then the following quantity of kippot is recommended:

1 kippah for every invited male guest on your list

1 kippah for each child in the B’nai Mitzvah class

12-24 or more kippot for the congregation

The quantity of recommended kippot is the same for each family when the B’nai Mitzvah is shared. Give the kippot to the B’nai Mitzvah Director no later than Thursday before the simcha.

**Throwing Candy (Optional)**

You have the option to shower your Bar/Bat Mitzvah child with sweetness by throwing candy at him/her. The B’nai Mitzvah family designates 1-4 people (usually younger siblings or cousins) to distribute the candy. Discuss this custom with the B’nai Mitzvah Director. The cost of the candy is included in the B'nai Mitzvah fee.



**11**

Hospitality and Kiddush

**Temple Israel Kiddush**

If a child has a Saturday morning B’nai Mitzvah, the family is responsible for providing Kiddush for 175 congregants (125 adults and 50 kids), plus the B’nai Mitzvah celebration guests. The B’nai Mitzvah class and their families will be included in the congregation total. Families are responsible for working out the cost sharing arrangement with their paired family for the Kiddush. Each family is responsible for half of the 180, plus their invited guests. The financial arrangement must take into consideration the number of guests the family has invited. The families must choose from the list of Temple Israel approved caters (see list pg. 14) and provide caterer contract to the B’nai Mitzvah Director no later than 30 days prior to the simcha. All approved caterers include a 9% usage fee to Temple in the total cost presented to the family in their bill. B’nai Mitzvah families are responsible for providing a minimum of the Temple Israel standard Kiddush menu.

If a child has an evening B’nai Mitzvah, the family is encouraged to attend Saturday morning services with the congregation. The PM B’nai Mitzvah family is responsible for contributing $180 towards the Saturday morning Kiddush Fund. The payment is due to the Temple no later than 30 days prior to the simcha (effective January 2018 for the B’nai Mitzvah Class of 2020-2021 or any new dates given out).

**Kiddush when other Simchas take place on Shabbat**

If there is a baby naming or aufruf on the day of your B’nai Mitzvah, the B’nai Mitzvah family has primary responsibility for the Kiddush. However, the other family holding a simcha is required to cover the cost of Kiddush for their family and guests, as well as any additional menu items added to the Kiddush. The B’nai Mitzvah Director will facilitate this communication between families.

**Inviting Clergy**

We hope that you will plan your celebration in accordance with the rules of Shabbat and kashrut. It is appropriate etiquette to invite the Rabbis and the Cantor to your celebration; Temple Israel clergy and religious professional staff will only attend receptions that are kosher, parve or dairy in keeping with the position of the Rabbinical Assembly of Southeast Region.

Invitations and Behavior

**Temple Israel Invitation Policy**

Every member of the B’nai Mitzvah class will invite each child in the class to his or her service and party (if applicable). The current list of your B’nai Mitzvah class will be provided to you 6 months prior to the simcha.

Your guest list (of children invited) must be provided to the B’nai Mitzvah Director 6 weeks prior to the simcha to verify that you have invited every member of your B’nai Mitzvah class to your service and your party. If all aspects of the invitation policy are followed, parents will then be granted permission to speak to their child/children from the bimah at the conclusion of the service.

The clergy office will be notified if this policy is violated.

**Behavior at B’nai Mitzvah Parties**

We expect our B’nai Mitzvah children to exercise appropriate behavior that shows respect for others, and for property, regardless of whether the party takes place at Temple Israel or elsewhere:

 Your child must not engage with any alcohol, drugs or smoking.

 Your child must stay in the designated areas at all times.

 Your child must display respectful behavior.

 Your child must respect all property. Vandalism of any kind is not permitted.

 You and your child will be asked to sign a Code of Conduct (see Page 29).

**12**

15

**Successfully Sharing Your Simcha:**

Working With Another Family to Prepare

for Your Bar/Bat Mitzvah

We hope that your simcha will be enhanced by the experience of sharing it with another family and we recommend that families consider planning joint celebrations. However, when the parties are not shared, consider holding your party at a time that does not conflict with the other family’s party. If your shared family has chosen an Evening service, please do not plan your party to conflict with their service, so that the B’nai Mitzvah class students can attend the service.

Topics to Discuss

When you are sharing the service, there are details that you will need to discuss with your shared family. The B’nai Mitzvah Director is available to provide families with guidance:

1. Honors- Honors are divided equally between families

2. Torah readers- The Cantor will assign Torah portions to friends or family members who want to read Torah

3. Kippot- Coordinate colors and styles, if possible

4. Coordinate bimah decorations

5. Address Kiddush:

-Budget constraints

-Discuss menu, catering details and numbers of invited guests (above the TI 175 count)

-Identify details of the catering contract and how cost will be apportioned

-Review set-up details (buffet table arrangement, reserved tables, centerpieces, etc.)

6. Friday night dinner: If you want to use the social hall for dinner, discuss sharing/catering details

Tips for Successful Sharing

Families should meet early in the process, well before making arrangements for party venue, time, and invitations (~18 months before).

If anything about the weekend is really important to you, express it as a request, and express it early. Prioritize your wishes, but be prepared to give concessions.



**13**

Reserving and Using Temple Israel Facilities

**Reserving the Sandra and Leon Levine Social Hall**

When there are two simchas on one weekend, then the evening B’nai Mitzvah family has priority to reserve the Sandra and Leon Levine Social Hall for that evening. If, at one year prior to the date of the service, the evening family has not reserved the social hall, then the family holding the Shabbat morning service may reserve the Social Hall. A non-refundable deposit are required to reserve the social hall. Payment is due in full 60 days prior to the event.

When two B’nai Mitzvah take place on Shabbat morning, the reservation will be guaranteed to the first family who completes and submits the reservation form and the non-refundable deposit to Temple Israel. This is also true for reserving the social hall for a private Friday night Shabbat dinner.

**Using Temple Israel Property**

Any person or group using the Temple is responsible for leaving the property in the same condition as it was found. This includes cleaning and putting items back in their proper places. All items including food and decorations must be removed from the Temple within 48 hours after Shabbat ends. Please do not remove items until Shabbat has concluded.

The kitchen and custodial staff only take instruction from TI Staff.

Please contact B’nai Mitzvah Director if you have any questions.

**Catering Policies**

Caterers are required to hire their own staff. Deliveries are not permitted during Shabbat and Holy Days, beginning at 1pm on Friday or the eve of a Holy Day. In addition, decorations and all arrangements must be completed by 1pm on Friday or the eve of a Holy Day. Temple Israel staff can confirm when items may or may not be removed from the Temple.

Please contact B’nai Mitzvah Director for clarification regarding catering.

**Rules for Parties at Temple Israel**

* To ensure the safety and supervision of young guests, TI requires that for every 10 children there is at least one legal adult present. It is advised that parents hire independent security to help monitor their guests.
* All children MUST remain in the Social Hall at all times (except to use the restrooms).
* No one is allowed in the Sanctuary.
* A custodian must be present to ensure the Temple is left clean.
* Smoking is not permitted inside.
* Parents of the B’nai Mitzvah child are responsible for any damage to Temple property.

**14**

**Approved Kosher Caterers**

|  |  |  |  |
| --- | --- | --- | --- |
| **CATERER** | **CONTACT** | **PHONE** | **EMAIL and/or WEBSITE** |
| **CHEF’S CATERING** | Nick Schewzyk | 704-321-2222 | nschewzyk@chefscatering.com[www.chefcatering.com](http://www.chefcatering.com) |
| **FRAN’S FILLING STATION** | Fran Scibelli | 704-372-2009 | [fransfillingstation.com](http://fransfillingstation.com) |
| **GLEIBERMAN’S CATERING & KOSHER MART** | Jeff Gleiberman | 704-563-8288 | [gleibermans.com](http://www.gleibermans.com) |
| **IZZY’S CATERING** | Jered Mond | 704-621-0032 | izzyscatering@aol.com |
| **MELANIE ROWE CATERING** | Melanie Rowe | 803-325-7906 | Melanie@melanierowecatering.com[www.melanierowecatering.com](http://www.melanierowecatering.com)  |
| **OLIVE CULINARY WORKS** | Sivan Drost | 704-376-1009 | cooking@oliveculinary.com |
| **ONE CATERING** | Diana Swanson | 704-619-3669 | diana@onecatering.net |
| **THE PAINTED PLATE** | Kathryn Miller | 336-230-2433 | kathryn@paintedplate.com |
| **PHIL’S DELI** | Phil Levine | 704-366-8811 |  |
| **PLATE PERFECT CATERING** | Taryn George | 704-343-0155 | tgeorge@plateperfectcatering.com |
| **POPPY’S BAGELS & MORE** | Ronnie Rippner | 704-366-8146 | ronaldrippner@yahoo.com |
| **PORCUPINE PROVISIONS** | Bruce or Leslie Schlernitzauer | 704-400-1433 | pqpine@porcupineprovisions.com[porcupineprovisions.com](http://www.porcupineprovisions.com) |
| **SAUCEMANS BBQ/GRILL** | Adam Rappaport | 704-333-7070 | catering@saucemans.com |
| **SERAFINA CUSTOM DESIGN CATERING** | Lisa Bixon | 704-972-8037 | serafina@customdesigncatering.com[customedesigncatering.com](http://www.customedesigncatering.com) |

|  |  |
| --- | --- |
| **\*BJ’S WHOLE CLUB**Pineville, NC(*Wesley Farms products* and all others marked, including sheet cakes decorated in store) | 704-540-8351 |
| **\*COSTCO**Matthews and Tyvola Road | 704-321-7440 |
| **KRISPY KREME DONUTS** Cotswald location *ONLY* | 704-367-3096 |
| **MANHATTAN BAGELS**Arboretum Shopping Center location | 704-541-0833 |
| **\*SAM’S CLUB**Tyvola Road and Sycamore Commons (Matthews) | 704-541-1234 |
| **SPECIALTY DESSERTS BY MILLIE** | 704-906-8905 |
| **SWEET AFFAIRS** (Jossie) | 301-979-0121 |

**Approved Kosher Bakers and Grocers**

\*Only items marked/sealed with a hecksher are kosher

**15**

Aliyah/Honor Instructions

At all B’nai Mitzvot, family members are honored with the privilege of reciting the blessings over the Torah. This honor is referred to as an Aliyah, which means “going up.” The name is derived from the fact that you will ascend to the Bimah where the Torah is read. Implied in the title is the spiritual ascent it represents.

Please make sure that everyone who has been assigned an Aliyah familiarizes themselves with the Torah blessings and procedures by providing these Aliyah Instructions to all family and guests having Aliyot.

1. All those called to the Torah are required to wear a Kippah or other head covering. All men are required, and women are encouraged, to wear a Tallit.

2. When you are called for your Aliyah, please stand to the right of the person reading the Torah.

3. After your name is called, touch your Tallit (or the Torah binder) to the spot the Torah reader shows you. Then kiss the Tallit or the binder and then recite the Hebrew blessing.

Note: On the lectern there is a card to the right of the Torah, which contains the prayer in Hebrew and transliteration. Please see the attached page for the Torah Blessings.

4. When you are finished, step to the right and remain standing next to the Gabbai until the next person completes the concluding blessing for his or her Aliyah.

5. It is customary to shake hands and wish this person ―Yasher Koach! ― more strength, well done. When someone wishes you ― “Yasher Koach” the response is “Baruch Tihiyeh” – may you too be blessed.

6. Next, walk over to the Rabbi and those sitting with him, shake their hands, proceed to the Cantor and shake hands with those around her and descend from the Bimah and return to your seat.

**\*B’nai Mitzvah family: feel free to copy and distribute these instructions to those guests with honors prior to the simcha date, or contact Katharine Wood in the Clergy Office for an electronic version for you to email.**

**16**

**Morning Shabbat Bar/Bat Mitzvah Aliyah Honor Form**

|  |  |  |
| --- | --- | --- |
| ***Honor*** | ***English Name*** | ***Relationship to BM child*** |
| Ark Opening/Closing  |  |  |
| Carry Torah (2 people) – #1(the BM child will be #2) |  |  |
| Hagbah (Raise the Torah) |  |  |
| G’lilah (Replace Torah Ornaments) |  |  |
| Prayer for Our Country (English reading) |  |  |
| Prayer for Peace (English reading) |  |  |
| Carry Torah (2 people) – #1 #2 |  |  |
| Ark Opening/Closing  |  |  |
| **Format for writing out a Hebrew name in English:** *Person’s name ben OR bat of (Jewish parent’s name) v’ (Jewish parent’s name) (son/daughter). Examples: Rachel bat Chayim v’ Galia or David ben Hillel v’ Leah. For converts: Person’s name (ben/bat) Avraham v’ Sarah* |
| **Aliyah A:**English nameHebrew name |  |
| **Aliyah B:**English nameHebrew name |  |
| **Aliyah C:**English nameHebrew name |  |
| **Maftir Aliyah (Bar/Bat Mitzvah Child):**English nameHebrew name |  |
| **GREETERS:** *These individuals need to be members of Temple Israel.)*#1 #3#2 #4 |
| **Candy distributors**: (*2-4 children, English name only*)#1 #3#2 #4 |

**Afternoon Shabbat Bar/Bat Mitzvah Aliyah Honor Form**

|  |  |  |
| --- | --- | --- |
| ***Honor*** | ***English Name*** | ***Relationship to BM child*** |
| Ark Opening/Closing  |  |  |
| Carry Torah (BM Child) |  |  |
| Hagbah (Raise the Torah) |  |  |
| G’lilah (Replace Torah Ornaments) |  |  |
| Prayer for Our Country (English reading) |  |  |
| Prayer for Peace (English reading) |  |  |
| Carry Torah (1 person) |  |  |
| Ark Opening/Closing  |  |  |
| **Format for writing out a Hebrew name in English:** *Person’s name ben OR bat of (Jewish parent’s name) v’ (Jewish parent’s name) (son/daughter)***.** *Examples: Rachel bat Chayim v’ Galia or David ben Hillel v’ Leah***.** *For converts: Person’s name (ben/bat) Avraham v’ Sarah* |
| **Aliyah A:**English nameHebrew name |  |
| **Aliyah B:**English nameHebrew name |  |
| **Aliyah C (Bar/Bat Mitzvah Child):**English nameHebrew name |  |
| **GREETERS:** *(These individuals need to be members of Temple Israel.)*#1#2 |
| **Candy distributors**: (*2-4 children or youth*)#1 #3#2 #4 |
|  |

**Shared Morning Shabbat Bar/Bat Mitzvah Aliyah Honor Form**

|  |  |  |
| --- | --- | --- |
| ***Honor*** | ***English Name*** | ***Relationship to BM child*** |
| Ark Opening/Closing  |  |  |
| Hagbah (Raise the Torah) |  |  |
| G’lilah (Replace Torah Ornaments) |  |  |
| Prayer for Our Country, OR Prayer for Peace (English readings)(Cantor will divide among the families) |  |  |
| Carry Torah (1 person) |  |  |
| **Format for writing out a Hebrew name in English:***Person’s name ben OR bat of (Jewish parent’s name) v’ (Jewish parent’s name) (son/daughter). Examples: Rachel bat Chayim v’ Galia or David ben Hillel v’ Leah. For converts: Person’s name (ben/bat) Avraham v’ Sarah* |
| **Aliyah A:**English name(s)Hebrew name(s) |  |
| **Aliyah B:**English name(s)Hebrew name(s) |  |
| **Aliyah C:**English name(s)Hebrew name(s) |  |
| **Maftir Aliyah (Bar/Bat Mitzvah Child):**English name(s)Hebrew name(s) |  |
| **GREETERS:** *(These individuals need to be members of Temple Israel.)*#1 #2 |
| **Candy distributors**: (*1-2 children*)#1 #2 |
|  |

Instructions for Greeters

At every Temple Israel Shabbat service, greeters welcome congregants. This service is especially critical for B’nai Mitzvah simchas when guests visit our Temple. It is the responsibility of the B’nai Mitzvah family to provide greeters for their simcha.

1. Four greeters are needed for Saturday morning services. For shared B’nai Mitzvah, each family will provide 2 greeters. Two greeters are needed for Saturday evening services.

2. Greeter responsibilities begin at 9:30 am, so greeters should arrive early (by 9:20 am) so they are at their assigned stations and ready to welcome guests and congregants at the designated time (9:30-11:00am, Saturday morning). Note: guests to Temple Israel tend to arrive at 9:30 am, and it is especially important that greeters are in place to assist them.

3. Greeters should be Temple Israel members. Greeters should wear the nametag that will be waiting for them at their designated station (in Tallit box). The nametag signifies that they can answer congregant questions.

4. On Shabbat, there are several handouts that greeters need to collate and hand to congregants as they enter the sanctuary.

5. It is the greeters’ responsibility to ensure that congregants and guests follow these Temple Israel traditions and rules before entering the sanctuary:

* All males are asked to wear Kippot.
* All Jewish males over 13 are asked wear a Tallit on Saturday mornings. Tallit are not required on Saturday evenings, unless ascending to the bimah during services.
* Head coverings and Tallit are optional for Jewish females. All women ascending to the bimah during services are asked to wear a head covering on top of their head.
* Congregants should turn off cell phones and all other electronic devices before entering the sanctuary.
* Tallit should be removed before entering the restrooms.

5. Greeters should direct and assist any mobility-impaired person to the designated handicap seats in the rear of the sanctuary. Devices for the hearing impaired are available in the Tallit box.

6. During certain times, no one should exit or enter the sanctuary unless there is an emergency. Greeters should close the Sanctuary doors at the beginning of the Amidah during the Shacharit and Musaf services. These services immediately follow the introductory Kaddish and last until the end of the Kedushah (following L’Dor va Dor). Greeters should also close the doors whenever the Ark is opened and during the Rabbi’s sermon.

7. Only children accompanied by an adult are allowed to enter the balcony.

8. Prayer books are available at congregant seats.

**\*B’nai Mitzvah family: feel free to copy and distribute these instructions to your greeters, or contact Katharine Wood in the Clergy Office for an electronic version for you to email.**

**24**

**Instruction for the Magbee’ah – Lifting the Torah Scroll**

1. Come to the Bimah when you hear ―Ya-amdu Ha Magbee’ah V’HaGolel.

2. The person who will lift the Torah, “Magbiah” (if male) or “Magbihah” (if female) should be able to lift 30 pounds.

3. S/he first must place a hand on each of the handles. Unroll the scroll so that three columns are showing. Pull the scroll down so that the discs above the handles are past the end of the pulpit. Press down so that the leverage will enable you to lift the scroll without undue strain.

4. Raise the scroll so that the text is level with the top of your head, turn around so that your back is to the congregation allowing them to see the three exposed columns of the Torah text.

5. Walk to the open seat behind the lectern and sit down. When you are seated, the ―Golel (if male) or Golelet (if female) will dress the Torah.

After the Torah has been taken from you, shake hands with the persons on the Bimah, and return to your seat. (If the Rabbi is talking, please wait until he or she has finished before returning to your seat.)

**Instructions for the Golel – Dressing the Torah Scroll**

1. Come forward when the reader announces ―Magbee’ah and Golel.

2. When the Magbee’ah is seated, please assist him or her in closing the Torah scroll by taking hold of the two top handles and winding until the scroll is wound tightly.

-Take the binder and either clip it or tie it at the front of the scroll (facing the person holding it).

-Place the Torah cover over the scroll, followed by the breastplate, the Yad, and the Crown in that order (all facing the person holding the Torah).

3. Upon completion, please shake hands with the persons seated on the Bimah and then return to your seat.

**\*B’nai Mitzvah family: feel free to copy and distribute these instructions to those guests with honors prior to the simcha date or contact Katharine Wood in the Clergy Office for an electronic version for you to email.**

Instructions for the Magbee’ah and Golel

**23**

Guidelines for Parent’s Charge/Speech

Sometimes the preparations behind a child’s becoming Bar or Bat Mitzvah do not allow us as parents to pause long enough to think about the meaning of the day. Of course, the occasion is first and foremost about Jewish learning and renewal, about family and celebration. But it is also about that fleeting moment as our sons and daughters stand poised between childhood and adolescence, holding on and letting go. What advice would we like our young people to take on their life’s journey? It is not as though we haven’t transmitted our values in the preceding years, by what we allow and what we prohibit, by how we live and how we do not. But this is a time for us to piece it all together and wrap a gift of words for them to carry into the future.

At this time of fragile self-esteem, a parental address is an opportunity to reinforce our children’s positive self-image, to tell them why we are proud. This doesn’t mean chronicling every accomplishment, from learning to walk to becoming the quarterback of the football team. But it is a chance to say what qualities you admire and hope that they will not lose as they grow. If you can remember that your child is only twelve and a half or thirteen, you will know to be brief, not to talk above them or down to them, and not to embarrass them. You want your son or daughter to hear you, not daydream. Neither a reminiscence nor a biography, a parent’s talk should be a message.

Ask yourself some questions: What gift do I see in my child that a word of encouragement might enhance? What difficulty do I know that some wisdom might ease? What do I hand to my children when I hand them Torah? What elements of the Torah do I want them to carry in their hearts? What story do I want them to retell to become a part of its unfolding?

Some parents are reluctant to speak. Some say, “What we feel is private.” Others say, “We are not good with words.” But just as our children like to see us cheering them on at their performances or rooting for their teams, they also need to hear us tell them what we value and what we think. To give a good speech, you don’t have to be a writer or an orator. You just have to be Mom or Dad. Some parents have told me that deciding what to say to their child was the most difficult thing they had ever done, and the most wonderful. As the B’nai Mitzvah tell us, with their eyes and with their embrace: These words make a difference.

**25**

Torah Blessings

Before the Torah reading, Torah blesser chants:

After the Torah Reading, Torah blesser chants:



**26**

Tallit Blessings

(Parents recite)

בָּרוּךְ אַתָּה ה' אֱלֹהֵינוּ מֶֽלֵךְ הָעוֹלָם, אֲשֶׁר קִדְּשָֽׁנוּ בְּמִצְוֹתָיו וְצִוָּֽנוּ לְגָּדֵל בָּנִים לַתּוֹרָה.

Baruch Atah, Adonai, Eloheinu Melech Ha-olam, asher kid’shanu b’mitzvotav v’tzivanu l’gadel banim la-torah.

*Praised are you, Adonai our God, Ruler of the Universe, who has made us holy with your mitzvot and commanded us to raise children to the Torah.*

(Bar/Bat Mitzvah recites)

בָּרוּךְ אַתָּה ה' אֱלֹהֵינוּ מֶֽלֵךְ הָעוֹלָם, אֲשֶׁר קִדְּשָֽׁנוּ בְּמִצְוֹתָיו וְצִוָּֽנוּ לְהִתְעַטֵּף בַּצִּיצִת.

Baruch Atah, Adonai, Eloheinu Melech Ha-olam, asher kid’shanu b’mitzvotav v’tzivanu l’hitatef ba-tzitzit.

*Praised are you, Adonai our God, Ruler of the Universe, who has made us holy with your mitzvot and commanded us to wrap ourselves in fringes.*

***(Now place tallit around bar/bat mitzvah’s shoulders)***

(Together recite)

בָּרוּךְ אַתָּה ה' אֱלֹהֵינוּ מֶֽלֵךְ הָעוֹלָם,

שֶׁהֶחֱיָֽנוּ וְקִיְּמָֽנוּ וְהִגִּיעָֽנוּ לַזְּמַן הַזֶּה.

Baruch Atah, Adonai, Eloheinu Melech Ha-olam, she-hecheyanu, v’kiy’manu, v’higiyanu lazman ha-zeh.

*Praised are you, Adonai our God, Ruler of the Universe, for granting us life, for sustaining us, and for bringing us to this moment.*

**27**

B’nai Mitzvah Policies Review

**Payment Policy**

The $850 B’nai Mitzvah fee covers enrollment in the B’nai Mitzvah program which includes your child’s siddur, a portion of the B’nai Mitzvah class retreat, B’nai Mitzvah Basics classes, individual tutoring sessions with the Cantor or member of the clergy team, troupe trainer software access, and private D’var Torah lessons with a Rabbi.

A $250 security deposit is due to Temple Israel within 30 days of issuing the B’nai Mitzvah date, along with a signed agreement. If a family chooses to pay in full at the time of date issuance, a $50 discount is applied to the total fee. If a family has not paid the B’nai Mitzvah fee in full twelve months prior to the B’nai Mitzvah date, families will be required to set up a payment plan at that time. Families may choose to schedule monthly credit card payments spread over 4, 6 or 9 months to pay off the fee balance. All payment plans require a credit/debit card on file to enable the monthly fee arrangement. When two (2) consecutive payments are missed, the child cannot continue with classes and he/she will lose the B’nai Mitzvah date. The B’nai Mitzvah fee must be paid in full three months before the date of the B’nai Mitzvah (effective as of January 2018 for any dates moving forward).

An extended payment plan is an option (to begin more than 12 months before the B’nai Mitzvah date); please contact the B’nai Mitzvah Director to set this up. If the family’s financial situation requires more relief, the family must go through the Jewish Family Services financial assistance protocol.

**Fee Waiving and Fee Subsidies**

In the case where families have not begun preparatory classes or training for B’nai Mitzvah and/or leave the Temple before any training, all fees will be refunded with the exception of a processing fee (contact Temple Israel for specific amount). If at any time during B’nai Mitzvah preparation the child is removed from training, $150 will be reimbursed unless the 3rd year training (Bar/Bat Mitzvah Basics) has begun, at which point no refund will be given. Fee waivers are not available.

**Date Assignment Qualifications**

The family is current on all financial obligations with Temple Israel. The child is enrolled in Jewish Education (see Attendance and Education Policy). The family returns a signed agreement form and completed payment schedule form within 30 days of receiving the date

**Date Change Request**

 A written request must be submitted to the B’nai Mitzvah Director. Temple Israel will not accept date changes for the purpose of receiving a Bar/Bar Mitzvah without a partner on Shabbat. All B’nai Mitzvah dates are assigned as a shared morning or a shared simcha weekend (morning and evening service). Exceptions to this policy must be addressed with the Temple Israel Senior Rabbi.

 Date changes can be requested up to 12 months prior to the start of a child’s B’nai Mitzvah training, as long as the date is available on the Temple’s calendar. A date change requested within 12 months of the agreed B’nai Mitzvah date, will be considered only for extenuating circumstances.

**Date Deferral**

The Date Assignment payment policy applies at time of date issuance regardless of date deferral.

In cases where there is a fee increase, new fees apply. If parents opt-out of receiving a date during the child’s designated cycle, Temple Israel must receive the signed acknowledgement form indicating the date is not being accepted. This acknowledgement form is provided by Temple Israel with the date issuance.

Although a family may opt to defer accepting a B'nai Mitzvah date, the B'nai Mitzvah fee remains due and will be applied to the family’s TI account. B'nai Mitzvah fees are set per child. There are no exceptions for multiple children or twins.

**Invitation Policy**

Every member of the B’nai Mitzvah class will invite each child in the class to his or her service and party (if applicable). The current list of your B’nai Mitzvah class will be provided to you 6 months prior to the simcha.

Your guest list (of children invited) must be provided to the Senior Rabbi and B’nai Mitzvah Director 6 weeks prior to the simcha to verify that you have invited every member of your B’nai Mitzvah class to your service and your party. If all aspects of the invitation policy are followed, parents will then be granted permission to speak to their child/children from the bimah at the conclusion of the service.

The clergy office will be notified if this policy is violated.

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B’nai Mitzvah Policies Review Continued

**Kiddush**

If a child has a Saturday morning B’nai Mitzvah, the family is responsible for providing Kiddush for 180 congregants (130 adults and 50 kids), plus the B’nai Mitzvah celebration guests. The B’nai Mitzvah class and their families will be included in the congregation total. Families are responsible for working out the cost sharing arrangement with their paired family for the Kiddush. Each family is responsible for half of the 180, plus their invited guests. The financial arrangement must take into consideration the number of guests the family has invited. The families must choose from the list of Temple Israel approved caters (see list pg. 14) and provide caterer contract to the B’nai Mitzvah Director no later than 30 days prior to the simcha. All approved caterers include a 9% usage fee to Temple in the total cost presented to the family in their bill. B’nai Mitzvah families are responsible for providing a minimum of the Temple Israel standard Kiddush menu.

If a child has an evening B’nai Mitzvah, the family is encouraged to attend Saturday morning services with the congregation. The PM B’nai Mitzvah family is responsible for contributing $180 towards the Saturday morning Kiddush. The payment is due to the Temple no later than 30 days prior to the simcha (effective January 2018 for the B’nai Mitzvah Class of 2020-2021 or any new dates given out).

**Education and Shabbat Requirements**

The B’nai Mitzvah child must have at least five (5) years of formal Jewish Education that includes 6th and 7th grade. Acceptable venues for the education are: Temple Israel Religious School; Charlotte Jewish Day School; another formal Jewish education setting with trained teachers and formal curriculum (approved by the Senior Rabbi). Private tutorial does not qualify.

The B’nai Mitzvah child must be enrolled in Temple Israel’s pre-B’nai Mitzvah programs including 6th & 7th grade family education, Bar Mitzvah Basics, and private tutorial with our Rabbis, Cantor, or other trained staff who will teach the skills to read Torah and Haftarah. Parents commit to have their child meet a 75% attendance at their formal Jewish Education. In addition:

**During their 3rd & 4th Grade years**, students are required to attend at least 8 Shabbat morning services during the school year of September-May. Students may attend either the main service with at least 1 parent or Junior Congregation. Students can also get credit for attending Friday night services in lieu of attending Shabbat morning (up to 4 Friday night services can be counted towards fulfilling this requirement).

**During their 5th and 6th grade years**, students are *required* to attend at least 10 Shabbat morning services during the school year of September-May. Students may attend either the main service with at least 1 parent or Junior Congregation. Students can also get credit for attending Friday night services in lieu of attending Shabbat morning (up to 5 Friday night services can be counted towards fulfilling this requirement.

**During the year leading up to a child’s B’nai Mitzvah (12 months prior)**, the requirement is to attend at least 12 Shabbat morning services. In addition, during the final three months of preparation, parents and child should attend one Friday night and one Saturday morning service a month. This provides the students with repeated exposure to the service which helps them as they prepare to become a Bar/Bat Mitzvah. Students also get credit for attending Friday night services in lieu of attending Shabbat morning (up to 6 Friday night services will be counted towards fulfilling this requirement).

The Educational Requirements, along with all of the Temple Israel B'nai Mitzvah policies must be acknowledged by the parent(s) and child(ren) by signing and returning the Handbook Acknowledgement form to the B’nai Mitzvah Director.

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Your child will be invited to many B’nai Mitzvah services and celebrations during the coming years. It is essential for you and your child to understand that a certain standard of behavior is required. Without the appropriate decorum and the respect for others and property, celebrations can be disrupted and even ruined for others. Furthermore, if your child is found participating in inappropriate behavior, he or she may not be allowed to attend further Temple Israel affiliated B’nai Mitzvah celebrations.

Code of Conduct for Services and Celebrations

We are aware that there is a certain standard of behavior that is to be expected when attending a B’nai Mitzvah service or celebration. Therefore, we have discussed this with our child and are in agreement as to what his/her proper conduct should be while he/she is in attendance at any Temple Israel associated B’nai Mitzvah.

We also agree that any violation of said rules would result in the immediate notification of the parent(s). Finally, we agree that if the inappropriate behavior persists, there could be consequences, including, but not limited to, suspension from the privilege of attending B’nai Mitzvah celebrations affiliated with Temple Israel and/or Temple Israel’s suspension of the requirement that others to invite our child to upcoming parties.

Printed Parent(s) Name

Parent(s) Signature(s) Date

Printed Child’s Name Date

Child’s Signature Date

Handbook & Policy Acknowledgment

We acknowledge receipt of the Temple Israel B’nai Mitzvah Handbook. We have read and understand these policies and have reviewed them with our child. We agree to abide by all of the policies (including school policies) contained in the B’nai Mitzvah Handbook. We acknowledge that the policies in this handbook are effective through July

2016.

Parent(s) Signature(s) Date

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Child’s Signature Date

**Please return this page to Ariel DiDonato, Director of Events and Programs**

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