

B'NAI MITZVAH HANDBOOK

2022/5783

על שֵׁשׁ דְּבָרִים הָעוֹלָם עוֹמֵד:
ל התורה, על העבודה, על גְּמִילוּת חֶסֶדִים.
עו

**The world stands on three things: On Torah,
on worship, and on deeds of loving kindness.**

Pirkei Avot 1:2 (Ethics of the Fathers)



temple israel

Mazel Tov!! מלל טוב

Temple Israel wants to wish you *Mazel tov* on your first step in the exciting journey toward your student(s) becoming B'nai Mitzvah.

Preparing to become B'nai Mitzvah is a learning and growth experience for students and their families. Over the next few years, there will be many educational opportunities, informative meetings, and memorable moments that will lead you through this uniquely Jewish experience.

As much as students learn at religious school, day school, and synagogue services, parents are ultimately their student's primary teachers. By committing to your student's Jewish learning, you teach your student to make the synagogue a part of their lives for the rest of their lives.

Our Sages teach that an invisible angel stands beside each blade of grass and whispers, "Grow!" (Genesis Rabbah 10:6). How much more so each human soul!

The B'nai Mitzvah ceremony celebrates a young person's growth and transition from one stage of life to another. We recognize, as did our ancestors, the importance of marking our life cycles with meaningful ceremonies. We see the ceremony both as a milestone, acknowledging hard work and dedication as your students enter Jewish adulthood, and as a gateway to lifelong learning and involvement within the Jewish community.

In Pirkei Avot, we learn that the world stands on three things – on Torah, on worship, and deeds of loving kindness. We hope that through this process your students will study more about our faith, learn how to actively participate in Jewish life, and bring our shared Jewish values to the wider world.

Rabbi Michael Wolk

Cantor Shira Lissek

Karen Turk, *Executive Director*

Rabbi Helen Kornsgold, *Director of Congregational Education*

Alan Johnathan, *Director of Youth Programming and Engagement*

Melissa Lefko, *Education & Youth Assistant*

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The Educational Perspective

Becoming B'nai Mitzvah is an important milestone on a lifelong journey of Jewish learning. In addition to continuing to learn at TIRS or in day school and attending services regularly, we provide a variety of quality educational experiences to make the most of the B'nai Mitzvah experience.

B'NAI MITZVAH PREPARATION – GROUP

Enrollment Requirement

Parents are required to enroll their student in at least five (5) years of formal Jewish Education that includes 6th and 7th grade. Acceptable venues for this education are either Temple Israel Religious School or Charlotte Jewish Day School. Beginning in sixth grade, students need to be enrolled in TIRS, even if they are enrolled at CJDS. Parents commit to have their student meet a 75% attendance rate for their formal Jewish Education. Private tutorial does not qualify.

Post-Date Obligations

Your student(ren) must remain enrolled in Jewish Education through the 7th grade year and full-membership status must be maintained with Temple Israel.

B'nai Mitzvah Basics at TIRS

Kitah Vav (6th) students are automatically enrolled in B'nai Mitzvah Basics class. Temple Israel clergy will teach students the prayers, blessings and trope recited during Shabbat services. Students who are not enrolled in TIRS because they are participating in another educational program are required to participate in this class on Sunday mornings during their sixth grade school year as part of their B'nai Mitzvah training.

Shabbat Attendance Requirements

5th and 6th graders 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).

Seventh graders are required to attend at least 12 Shabbat morning services. In addition, during the final three months of preparation, parents and student 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).

Recording Attendance

Attendance at TIRS and Shabbat services is recorded weekly and reviewed at the end of each semester. 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 9:55 a.m. and stay until the end of services. For the Friday evening service, your student must attend the entire service to receive attendance credit.

Attendance at a friend or relative's B'nai Mitzvah service will count towards the service attendance requirement. Students should pull their Shabbat attendance card from the appropriate box (Friday evening, Shabbat morning or Junior Congregation) and place the card in the corresponding box. The Shabbat attendance cards are located outside of the Sanctuary or in the Chapel, depending on the location of the service. If your student attends services at another congregation, please log your student's attendance via the online form. The form may be found at:

<https://www.templeisraelinc.org/form/tirsserviceattendance>

B'NAI MITZVAH PREPARATION – INDIVIDUAL

One-on-One Tutoring with Cantor Lissek

When it is time to begin one-on-one B'nai Mitzvah tutoring, TBD, Clergy Assistant, will contact you to schedule sessions with Cantor Lissek. Cantor Lissek will meet with your student for 30 lessons in weekly, half hour sessions at Temple Israel outside of TIRS hours. Students may request additional lessons at the Cantor's discretion. Additional tutoring lessons fall outside the scope of the B'nai Mitzvah fee and therefore carry an additional charge.

Meeting with Rabbi Wolk and Preparing D'var Torah

Approximately three months prior to the ceremony, B'nai Mitzvah parents and student will meet with Rabbi Wolk to discuss the details of the ceremony and to ask questions. After this initial family meeting, the student will meet individually with Rabbi Wolk to work on his/her D'var Torah. The family meets with the Rabbi again in the final weeks leading up to the ceremony.

Bimah Rehearsals

Cantor Lissek will meet with students in the sanctuary or chapel during the month leading up to the ceremony. Families are welcome to attend the bimah rehearsals, and we ask that one or both parents attend at least once prior to the Friday Dress Rehearsal.

Dress Rehearsal

The clergy lessons culminate in a dress rehearsal with Cantor Lissek and Rabbi Wolk at 10 a.m. the Friday morning before the B'nai Mitzvah ceremony. If the B'nai Mitzvah is shared, both families attend a dress rehearsal the Friday morning prior to the B'nai Mitzvah.

Mitzvah Project

In the spring of their 5th grade year, students will meet with Alan Johnathan, who will approve their Mitzvah project as well as offer guidance and support. Each student is expected to complete a Mitzvah Project (a minimum of 10-12 hours) to demonstrate their commitment to Mitzvot and to help create a better world in their own special way. The form can be found in Appendix G in the back of this Handbook.

Commitment to Jewish Learning

Temple Israel offers teens wonderful and varied opportunities to stay involved after their B'nai Mitzvah year, including USY, Hebrew High, Teen Rock Band, tzedakah projects and our Madrichim program. (A 75% attendance rate in the Kitah Zayin class is required to join our Madrichim program.) The intellectual maturation that occurs during high school years allows TIRS learners to tackle Jewish issues and concepts at a level that will carry them into college, to maintain relationships with Temple Israel friends and to stay connected to our Temple Israel family community.

The Administrative Perspective

B'nai Mitzvah Fee

The \$900 B'nai Mitzvah fee covers the cost of **30** one-on-one tutoring sessions, private D'var Torah lessons, your student's siddur, a portion of the B'nai Mitzvah class retreat, B'nai Mitzvah Basics classes, administration of the B'nai Mitzvah program, materials for your student's simcha and a high-resolution video of your student's service.

To confirm your student's B'nai Mitzvah date, the signed B'nai Mitzvah contract and at least a \$250 deposit must be submitted to TBD in the Clergy Office, no more than 30 days after receipt of the B'nai Mitzvah contract. The remaining \$650 of the B'nai Mitzvah fee must be paid no later than September 1st at the beginning of your student's Sixth Grade year.

Date Assignment Requirements

1. The family is current on all financial obligations with Temple Israel.
2. The student is enrolled in Jewish Education (see Attendance and Education Policy).
3. The family returns the signed B'nai Mitzvah contract and at least a \$250 deposit no more than 30 days after receipt of the contract in order to secure the assigned date.

Synagogue Bulletin – Kol Yisrael

Temple Israel spotlights each B'nai Mitzvah student in our bi-monthly bulletin (Dec/Jan, Feb/Mar, Apr/May, Jun/Jul, Aug/Sep, Oct/Nov). Information about your student should be submitted **6-weeks prior** to the applicable Kol Yisrael publication (example: For April/May B'nai Mitzvah dates, info should be submitted to Melissa Lefko by February 15, for the April/May publication).

Please provide a High-Resolution digital headshot of your student and the following information to Melissa Lefko in the TIRS office:

1. Student's Name
2. Date of B'nai Mitzvah
3. School and Grade
4. Interests*
5. B'nai Mitzvah Project
6. Parents' Names

**Temple Israel reserves the right to edit submissions for space.*

Photography and Video

For use of the sanctuary, please arrange for your photographer to come either before or after the dress rehearsal (which is 10 a.m. the Friday before the B'nai Mitzvah date). A Torah scroll will be provided for you to use during your photo session. We ask that you not move reading tables, microphones, or other equipment in the Sanctuary.

During Shabbat, photography is prohibited in all indoor spaces Temple Israel and the grounds.

All B'nai Mitzvah services are recorded in high-quality HD. Within two weeks of your student's ceremony, you will be sent a link with the video of the service, which you may download and share.

Temple Israel also provides livestreaming of Shabbat morning services. Family and friends can watch in HD from afar on our LIVESTREAM.

An additional fee will be charged to families having their B'nai Mitzvah any time other than Shabbat morning if they wish to have the service streamed resulting in a copy for the family. Please

<https://www.templeisraelinc.org/livestream.html>

Invitations

When designing your invitation please consult our Rabbi for correct spelling of Hebrew names and phrases. All Shabbat morning services begin at 9:30 a.m.

Temple Israel Invitation Policy

Every member of the B'nai Mitzvah class will invite each student in the class to his/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 invited students) must be given to Melissa Lefko 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.

Behavior at B'nai Mitzvah Parties

- We expect all B'nai Mitzvah students to exercise appropriate, respectful behavior towards others and property:
- Your student must not engage with any alcohol, drugs or smoking.
- Your student must stay in the designated areas at all times.
- Your student must display respectful behavior.
- Your student must respect all property. Vandalism of any kind is not permitted.
- You and your student are to sign a Code of Conduct (Appendix H).

B'nai Mitzvah Sponsorship Opportunities

Shabbat Morning Kiddush Requirement

We require B'nai Mitzvah parents to sponsor the Congregational Kiddush following services. Everyone who attends services is invited to this Kiddush, and it is a mitzvah to extend hospitality in this way.

The family is responsible for providing Kiddush for 110 congregants (80 adults and 30 students), the B'nai Mitzvah celebration family and their guests, and the current B'nai Mitzvah class. For shared B'nai Mitzvah services, the 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 service attendees, plus their invited guests. The financial arrangement should take into consideration the number of guests the family has invited. The congregant count will be adjusted if the Rabbi determines the need to do so.

Temple Israel provides a list of approved caterers from which families may choose. Please send your caterer contract to the Executive Director's office 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 Temple Israel's standard Kiddush menu.

Kiddush when other simchas take place on Shabbat

It is possible that other families will be celebrating a baby naming or an Aufruf at services and we will make sure that each family enjoys their simcha. Should this be the case, 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.

Izzy's catering is our in-house caterer and you will receive the Temple Israel discount if you contract with Jered Mond for your B'nai Mitzvah.

Please refer to the Fee Schedule in Appendix D. The fees may change if necessary. The fee schedule is updated every July to coincide with the Temple Israel fiscal year.

The Synagogue Perspective

Becoming B'nai Mitzvah at Temple Israel

The B'nai Mitzvah weekend at Temple Israel includes **Friday evening Shabbat at 6:15 p.m.** and **Shabbat Morning at 9:30 a.m.**, leading *Tefillot* and *Kiddush* from the *bimah*.

What our students learn

Shabbat Morning: Students prepare to chant the maftir *Aliyah* from the Torah, chant the Haftarah (weekly reading from the Prophets), lead prayers, and give a short D'var Torah, a teaching and reflection on the Torah reading or haftarah. Students learn to lead Tefillot (prayers) as outlined in the Order of Service, Appendix B.

Parents and clergy work closely to customize the materials for students as needed in order to make each and every student shine to the best of their abilities. There is no expectation for students to read extra Torah but for those who wish to do so, the decision involves a variety of factors: their Hebrew reading and chanting abilities, work ethic, and how much time is left before the ceremony. However, if the Cantor and parents agree, materials for the extra *Aliyah* or prayers will be provided for the student. We do not recommend adding additional Hebrew one month out before the ceremony.

In addition, if other members of the family would like to read Torah, please let us know as early as possible so that we may reserve the Torah reading for your family member.

Attending Services

Students in our Temple Israel Religious School (TIRS) attend many Shabbat services and programs including Junior Congregation. A mandatory part of our program is the service requirement (see page 7). We encourage our day school students to join these experiences as well. We also encourage all families to come to Friday night services, holiday services, and services on Shabbatot without Junior Congregation. The year of their B'nai Mitzvah, all students are encouraged to attend each other's ceremonies and join each other on the Bimah to lead Ein Keloheinu. Attending services regularly will make your students more comfortable and prepared for their own ceremonies. Students log their service attendance by pulling the appropriate card from the box located outside the Sanctuary or in the Chapel or via the online Shabbat Service attendance form:

<https://www.templeisraelinc.org/form/tirsserviceattendance>

Sharing a Service

Occasionally at Temple Israel, we have the joy of celebrating two students becoming B'nai Mitzvah. This is a wonderful milestone to celebrate together. We encourage families to meet in the months

leading up to the day to help foster a sense of community. We are happy to make those family introductions.

Honors Form and Rehearsal

Families may select people to honor during the service. All honors are optional. The clergy are available to answer any questions you may have regarding honors. One month before the ceremony you will email the *Honors Form* filled out with your honoree's names to TBD at KLabadie@TempleIsraelInc.org. Family members that are participating may attend the dress rehearsal Friday Morning at 10 a.m. the Shabbat of the Simcha. Photographers are encouraged to take portraits before or after the rehearsal and action shots during the rehearsal.

Greeters

At every Temple Israel Shabbat service, Temple members serve as greeters to welcome congregants and guests visiting our Temple. It is the responsibility of the B'nai Mitzvah family to provide greeters for their simcha.

Saturday morning:

1. Two greeters are needed for Saturday morning services from 9:30 – 10:00 a.m. For shared B'nai Mitzvah, each family will provide 2 greeters.
2. Greeter responsibilities begin at 9:30 a.m., so greeters should arrive by 9:20 a.m.
3. Greeters should be Temple Israel members. Greeters should wear a nametag which will be in the Tallit box.
4. Greeters will hand out service programs 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 to wear a Tallit on Saturday mornings. Tallis is not required on Saturday evenings, unless ascending 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.
6. 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.
7. During designated 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.
8. Only students accompanied by an adult are allowed to enter the balcony.
9. Prayer books are available at congregant seats.

COVID Precautions-Subject to Change

Currently anyone entering Temple Israel must wear a mask at all times. In order to facilitate six-foot distancing, every other row in the Sanctuary has been roped off. We ask that families and guests seat themselves at appropriate distances from other guests. Candy distribution during the B'nai Mitzvah service has been suspended until future notice.

Respect for Shabbat

The Sanctuary is a sacred space in which a reverent atmosphere is expected. Please refrain from using cellphones or any electronic devices while in the Temple building. All men, regardless of faith, are asked to wear a kippah and adult Jewish males (and women are encouraged) to wear a tallit. Please encourage your family and friends to open the siddur and follow the service, sing with the Cantor and be a part of the service.

Parents' Speech

Parents have an opportunity at the end of the service to bless their student. Remarks should be 3 minutes and submitted to the Rabbi no later than 2 weeks before. Highlights of his/her character, reminiscences, and tributes to family members no longer living, are all appropriate material.

Program

Congregants and guests receive a program as they enter the sanctuary on Shabbat. The program lists the 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 Honors Form a minimum two weeks prior to the date of the simcha. When two B'nai Mitzvah share the Shabbat service, both students' names will be on the cover in alphabetical order, and the honors of both families will be jointly listed on the back page.

Kippot

There are standard kippot available at the Temple entrance. Personalized kippot are not required. If you wish to order personalized kippot to honor the B'nai Mitzvah, then the following quantity of kippot is recommended:

- 1 kippah for every invited male guest on your list
- 1 kippah for each student in the B'nai Mitzvah class
- 12-24 or more kippot for the congregation

Please ensure the kippot are delivered to the Temple Israel office no later than Thursday before the simcha.

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.

Throwing Candy

With the approval of the Rabbi, you have the option to shower your B'nai Mitzvah student 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. The cost of the candy is included in the B'nai Mitzvah fee.

The Social Perspective

Should your family decide to use Temple Israel's facilities for a post-service celebration, please contact Temple office staff first. Please note the following guidelines:

Use of 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 Temple Israel kitchen and custodial staff have designated responsibilities as Temple employees. Should you have need for assistance outside of your own event planning staff, please notify the TI office staff prior to your event.

Catering Policies

Caterers are required to hire their own staff. Deliveries are not permitted during Shabbat and Holy Days, beginning at 1 p.m. on Friday or the eve of a Holy Day. In addition, decorations and all arrangements must be completed by 1 p.m. 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.

Reserving the Leon and Sandra Levine Social Hall

When there are two simchas on one weekend, then the evening B'nai Mitzvah family has priority to reserve the Leon and Sandra 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 is 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.

Rules for Parties at Temple Israel

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

APPENDIX A

TIMELINE FOR PREPARING FOR YOUR B'NAI MITZVAH DAY

Time	Event	Action
4 th Grade	<ul style="list-style-type: none"> • Confirm B'nai Mitzvah Date • Attend Family Meeting to receive contracts and dates 	<ul style="list-style-type: none"> • Select optional dates through Rabbi Kornsgold. • Final dates confirmed in consultation with clergy and synagogue calendar. • Receive B'nai Mitzvah Date. • Sign Contract • \$250 down payment or \$850 full payment by thirty days after receipt of contract
5 th Grade	Attend TIRS, Shabbat Services, Class Shabbat	<ul style="list-style-type: none"> • Study Hebrew, prayers, rituals, and Judaism at TIRS and attend Shabbat Services. • Meet with Alan Johnathan in 5th grade for BM project
6 th Grade	Attend B'nai Mitzvah Basics class	<ul style="list-style-type: none"> • Enroll in TIRS / B'nai Mitzvah Basics class • Attend class shabbat and shabbat services.
6 th and 7 th grade	<ul style="list-style-type: none"> • Pay balance of the B'nai Mitzvah fee no later than September 1st at the beginning of your student's Sixth Grade year. • One-on-One Sessions begin with Cantor Lissek 	<ul style="list-style-type: none"> • Schedule weekly, half hour lessons with Cantor Lissek to learn to chant Torah, Haftarah and lead the congregation in Tefillot.
6 months out	<ul style="list-style-type: none"> • BM family meeting with clergy • Inform clergy of family/friend Torah readers 	
5 months out	<ul style="list-style-type: none"> • Plan Kiddush • Purchase kippot / tallit 	
3 months out	<ul style="list-style-type: none"> • D'var Torah prep with Rabbi • Kol Yisrael submission • Meeting with Cantor to discuss honors and update on student progress 	
1 month out	<ul style="list-style-type: none"> • 3 Bimah Rehearsals with Cantor Lissek • Turn in Honors Form to TBD 	<ul style="list-style-type: none"> • Go from student to leader. • Getting comfortable reciting tefillot, Torah, Haftarah and D'var Torah from the bimah.

Time	Event	Action
Week of B'nai Mitzvah	<ul style="list-style-type: none"> • Friday Morning Dress Rehearsal • Photographer • Friday Kabbalat Shabbat Service • Bring Kippot to Temple office • Bring Tallit to rehearsal 	<ul style="list-style-type: none"> • For all Bar/Bat Mitzvah students and their families to run the service in chronological order and practice the Tallit Ceremony, Passing the Torah from Generation to Generation and the Aliyot. • If Shabbat is shared, rehearsals will overlap for 30 min. Photographs are welcome to take action photos during rehearsal and portraits before or after rehearsal.
Shabbat of ceremony	<ul style="list-style-type: none"> • Friday evening Service: Candle Lighting, Kabbalat Shabbat, Kiddush • B'nai Mitzvah ceremony: 9:30 a.m. 	
Week after ceremony	<ul style="list-style-type: none"> • Continuing TIRS through end of 7th grade. • (mandatory) • Register for Hebrew High (optional) • Sign up for Youth Programming Kadima, USY, Teen Rock Band (optional) • Participate in Beyond BM service (optional) • Become a Madrich/ (optional) 	

APPENDIX B

MORNING SHABBAT BAR/BAT MITZVAH

Service Outline

Friday Night –

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Yehalelu	183
Etz Chaim	184
(Ein Keloheinu- led by BM Classmates)	204

APPENDIX C

MORNING SHABBAT HONORS LIST

Honor	English Name	Relationship to BM student
Ark Opening/Closing		
Carry Torah (usually the B'nai Mitzvah Student)		
Hagbah (Raise the Torah)		
G'lilah (Replace Torah Ornaments)		
Prayer for Our Country (English reading)		
Prayer for Peace (English reading)		
Prayer for Israel (English or Hebrew)		
Carry Torah (1 person)		
Ark Opening/Closing		
Format for writing out a Hebrew name in English: <i>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</i>		
Aliyah A: English name: Hebrew name:		
Aliyah B: (Grandparents) English name: Hebrew name:		

Aliyah C: (Parents) English name:		
Hebrew name:		
Maftir Aliyah (Bar/Bat Mitzvah Student): English name:		
Hebrew name:		
GREETERS: (These individuals need to be members of Temple Israel.)		
#1	#3	
#2	#4	
Candy distributors: (2-4 students, English name only)		
#1	#3	
#2	#4	
GREETERS: (It is preferred that your greeters are Temple Israel)		
#1	#3	
#2	#4	
Candy distributors: (2-4 students, English name only)		
#1	#3	
#2	#4	

APPENDIX D

Temple Israel 2021-22 Fee Schedule^(c)			
Description	Member	Non-Member	Associate
B'nai Mitzvah Fee	\$850.00	NA	NA
Social Hall Rental	\$1,075.00	\$1,680.00	\$1,350.00
1/2 of Social Hall Rental	\$540.00	\$840.00	\$675.00
1/4 (Qtr) of Social Hall Rental	\$270.00	\$420.00	\$340.00
Sanctuary ^(a)	\$375.00	\$800.00	\$645.00
Chapel	\$110.00	\$225.00	\$160.00
Memorial Gallery assuming no set-up ^(b)	\$25.00	\$85.00	\$65.00
Courtyard includes chair set up	\$250.00	\$350.00	\$275.00
Multipurpose Room A (<i>David Silverman MPR</i>) assuming no set-up ^(b)	free ^(b)	\$85.00	\$65.00
Multipurpose Room B	\$54.00	\$85.00	\$65.00
Board A Room	\$54.00	\$85.00	\$65.00
Board B Room	\$54.00	\$85.00	\$65.00
Board Room A & B	\$110.00	\$170.00	\$135.00
Entire Space (all four rooms); same as social hall (requires moving soft seating ^(b))	\$270.00	\$420.00	\$350.00
Linen Rentals-navy	\$16.00	\$18.00	\$16.00

^(a) No fee is charged when Sanctuary is used for scheduled congregational services

^(b) If chairs or tables are required, please contact the office to obtain pricing

^(c) Fees may be adjusted annually when the new budget year begins on July 1

APPENDIX E

Approved Kosher Caterers / Bakers / Grocers *as of 8/1/2021-subject to change*

*BJ's (Pineville)	704-540-8351	
Chef's Catering	704-321-2222	chefscatering.com
*Costco (Matthews & Tyvola Road)	704-321-7440	
Custom Design Catering by Serafina	704-972-8037	customedesigncatering.com
Edible Art Cake Shop	704-342-2253	info@edibleartclt.com
Gleiberman's	704-563-8288	gleibermans.com
Izzy's Catering	704-621-0032	izzyscatering@aol.com
Manhattan Bagels (Arboretum)	704-541-0833	
Meshugganah Bakery	980-833-5818	
Melanie Rowe Catering	803-325-7906	melanierowecatering.com
Olive Culinary Works	704-376-1009	cooking@oliveculinary.com
One Catering	704-619-3669	diana@onecatering.net
The Painted Plate	336-230-2433	kathryn@paintedplate.com
Phil's Deli	704-366-8811	
Poppy's Bagels	704-366-8146	ronaldrippner@yahoo.com
Porcupine Provisions	704-400-1433	porcupineprovisions.com
*Sam's Club (Matthews)	704-541-1234	
Specialty Desserts by Millie	704-906-8905	

*Wesley Farms products, all products marked/sealed with hechsher are kosher, including sheet cakes decorated in store.

APPENDIX F

SIMCHA CHECKLIST

Time Frame	Parent Considerations and Actions	Student Actions
24-36 months	<input type="checkbox"/> B'nai Mitzvah contract and payment agreement signed and returned to Clergy Office <input type="checkbox"/> Confirmation letter from TI received	<input type="checkbox"/> Regularly attend Shabbat Services and continue in good academic standing at TIRS
12-18 months	<input type="checkbox"/> Determine type of celebratory event your family would like to host. <input type="checkbox"/> Estimate number of guests <input type="checkbox"/> Reserve party venue; if reserving TI social hall, secure with deposit <input type="checkbox"/> Decide plans for TI Kiddush and contract caterer <input type="checkbox"/> Contract party, DJ, and photographer <input type="checkbox"/> Ongoing: Attend Family education programs with student <input type="checkbox"/> Meet with shared Simcha family to discuss shared details/expenses (18 months)	<input type="checkbox"/> Participate in Family Education programs <input type="checkbox"/> Mitzvah Project: -Research and choose mitzvah project <input type="checkbox"/> Begin small group tutorials to learn blessings <input type="checkbox"/> Attend Saturday morning and Friday night Shabbat services
12 months	<input type="checkbox"/> Acquire a Tallit. <input type="checkbox"/> Consider/finalize Kiddush details <input type="checkbox"/> Reserve TI kitchen if you are going to bake <input type="checkbox"/> Ongoing: Attend family education programs with student	<input type="checkbox"/> Participate in Family Education programs <input type="checkbox"/> Attend Saturday morning and Friday night Shabbat services

Time Frame	Parent Considerations and Actions	Student Actions
6-12 months	<ul style="list-style-type: none"> <input type="checkbox"/> Begin party planning details <input type="checkbox"/> Finalize guest list and gather addresses <input type="checkbox"/> Select/order invitation <input type="checkbox"/> Send 'Save the Date' to guests (8 months) <input type="checkbox"/> Arrange hotel accommodations for out-of-town guests <input type="checkbox"/> Decide if you will offer other events or meals over the simcha weekend (contact the Temple office to reserve the social hall for a private Friday night Shabbat dinner). <input type="checkbox"/> Plan decorations, centerpieces, sign-in boards, party favors, etc. <input type="checkbox"/> Ongoing: tutoring with Cantor 	<ul style="list-style-type: none"> <input type="checkbox"/> Begin tutoring with Cantor <input type="checkbox"/> Attend Shabbat services – especially all of your classmate's simchas <input type="checkbox"/> Participate in Family Education programs <input type="checkbox"/> Utilize Trope Trainer <input type="checkbox"/> Complete mitzvah project (a minimum of 10-12 hours)
4-6 months	<ul style="list-style-type: none"> <input type="checkbox"/> If family/friend want to read from Torah, let clergy know <input type="checkbox"/> Review Torah blessings with family members who are receiving Aliyot <input type="checkbox"/> Order kippot, flowers, Tallit (check with TI for details) 	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Saturday morning Shabbat services <input type="checkbox"/> Continue tutoring with Cantor
3 months	<ul style="list-style-type: none"> <input type="checkbox"/> Family to attend Saturday morning and Friday night services in the three months preceding Simcha <input type="checkbox"/> Family to meet with Rabbi, and student meets with Rabbi to work on D'var Torah <input type="checkbox"/> Arrange family attire <input type="checkbox"/> Submit student profile and photo for Kol Yisrael Bulletin 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with Rabbi Wolk to begin working on D'var Torah <input type="checkbox"/> Continue tutoring with Cantor <input type="checkbox"/> Attend Saturday morning Shabbat services

Time Frame	Parent Considerations and Actions	Student Actions
2 months	<input type="checkbox"/> Address and mail invitations (include directions, hotel information, dress code, and behavioral expectations for Temple) <input type="checkbox"/> Obtain updated B'nai Mitzvah class list with addresses from TI to ensure all students are included <input type="checkbox"/> Confirm dress rehearsal Friday before Bar/Bat Mitzvah <input type="checkbox"/> Arrange photographer for photos to be taken during dress rehearsal	<input type="checkbox"/> Discuss Parshat with Rabbi and prepare D'var Torah <input type="checkbox"/> Continue tutoring with Cantor <input type="checkbox"/> Attend Saturday morning Shabbat services
6 to 4 weeks	<input type="checkbox"/> Set aside time to listen to students practice their Hebrew and D'var Torah <input type="checkbox"/> Invite entire B'nai Mitzvah class <input type="checkbox"/> Complete Honors Form and email to clergy office <input type="checkbox"/> Create agenda/timeline for party celebration <input type="checkbox"/> Confirm all arrangements with vendors (contact the Temple office to provide a list of all your vendors if your party is at the Temple)	<input type="checkbox"/> Meet with Rabbi to review D'var Torah <input type="checkbox"/> Continue tutoring with Cantor <input type="checkbox"/> Attend Saturday morning Shabbat services and Friday evening services
4 weeks	<input type="checkbox"/> Confirm honorees with Rabbi Wolk <input type="checkbox"/> Prepare short parent speech and give to Rabbi for approval <input type="checkbox"/> Develop seating plan for private parties <input type="checkbox"/> Kippot to Clergy Office	<input type="checkbox"/> Bimah Rehearsal with Cantor <input type="checkbox"/> Attend Saturday morning Shabbat services and Friday evening services
1 day	<input type="checkbox"/> Food, flowers, decorations delivered to TI before 1 p.m.	<input type="checkbox"/> Dress rehearsal <input type="checkbox"/> Get a good night's sleep

Time Frame	Parent Considerations and Actions	Student Actions
B'nai Mitzvah Day!	Bring: <ul style="list-style-type: none"> <input type="checkbox"/> B'nai Mitzvah's Tallit, Kippah, Yad <input type="checkbox"/> B'nai Mitzvah Siddur <input type="checkbox"/> D'var Torah (printed in large font) <input type="checkbox"/> Copy of the Haftarah portion <input type="checkbox"/> Any last-minute changes in honorees (in writing) <input type="checkbox"/> Typed blessings/parent speech 	<ul style="list-style-type: none"> <input type="checkbox"/> Yay, you've made it to the big day! Take a deep breath, you are going to do great!
After Simcha	<ul style="list-style-type: none"> <input type="checkbox"/> Pick up things from TI (food/beverages from caterer, centerpieces, etc.) <input type="checkbox"/> Encourage student to attend Hebrew High 	<ul style="list-style-type: none"> <input type="checkbox"/> Write thank-you notes <input type="checkbox"/> Continue attending Jewish education classes and classmates B'nai Mitzvahs <input type="checkbox"/> Consider working as a Madrich at TIRS <input type="checkbox"/> Enroll in Hebrew High

APPENDIX G

2022-2023 B'nai Mitzvah Project Hours Form

[illegible]

APPENDIX H

Code of Conduct for Services and Celebrations

There is a standard of behavior that is expected when attending a B'nai Mitzvah service or celebration. Therefore, we have discussed this with our student 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 student to upcoming parties.

Printed Parent(s) Name

Parent(s) Signature(s)

Date

Printed Student's Name

Date

Student'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 student. 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 2022**.

Parent(s) Signature(s)

Date

Student's Signature

Date

Please return this page to TBD, Clergy Assistant

