

BAR/BAT/B'NAI MITZVAH GUIDE

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www.cbicville.org

WELCOME

Mazal Tov to you and your child for deciding to pursue a course of study that will lead to a public celebration of his/her becoming a Bar/Bat Mitzvah! This handbook will provide you with information about the process of preparing for becoming Bar/Bat Mitzvah at Congregation Beth Israel.

“Bar/Bat Mitzvah” is a noun. It refers to a person who has become responsible for the mitzvot (the commandments or imperatives of Jewish life). When your child becomes a Bar or Bat Mitzvah, the Jewish community will begin to see her/him more as an adult and less as a child. S/he will be counted in a *minyan*, s/he will be eligible to be called for an *aliyah*, and s/he will begin to be expected to make thoughtful choices about the mitzvot of daily life.

One of the important mitzvot about which s/he will make a choice, concerns continuing Jewish education in the post-Bar/Bat Mitzvah program including culminating with Confirmation and graduation in 12th grade.

In our opinion, if a Bar or Bat Mitzvah celebration at the age of 13 marks the end-point of Jewish study, it is comparable to dropping out of school after completing elementary school. It is a tragic loss of opportunity to learn and continue to explore, on a more mature level, what it means to live a Jewish life. We certainly hope you will encourage your child to continue his/her Jewish education, not only in our post-Bar/Bat Mitzvah program, but also throughout life.

Preparing for a Bar/Bat Mitzvah involves the entire family, not just the student. It is a great opportunity to establish and/or expand upon Jewish home rituals, such as lighting candles and making Kiddush on Friday evening, and regular attendance at Shabbat worship services, both Friday evening and Saturday morning. Moreover, when we parents pursue our own Jewish learning, our children better internalize its importance. We have found that the more thorough and deliberate the student and family’s preparation, the more meaningful the preparation and celebration will be. We hope that beyond the date celebrated by the Bar/Bat Mitzvah, Jewish practices will continue to be joyfully and meaningfully integrated into your family’s way of life.

We wish you and your child success and satisfaction in this process of learning and exploring.

Rabbi Tom Gutherz

CONGREGATION BETH ISRAEL **BAR/BAT MITZVAH POLICY**

In becoming a Bar or a Bat Mitzvah, a child affirms and celebrates his or her commitment to Jewish tradition and to the Jewish community. Participation in the service marks the child's new status as a responsible member of the congregation and allows the Bar/Bat Mitzvah to demonstrate the ability to lead the community in prayer, read Torah, and chant Haftarah. These accomplishments are steps in a life-long journey, goals in the process of Jewish education and growth.

Those who wish to celebrate becoming a Bar or Bat Mitzvah at Congregation Beth Israel must:

1. Satisfactorily complete the CBI Judaic and Hebrew secondary curriculum (from 3rd grade)
2. Complete an approved Mitzvah Project
3. Attend services according to our Service Attendance Guidelines
4. Family must be members of CBI in good standing

Students celebrating Bar/Bat Mitzvah at CBI are also expected to make a commitment to Jewish study through enrollment in our post-Bar/Bat Mitzvah classes and teen programming, culminating in graduation from CBI's high school program in the 12th grade.

SHABBAT SERVICE ATTENDANCE GUIDELINES

Classes participate yearly in helping to lead services as indicated below. Non-compliance with the attendance guidelines may necessitate the postponement of the Bar/Bat Mitzvah service.

K-2nd grades Students are encouraged to attend at least two Shabbat family services per year. Kindergarten and new 1st grade students participate in the Simchat Torah service for Religious School Consecration.

3rd grade Attend at least 4 Shabbat services per year. Students help lead a Shabbat Family Service and participate as a class in a Kabbalat Shabbat service.

4th grade Attend at least 5 Shabbat services per year. Students help lead a Shabbat Family Service and a Kabbalat Shabbat service. There is also a Shabbat morning Kabbalat Siddur program.

5th–7th grades Attend at least 9 Shabbat services per year. At least 4 of these should be services at which the Torah is read and can include a Friday evening service when there is a Bar/Bat mitzvah. Students in 5th and 6th grades help lead a Shabbat evening Family Service and participate as a class in a Kabbalat Shabbat service. There is also a 5th grade Shabbat morning prayer program.

B'nei Mitzvah Beginning at the time of bar/bat mitzvah tutoring, attendance of two services per month are required, at least one with a Torah service.

OUR CBI EDUCATION PROGRAM

Judaic Studies

Jewish education, of course, begins in the home and life of the family. Religious School is intended to enhance and expand upon that base. At CBI, students learn about Jewish living, holidays and values beginning as early as preschool. In the secondary years (3rd through 7th grade), the core Religious School curriculum includes the study of Torah, Jewish history, life cycle, Israel, holidays, and Jewish values. The post Bar/Bat Mitzvah curriculum includes an expanded program of studying and performing mitzvot, ethics, theology, rabbinic texts and more.

Hebrew Education

The core of our Hebrew program is to give students the basic skills for a lifetime of involvement in Jewish worship. Students begin formal Hebrew education in the 3rd grade. Students are instructed in basic Hebrew reading skills, prayer reading/chanting skills, prayer vocabulary, and prayer comprehension. During each year of 4th through 6th grade, there is a focus on a particular section of the Shabbat worship service. In the 7th grade, students review the prayers of the Shabbat service, study additional Shabbat and holiday prayers, and are involved in advanced Torah study using Biblical Hebrew roots and vocabulary.

Family Services/Rock Shabbat

Our Shabbat evening Family Services and our Rock Shabbat Services provide a comfortable entry point into the world of worship.

Bar/Bat Mitzvah Tutoring

Included in the student's Bar/Bat Mitzvah fee is private tutoring by an appointed tutor, who will teach and coach the student in learning the Torah portion, the Haftarah portion and their blessings. The length and amount of sessions vary according to the needs of the student. The Bar/Bat Mitzvah fee accommodates a maximum of 20 hours per student. Private tutoring begins about 6 months prior to the date of the Bar/Bat Mitzvah service. If additional tutoring is required - including starting before the 6 month tutoring period, the parents can arrange this privately with the tutor.

D'var Torah Study

The student will work with Rabbi Tom to prepare a D'var Torah (commentary on the Torah portion) along with a group of their peers (Chevruta) and a presentation on his/her Mitzvah Project, this begins about 3 months prior to the Bar/Bat Mitzvah service.

There will be 3 Chevruta (small group) classes. Students will be placed with others who have their Bar/Bat Mitzvah around the same time. There will also be 2-3 one on one meetings with Rabbi Tom.

Parental Support

Pre-Bar/Bat Mitzvah responsibilities for parents include:

- attendance with your child at Shabbat services,
- maximizing family involvement in Jewish ritual and Shabbat/holiday observance,
- reading and discussing with your student, the Torah portion and Haftarah,
- providing encouragement and support to your student,
- explore your own relationship to Judaism and satisfying all financial obligations to CBI.

B'nei Mitzvah Family Retreat

In the spring of the 6th grade year, we provide a full day family retreat program which includes

creative worship, an introduction to the process of Midrash, study on the theme of Bar/Bat Mitzvah and more. The focus of the retreat is family exploration of the meaning of Bar/Bat Mitzvah and communal bonding.

Continuing Education/Teen Programming

One of the important mitzvot about which you and your child will make a choice, concerns your child continuing his/her Jewish education in the post-Bar/Bat Mitzvah program. Becoming a Bar/Bat Mitzvah is about making a commitment to Jewish living and growth. Continuing Jewish education post-Bar/Bat Mitzvah allows students to explore, on a more mature level, what it means to be Jewish and live a Jewish life. We certainly hope you will encourage your child to continue his/her Jewish education, not only in our post-Bar/Bat Mitzvah program, but also throughout life. We offer an extensive program of formal and informal educational experiences for our teens:

1) Middle/High School Program

8th Grade: on Wednesdays, students help choose community projects, study the related mitzvot, and learn about some incredible mitzvah heroes. This class combines service learning and Jewish study with social interaction. Madrichim-in-Training – this Sunday program teaches the fundamentals of what it takes to be a great Jewish teacher.

Hebrew High School – grades 9 – 12: Our High School classes change each year based on the expertise of the teachers. Topics often include a personal exploration of what it means to live Jewishly day to day and focus on the Jewish choices that our teens will make in and after high school.

2) BITY

Our informal youth program offers social, social action, religious and educational programs. There are opportunities for leadership development through serving on our BITY Board and for participation in regional and national activities.

4) Madrichim Program

Our teens help our Religious School become a more caring and exciting place by working in our classrooms and helping guide our students. Students must fully participate in our 8th grade program to participate in our madrichim program.

5) CBI Involvement

There are many other opportunities to get involved including: serving on a committee, helping to lead congregational services, doing a Torah or Haftarah portion, working at Camp CBI, attending adult lectures, films and classes, participating in our choir, and so much more!

PARTICIPATION IN THE BAR/BAT MITZVAH SERVICE

CHOICE OF SERVICE

The Bar/Bat Mitzvah may be celebrated at any one of our three congregational Shabbat services: Friday evening, Shabbat morning (traditional egalitarian) or Shabbat morning (Reform/*Mishkan Tefilah*). The students' participation is the same in all these services, and this decision should be based on the family's preference in terms of worship style. We expect families to explore all three settings in advance of making the decision.

Please note that we currently only have two *Mishkan Tefilah* Reform Shabbat morning services in a given month. This means that, depending on the size of the B'nai Mitzvah class, it may not be possible to accommodate everyone's first choice of date/service.

Our Friday evening service uses the Reform, *Mishkan Tefilah* prayerbook, includes some English in the service, and has the option for use of musical instruments. Our Saturday morning traditional egalitarian service is more traditional in style, uses the Conservative prayerbook *Sim Shalom* and is led mostly in Hebrew. The Reform Shabbat morning is also mostly in Hebrew, but uses the *Mishkan Tefilah* prayerbook, and incorporates music and practices from the Reform Shabbat tradition.

STUDENT PARTICIPATION

The student is expected to have the following written and oral parts of the service completed three weeks before the Bar/Bat Mitzvah date:

The student will prepare and present two written papers (in English):

- D'var Torah
- Mitzvah Project Presentation

The student will chant or say the following parts of the services:

- Friday evening Kiddush (if applicable)
- English Prayers in the Kabbalat Shabbat (Friday evening) service (if applicable)
- Torah B'rachot (blessings) and Torah reading
- Haftarah B'rachot and Haftarah
- Shabbat morning Kiddush

Modifications of the above are possible in special cases.

The student may also choose to lead additional parts of the service, such as the Torah Service, Kabbalat Shabbat, Shacharit or Musaf.

PARENT/GUARDIAN PARTICIPATION

Parents are expected to:

- Say/chant the Friday Evening Candle Blessing and light the Shabbat candles (for a Friday service)

- Sponsor or arrange for sponsorship the Friday Oneg (snack/dessert) for a Friday night service and/or Saturday Kiddush lunch for a Saturday service.

The parents may:

- Do a blessing of the child, either from the Prayer Book or an original composition;
- Do aliyah(s) and/or Torah reading or participate in other parts of the service.

Parents' Blessing

If the parents choose to say words of blessing to their child, these should be planned and written out beforehand with the following points in mind:

- Keep it brief, less than 5 minutes total for both parents.**
- Keep the focus on the child and on the importance and seriousness of the process of becoming a Bar/Bat Mitzvah, the meaning of this joyous time for the family and for you, and your hopes for the child's Jewish continuity.
- Humor is fine if used in a serious context with regard to the setting of the sanctuary and the presence of the Torah.
- It is appropriate to end the words of blessing with *Shehechianu*.

RELATIVES/ FRIENDS

The following honors may be offered to any Jewish relative, guest, or friend:

SHABBAT MORNING (Traditional Egalitarian) and
SHABBAT MORNING (Reform)

- 4 *aliyot* (individuals called to bless the Torah) for a Saturday morning service. Also,
- 2 additional *aliyot* may be assigned on a "contingent basis" because, from time to time, there may be *aliyah* needs on that Shabbat other than those of the Bar/Bat Mitzvah family.
- The Bar/Bat Mitzvah will have the 7th *aliyah*.

FRIDAY NIGHT

- For a Friday evening, you may assign 2 *aliyot*. The Bar/Bat Mitzvah will have the 3rd.

ALL SERVICES

- 2 ark openings (1-2 people per ark opening)
- 1 Hagbah (lifting of the Torah)(On certain Shabbatot, there could be a second Hagbah and G'lilah.)
- 1 G'lilah (dressing of the Torah)

Please be sure that those honored are capable and willing to perform the honor.

Note: Participation of non-Jews in public roles during services should be discussed with Rabbi Tom.

A Guide To The Service is available for guests who are unfamiliar with our Shabbat Service. Some families also choose to write an individualized introduction or explanation for their guests.

GUIDELINES FOR THE PARENTAL PRAYER

(From the *Bar and Bat Mitzvah Handbook: A Manual for Parent and Student*, Temple Ner Tamid, Bloomfield, NJ)

Rabbi Eliezer ben Rabbi Shimon said: A man is responsible for his son until the age of thirteen; thereafter he must say, *Barukh She-Pe-Tarani Me-Onsho Shel Zeh*: Blessed are You who has now freed me from responsibility for this child.

—*Midrash Genesis Rabbah* 63:10

The tradition of the parent reciting a blessing upon a child's coming of age is quite ancient. The above text indicates that it was ritualized and probably performed on the occasion of the child's first *aliyah*. And although it might seem a bit inappropriate to recite a prayer freeing yourself from responsibility for your child, its underlying principle should be most instructive in preparing your remarks to your son or daughter. Indeed, in many ways the bar/bat mitzvah ceremony marks the individuation of the child: it is the commencement of a young person's acceptance of adult responsibility and the freeing of the parent from that task.

The intent of the parental prayer in our service is to afford the mother and/or father the opportunity to publicly and prayerfully acknowledge—in a sacred setting—the joy and pride they feel at that moment and their sense of gratitude. It is an opportunity to share their hopes and dreams for their child, particularly in relation to his or her being called to the Torah. In other words, it's an opportunity to articulate the meaning of the moment.

This ritual is not to be confused with the address that might take place at the *s'udat mitzvah*, or meal of celebration, where you might want to share with close friends and family all the private accomplishments that your child has achieved and which have been a part of your family's experience. At this moment, standing on the bima, there is a unique opportunity—in the presence of your community, as well as friends and family—**to ask for God's blessings for your daughter or son**. The gesture should be addressed to your child, not the congregation. Moreover, it should be directed toward the future. Where is it that you hope this moment will lead your child? What do you hope that he or she will take from it?

Please write out your remarks in advance. Please adhere to a limit of two minutes for the words of each parent. When you are done, please feel free to hug your child. Crying is permitted.

THE MITZVAH PROJECT

Becoming a Bar or Bat Mitzvah is about taking on Jewish responsibilities and assuming new privileges. *Mitzvah* means "commandment." *Mitzvot* are the responsibilities or imperatives which adults accept in relation to themselves, others, and God. Thus, an important part of preparing to

become Bar or Bat Mitzvah at CBI is to become involved in a particular mitzvah as a personal project prior to the celebration.

The nature of the Mitzvah Project should involve a great deal of family thought and discussion. The project must fulfill some Jewish ethical, moral or ritual obligation. In a classroom workshop, the practical experience of the project will be reinforced by study/discussion of the particular mitzvah.

Direct service with people (instead of animals) is preferred.

The project should be undertaken approximately one year before the Bar/Bat Mitzvah date and be sustained over the course of a year. After the Bar or Bat Mitzvah is called to the Torah s/he will describe the project. These projects might include work at a soup kitchen, housing shelter, hospital, food bank or home for the elderly. There are endless possibilities.

QUESTIONS TO HELP YOU DECIDE

Questions to think about

1. What do you like doing?
2. What are some things you care about, or that concern you in the world or in your community?
3. To what extent do you prefer to do things alone, with another person, small group, or large group?
4. Look at your answers and see if there is a pattern or idea that you can use to put together your Mitzvah Project.

Evaluating your ideas

Some considerations are:

- How much time will this take each day, week, or month?
- What arrangements would be required, and by whom?
- Taking everything into account, does it sound, feel, look like the right thing for me/us?

Writing your Mitzvah Project Speech

Please use the following questions as a guideline in writing your Mitzvah Project speech:

1. According to Jewish teaching, what is a mitzvah?
2. What does mitzvah mean to you?
3. What was your mitzvah project? What made it a mitzvah? If there is a Hebrew name for this type of mitzvah, what is the Hebrew name? Can you say where this mitzvah is cited in the Torah?
4. Describe what you did, the amount of time spent each week, how long you did or planned to do the project, who else was involved, etc.
5. What did you like, learn, enjoy, find interesting or exciting about your Mitzvah Project?
6. Is there anything further you would like others to know, related to your Mitzvah Project?

MITZVAH PROJECT POSSIBILITIES: A Partial Listing

You may want to contact the Thomas Jefferson Area United Way, for a comprehensive list of volunteer opportunities in the Charlottesville area (972-1705), Other good resources for ideas are Shelby and Rabbi Tom. Also included are some specific Mitzvah Projects completed by recent B'nai Mitzvah students.

Charlottesville Volunteer Opportunities

Thomas Jefferson Area Food Bank

(434) 296-3663

Collect, bag, and deliver food to the food bank.

Kluge Children's Rehab Center

(434) 924-5251

University Hospital, Kluge Children's Rehab

Salvation Army

(434) 295-4058

Thrift Store volunteers, weekend meal service preparation, after school care program, and various seasonal events, including the Shoe Drive, School Supply Drive, and Day of Caring.

Shelter for Help in Emergency (SHE)

(434) 963-4676

Assist with special events and fundraisers, clean-up days and maintenance projects, or collect and deliver materials for the shelter.

CBI Elderly Member Visitation—Various Senior Care Centers

The Laurels

(434) 951-4200

The Colonnades

(434) 963-4198

Winterhaven Assisted Living

(434) 977-0002

Our Lady of Peace

(434) 973-1155

Westminster-Canterbury of the Blue Ridge

(434) 980-9100

Ivy Creek Foundation

(434) 973-7772

Trail maintenance, property upkeep, trail-marker painting, etc. at the Ivy Creek Natural Area.

Ronald McDonald House of Charlottesville

(434) 295-1885

Make dinners and welcome bags with homemade stuffed animals for incoming guests.

SOCA—Soccer Organization Charlottesville Albemarle

(434) 975-5025

Assistant Coach for a soccer program

CBI Forest School

(434) 295-6382

Director: Jill Clark

Read stories, helped prepare snacks, assisted teachers with art projects, etc.

Various Elementary School Tutoring

Tutor students in math, reading/English, and assist with homework.

Other Recent Projects

The Haven

Loaves and Fishes

Volunteer Farm in Woodstock

“Mitzvah Bags”

BAR/BAT-MITZVAH PLANNING

The Date

During the 6th grade year, we will contact you to choose a Shabbat on which your child will be called to the Torah as a Bar/Bat Mitzvah. You may expect that it will be a Shabbat following and close to your child's thirteenth birthday though there are times when adjustments are necessary. We schedule dates in birthday order. Shelby will contact you when it is your time to schedule your child's date. Rabbi Tom will be there to officiate at your family's celebration.

The Tutor

A talented tutor will be assigned to your child about 6 months before their date. Prior to tutoring, families need to be in good standing and the Bar/Bat Mitzvah fee needs to be paid or financial arrangements made. Please do not make tutoring arrangements on your own.

Honors

A sample of the form for listing the names of friends and relatives, who will participate in the service, is provided in the back of this booklet. We'll need this information about a month before the service.

Bulletin Biography

Parents need to write a one paragraph biography and send in a picture of the Bar/Bat Mitzvah student for the Synagogue bulletin. Please remember to extend an invitation to the congregation to attend the Shabbat service at which the Bar/Bat Mitzvah is to be called to the Torah. This should be sent in by the 15th of the month prior to the month of the celebration.

ONEG AND KIDDUSH PLANNING

If you have a Friday night Bar/Bat Mitzvah Service, you are expected to host the Oneg after the service. If you have a Saturday Bar/Bat Mitzvah Service, you are expected to host a Kiddush luncheon after the service on Saturday. If a Saturday Bar/Bat Mitzvah is participating in the Friday night service, the family is requested to host the Oneg - especially if there will be increased attendance by family members and guests.

Oneg Arrangements – Friday evening

The Oneg host (Bar/Bat Mitzvah family) provides challah, wine/grape juice, and snack/dessert items.

Note regarding scheduling:

There are many special events taking place at Friday evening services. If you have chosen a Saturday service, the Friday evening may be a Family Service or a special Shabbat with additional participation (Social Action, a Hebrew class, Shabbat Hallelu, another Bar/Bat Mitzvah etc.). Check with the office staff regarding this service.

Kiddush Lunch Arrangements – Saturday morning

Our custom at CBI is for the Bar/Bat Mitzvah family to provide a Kiddush lunch for all persons at the service, immediately following the Shabbat morning service. The family provides wine, grape juice, challah and a dairy lunch. (A Kiddush cup, challah plate and cover, and knife are available at the synagogue). The choice of menu items is left up to the family, but please respect the Kashrut policy of Congregation Beth Israel (no meat).

Regarding your planning, the number of regular congregants varies from week to week. **A rough estimate to begin with would be 30 congregants in addition to your family members.** If you have many ties with other members of the congregation, the number will be larger.

*****Please note that if you decide to have your party at CBI after the Kiddush lunch, your entertainment (DJ, band, etc) and party festivities should not begin until 45 minutes after the Kiddush blessing, ensuring enough time for the entire congregation to eat. Suggested start time is after 1PM.***

Use of the Synagogue Social Hall

It is expected that you will be using O'Mansky Hall for the Oneg and/or Kiddush. However, if you want to use it for a family dinner on Friday evening or for a private reception/party on Saturday afternoon/evening, you will need to contact the office to reserve and secure the date. Reserve early because other functions may be booked in that space. There is a fee and rules for use of this space for any private event. Please contact the office for more information.

Seating in the Sanctuary

There are approximately 220 seats in the sanctuary (including the balcony). Some will be filled by congregants who regularly attend services.

Flowers

The family may decide to have flowers near the Bimah for the Friday evening and/or Shabbat morning service. As the Bimah is crowded, and the Shabbat candles are on a small table in front of the Bimah, it usually works best for the flowers to be arranged on two floor stands on either side of the small table.

Photography

Photography (including videotaping) is not allowed during Shabbat Services. This is a long-standing policy of both the Rabbi Tom and the Congregation Beth Israel Board of Directors.

Ritual Items

Some families enjoy providing Kippot (Yarmulkes--head coverings), which may be inscribed, for the guests who attend the service.

Tallit and Kippah for the Student

We encourage you to order or bring a prayer shawl and Kippah for your student. Some students have chosen handwoven scarves or purchased fabric, and attached tzitzit, the ritual knotted fringes, on their own. Some families use a family heirloom tallit.

Booklet

Some families choose to create a booklet to hand out at the beginning of the service. This can include more information about CBI, about the service, about the Torah readers, honors recipients, etc.

Additional Information

If you have any questions, please contact Rabbi Tom or Shelby.

BAR/BAT MITZVAH TIMETABLE

This timetable is to assist you in helping plan the details of your particular Bar/Bat Mitzvah celebration. You have a lot of support at CBI; parents who have already been through this process, the office staff for facility information, and Rabbi Tom and Rabbi Jess for information about the service, tutoring, and all-around emotional support. This list is not complete and is only a basic guide.

1 YEAR (+)

- ☐ Choose and Send in Mitzvah Project Form (attached)
- ☐ Begin Mitzvah Project
- ☐ Service Attendance: Assist your son/daughter in their service attendance requirement
- ☐ Retreat: Attend the 6th Grade Family B'nei Mitzvah Retreat. The focus of the retreat is for the Bar/Bat Mitzvah student and their parents to explore the meaning in becoming a Bar/Bat Mitzvah.
- ☐ Decide Whether You Will Use the Synagogue Social Hall for a Private Event: If you are planning a private Friday evening family dinner or a private event Saturday afternoon or evening in the Synagogue, notify the office ASAP to reserve the date on our calendar.

9 MONTHS

- ☐ B'nei Mitzvah Fee: Your CBI account will be billed at this time (\$885)

6 MONTHS

- ☐ Accounting: The B'nei Mitzvah fee should be paid before tutoring can begin.
- ☐ Bar/Bat Mitzvah tutoring begins. A talented tutor will be assigned to your child. You will receive a booklet containing copies of the prayers and Torah/Haftarah portions. The tutor will contact you to arrange weekly meetings.
- ☐ Make your arrangements for Oneg and/or Kiddush
- ☐ Friday Evening? If you have a Saturday ceremony, check in with the office to see if a special event is scheduled during Friday services if you'd like to have an Oneg on dinner Friday night.
- ☐ Choose a Caterer: If you will be using a caterer for a luncheon and/or dinner, it is useful to set this up about six months ahead, so they can put it on their schedule.
- ☐ Renting? If you are renting a non-CBI space for a party, you should visit and book at this point.
- ☐ Hotel Reservations: for out-of-town guests, rooms should be booked at this point or sooner. Some weekends in C'ville are *extremely* tight vis-à-vis accommodations (such as special sports events or concerts at JPJ arena).

3 - 5 MONTHS

- ☐ Invitations: Be sure to invite the whole class to the service (you can find your child's class list in your online CBI account). If you are having a private function with kids invited, please be sensitive to community (i.e., if you invite most of the kids in the class, perhaps you should invite them all, etc.).
- ☐ Meetings with the Rabbi: Around three months before the service, students will begin meeting with their chevruta (group) with Rabbi Tom to write a D'var Torah – a teaching about the Torah portion. Individual appointments with one of the Rabbis will also be made at that time. Shelby will email you to schedule these.
- ☐ Meeting with our Office Manager: If you have any special room set ups, deliveries, etc. please schedule a meeting with our office manager.
- ☐ Flowers: These should be ordered 2-3 months ahead, so the florist can put it on their schedule.
- ☐ Other party arrangements: If you are hiring a DJ for a kids' party, or other particular arrangements, you will want to schedule this in advance.
- ☐ Order Kippot (Yarmulkes): This is optional.
- ☐ Seating in the Sanctuary: There are approximately 220 seats in the sanctuary. Some will be filled by congregants who regularly attend services.
- ☐ Photography: While video and photography are not allowed during worship services, consider ways in which you'd like to capture your celebration. Photographs may be taken in the Sanctuary during the week before or after services have concluded.

2 MONTHS

- ☐ Building Use Policies: Speak to the office about our building use policy guidelines. Communicate this information to caterers.
- ☐ Food Arrangements: Decide on menu with caterer, figure out other food/meal arrangements for the weekend (e.g. feeding out of town guests). **A reminder that you should hire or enlist enough help for the set up, service and clean up of the meal. Parents and siblings should not need to leave the service to assist with this.**
- ☐ Write a Bulletin Bio: email it to communications@cbicville.org
- ☐ Generate a List of "Honors" for the Torah Service
- ☐ Torah Blessings: Teach family members the blessings before and after the Torah reading if they will have aliyot. Contact Rabbi Tom if you'd like a tape or CD and a copy of the blessings. Make sure Torah lifter (Hagbah) knows how to properly lift the Torah. (Rabbi Tom can help.) Consider asking family members with good Hebrew skills to read or chant one of the aliyot from the Torah.

1 MONTH

- ☐ Candle Blessing: Decide who will be leading the Friday evening candle blessing and practice the reading/blessing.
- ☐ Worship Brochure (optional): Some families provide a brochure explaining the service for guests.
- ☐ Write a "Parent Blessing"

- ☐ Office Check In: Notify the Synagogue Administrator of your arrangements for set up and catering.

2 WEEKS

- ☐ Wimple If they made one in 4th grade, Shelby has it. We can dress the Torah with it before services on Friday or Saturday.

- ☐ Purchase: Kosher white wine and white grape juice for the Oneg/Kiddush

- ☐ Purchase paper goods (napkins, plates, cups, bowl, etc,) if you plan on using them at your event. CBI does not supply them.

1 WEEK

- ☐ Don't Get Locked Out: Pick up a key from the office if needed for early set up.
- ☐ Delivery Arrangements: Arrange for the delivery of flowers and any rental items during office hours
- ☐ Last Minute Questions? We're here to help! Call the office, Shelby or Rabbi Tom

THE BAR/BAT MITZVAH WEEKEND

- ☐ Purchase two large challot each for the Oneg and/or Kiddush.
- ☐ Try and get a good night's sleep!
- ☐ The Big Day: Enjoy your special time – it goes by quickly.

POST BAR/BAT MITZVAH

- ☐ Please return keys you or your caterer may have borrowed.
- ☐ Breathe a sigh of relief.....your child did it!

FACILITY INFORMATION

Furniture

- 200 chairs
- 10 round tables (5' diameter), can fit 8 chairs each
- 9 long tables (8' long), can fit 10 chairs each
- 3 long tables (6' long), can fit 8 chairs each
 - There are about 50 extra chairs in the building (Additional tables, chairs, etc. can be rented from Festive Fare)

O'Mansky Hall Capacity

- 300 seated (no tables)
- 140 seated (at tables)
- 10 round tables can fit comfortably

Sanctuary Capacity

- 220 including balcony seating

Miscellaneous Items

- Stage: 2- 8'x4' pieces and 3- 6'x4' pieces
- 9 bud vases and 10-12 other vases of assorted sizes

Number of Congregants to Plan For

Reminder: Congregational attendance varies from week to week depending on the season, weather, special events connected with services or special events in town. **A rough estimate to begin with would be 30 congregants for the Saturday morning service in addition to your family members.** If you have many ties with other members of the congregation, the number will be larger.

Friday Oneg Instructions

Building Access

- See the Office Manager, in advance for keys to the building.
- Arrive at least 20-30 minutes prior to the start of services in order to prepare for the Oneg.
- The building will be opened by an usher about 30 minutes before services.

Bring

- wine, white grape juice, 2 challahs, creamer (for coffee and tea) and cold drinks and goodies of your choice.

Tablecloths (Tables and chairs will be set up already)

- Cover the round tables with plastic tablecloths. These are located on a shelf under the service window in the front of the kitchen.
- Cover the long buffet tables (nearest to the kitchen) with long white disposable tablecloths. These may be found in the cabinet in the upper left corner of the kitchen. If you can, set up a small table for drinks to the right of the kitchen door.

Set Up

- Make sure to bring your own paper goods including cups, napkins, plates, etc. Set out plates, napkins, and utensils at one end of the long table. Set out cups and beverages at the other end of the table (or on the small table).
- If you know how to make coffee in the large pot, please do. If not, fill the coffee pot with cold water and plug it in behind the table outside the kitchen. If you do make coffee, you'll need another pot for hot water (for those who would like tea). Use the coffee, creamer, sugar, tea, cups, napkins, paper plates and saran wrap (if needed) that are provided in the kitchen.
- Your baked goods and challah can be set out on the table before services.
- Place small plastic 1oz cups on two trays for Kiddush. Pour wine and grape juice into the cups. Place on a tray to serve for Kiddush. Cover the challah with a challah cover and place on a tray. Ritual items are stored in the cabinet to the left of the sink. Fill the silver Kiddush cup and place on table next to challah. Arrange for servers to pass out the wine and juice at the conclusion of services.
- A punch bowl and/or pitcher are available for your cold drinks if you prefer to use them.

Clean Up

- Additional 33 gallon trash bags are under the sink if needed.
- The tablecloths should be cleaned and left on round tables for the Saturday Kiddush. The rest should be cleaned, dried, folded and put away on the shelf under the service window in the front of the kitchen. Throw away disposable tablecloths.
- Empty the water from the coffee pot, wash any dishes (including the Kiddush cup) and return them to their appropriate places, and put away any unused supplies. Please also wipe the counters.
- Vacuum O'Mansky Hall if needed. The vacuum is stored in the utility closet to the right of the kitchen.
- Please take home any leftovers, personal serving dishes, containers and cardboard boxes.
- Ensure oven is turned off. (The pilot lights will remain on.)
- Bag and take out trash. The trash room is directly outside the Third Street exit. You'll need a key to open this door.
- An usher will be assigned to turn off lights and close the building after the service.

Saturday Kiddush Instructions

Building Access

- If you will need to begin setting up before 9:30 a.m., see the Office Manager in advance for keys to access to the building.

- The building will be opened by a board member about 30 minutes before services.

Food Planning

- Please follow our dietary guidelines (no meat).
- If you are using a caterer, be sure that they have a copy of our caterer guidelines.

Bring

- wine, white grape juice, 2 challahs, creamer (for coffee and tea) and cold drinks.
- Lunch for around 30 congregants and your guests. (A light lunch with bagels salads, drinks and fruit or cookies is acceptable).

Tablecloths (Tables and chairs will be set up already)

- You will need to bring your own

Set Up

- Make sure to bring your own paper goods including cups, napkins, plates, etc. Set out plates, napkins, and utensils at one end of the long table. Set out cups and beverages at the other end of the table (or on the small table).
- If you know how to make coffee in the large pot, please do. If not, fill the coffee pot with cold water and plug it in behind the table outside the kitchen. If you do make coffee, you'll need another pot for hot water (for those who would like tea). Please bring your own coffee, creamer, sugar, tea, cups, napkins, paper plates.
- Your lunch foods and challah can be set out on the table before services.
- Place small plastic 1oz cups on two trays for Kiddush. Pour wine and grape juice into the cups. Place on a tray to serve for Kiddush. Cover the challah with a challah cover and place on a tray. Ritual items are stored in the cabinet to the left of the sink. Fill the silver Kiddush cup and place on table next to challah. Arrange for servers to pass out the wine and juice at the conclusion of services.

Clean Up

- Additional 33 gallon trash bags are under the sink if needed.
- The tablecloths should be cleaned, dried, folded and put away on the shelf under the service window in the front of the kitchen. Throw away disposable tablecloths.
- Empty the water from the coffee pot, wash any dishes (including the Kiddush cup) and return them to their appropriate places, and put away any unused supplies. Please also wipe the counters.
- Please take home any leftovers, personal serving dishes, containers and cardboard boxes.
- Ensure oven is turned off. (The pilot lights will remain on.)
- Bag and take out trash. The trash room is directly outside the Third Street exit. You'll need a key to open this door.
- An usher will be assigned to turn off lights and close the building after the service.

Mitzvah Project Form

NAME: _____

DATE OF BAR/BAT MITZVAH CELEBRATION _____

MITZVAH PROJECT TITLE _____

DESCRIPTION:

What will you be doing? _____

Where will you do your Mitzvah Project? _____

When will you start? _____

How many hours per week? _____

Who will be supervising you? _____

In doing this project what mitzvah will you be accomplishing?

What interests you about this project? _____

What do you hope to get out of it? _____

Please submit this plan to Rabbi Tom or Shelby for approval.

Approved _____