



Dear B'nai Mitzvah Families,

Mazel tov on your child's upcoming Bar/Bat Mitzvah! I would like to bring to your attention some important details about the service. Please read this information carefully. It should answer most of your questions and guide you through the rest of the synagogue Bar/Bat Mitzvah process.

#### ALIYOT: HONORS AND BLESSINGS

In addition to your child being called up for his/her aliyah, the synagogue will make available several other honors to be distributed to relatives and friends of your choice. **The form listing these honors is included. It will need to be filled out by you and returned to Diane Dronzek at least two weeks prior to the Bar/Bat Mitzvah.** You are entitled to all of the honors listed on the form. There are other honors, not on your form, that are reserved for the Congregation. Those who will be chosen for aliyot will have to read the Blessings for the Torah in Hebrew. Please notify all of your guests who are participating in the service beforehand so they can familiarize themselves with their parts. Please ask them to check in with one of the ushers upon arrival. These Blessings in Hebrew and the transliteration in English may be found at <https://cutt.ly/TorahBlessings>.

The Shehecheyanu blessing is recited by the family, together with the Rabbi, during the service:

ברוך אתה י-הוה אלהינו מלך העולם, שְׁהַחַיְנוּ וְקִיַּמְנוּ וְהַגִּיעְנוּ לְזֶמַן הַזֶּה.

*Baruch ata Adonai Elohainu melech ha'olam, shehecheynu v'kiamanu v'higianu lazman ha'zeh.*

Blessed are You, O Lord, our God, Sovereign of the Universe, who has given us life, sustained us and brought us to this day.

The family is encouraged to sit together in the first rows of the David J. & Ruth A. Moskowitz Sanctuary on the Rabbi's side. During the Torah Service, we would like those having aliyot to sit in the first row in the order in which they will be called to the Torah. Each person should go up and sit on the pulpit at the time the person before him/her is chanting their aliyah blessing. Following the aliyah, s/he may return to their regular seat with the family.

#### D'VAR TORAH TALK

Diane Dronzek (for Rabbi Rudin-Luria), Rabbi Foster or Rabbi Jacobs will be in contact with you approximately four months before your child's Bar/Bat Mitzvah date to schedule times for him/her to begin working on the D'var Torah (speech) with one of the Rabbis. Once the speech has been prepared, Sydney Milgrom will meet with your child in the Sanctuary during the month of the Bar/Bat Mitzvah, to work on the delivery of the speech and Haftarah and to help your child feel at ease with the microphone. **Please refer to the enclosed letter from Sydney to set up an appointment prior to your child's Bar/Bat Mitzvah; please call well in advance.**

#### FAMILY MEETING

Rabbi Rudin-Luria will meet with parents and child (siblings welcome, not required) shortly before the Bar/Bat Mitzvah. Diane Dronzek will be in touch with you to set up this meeting.

## PHOTOGRAPHS AND REHEARSAL

Photography is not permitted in the building on Shabbat. Many families take these photographs after the rehearsal, allowing about one hour for the photographer. To arrange to have family photographs taken on the pulpit on another day, please call Joscelyn Harris to find out when the Sanctuary will be available. Please give the enclosed letter to your photographer regarding synagogue procedures for photography.

**Your rehearsal is set with the Cantor from 4:00-5:00 pm on the Thursday before the Bar/Bat Mitzvah.** If this time is not possible for you, please contact Julie Berman to arrange another time. It will be helpful to have as many of your guests who will be having honors or aliyot present at the rehearsal. If the person who will be going up for Hagbah cannot be present at the rehearsal, please have him meet with one of the ushers at 9:30 am on Shabbat, the morning of the simcha, to review lifting of the Torah.

## MISCELLANEOUS

Diane Dronzek takes care of sending the notice of the Bar/Bat Mitzvah to the Cleveland Jewish News. **There are two forms in this packet listing the information required; please return them to Diane.**

Diane will also take care of ordering flowers for the bimah for you through the synagogue's florist. You may order the flowers yourself through your own florist if you wish, but please inform her well in advance so that your order can be canceled. If you order your own flowers, you will receive a \$150 credit. If you order your own flowers, please provide Diane with the name of your florist, their contact person and phone number at least thirty (30) days prior to your child's Bar/Bat Mitzvah. Please note: In order that your child is visible from every seat in the Sanctuary, we require the height of your arrangement be not more than 46" (the height of the podium).

If you choose to distribute your own program in addition to the Shabbat handout, it must be approved by Rabbi Rudin-Luria in advance.

A synagogue representative will contact you the week of the simcha to get your final count of people. Should you desire a congregational luncheon or wish to also sponsor the oneg on Friday evening, please contact Joscelyn Harris.

As part of the Sabbath, we also invite your family's participation in the Friday evening service prior to the Bar/Bat Mitzvah. Mother, daughters and/or grandmothers are welcome to sing the blessing over the Shabbat candles at the beginning of the service.

A candy toss is customary on Shabbat morning. The only approved candies are the individually-wrapped Seneca or Sunkist Fruit Gems (OU), available by the pound in the supermarket. CHOCOLATE AND HARD CANDY ARE NOT ALLOWED. Please bring the candies to the synagogue office when you come for your rehearsal. We have baskets if you'd like to borrow them. We will see to it that the baskets are on the bimah at the appropriate time in the service, and they will be given to whomever you choose to distribute them to the congregation. Younger children usually enjoy this task.

If you will be providing kipot and head coverings for women, please also bring bobby pins or clips.

If you have any questions or if we may be of any further help, please feel free to call the synagogue office.

Best wishes for a wonderful simcha!

Dear B'nai Mitzvah Parents:

Mazel Tov on your child's future Bar/Bat Mitzvah. Everyone on the Synagogue staff looks forward to working with you to make your experience enjoyable and meaningful. **The following is important information for you to know regarding fees and other financial policies at B'nai Jeshurun Congregation.**

1. All outstanding obligations owed to the Synagogue must be paid in full at least 30 days prior to the date of your simcha.
2. If the Bar/Bat Mitzvah is to occur between July 1 and December 31, not less than 50% of your dues must be paid at least 30 days prior to the date of your simcha. If the Bar/Bat Mitzvah is to occur between January 1 and June 30, your dues must be paid in full at least 30 days prior to the date of your simcha.
3. Building Fund and other miscellaneous obligations owed to the Synagogue must also be paid in full at least 30 days prior to the Bar/Bat Mitzvah.
4. The Kiddush following the Bar/Bat Mitzvah ceremony is provided by the family and is open to the Congregation.
5. Although your child's Bar/Bat Mitzvah will clearly be central to the events of the day at the Synagogue, life cycle events may occur in the lives of other members of our Congregation on that same day. Should any such event(s) arise, we will contact you and inform you of the situation. These other events - for example, a baby naming or an Auf Ruf - will not disturb your Bar/Bat Mitzvah ceremony, nor will you incur any additional expense as a result of any such event(s).
6. Please contact the Synagogue as soon as possible to reserve a social hall for your simcha. Our social halls are available on a first come, first served basis.
7. During the Bar/Bat Mitzvah service, we request your assistance in insuring the proper decorum of all guests. Unfortunately, there have been incidents of willful damage to Synagogue property. Damage has been caused to washroom facilities, party room equipment, and utensils. Please understand, should these or other forms of damage occur, the Synagogue expects sponsoring families to pay the reasonable repair/replacement costs. In addition, please be certain to review the guidelines for activities of the celebration, including procedures for videotaping.

Should you have any questions or concerns, please do not hesitate to contact me.

***Best wishes for a wonderful, joyous and enriching experience.***

Sincerely,

Jay Ross  
Executive Director

## MEMORANDUM

TO: B'nai Mitzvah Families

FROM: Robert Zelwin, Chairman, Synagogue and Services Committee

As the date of your child's Bar/Bat Mitzvah is quickly approaching, we know that the expectations and excitement within your family are mounting as you look forward to this milestone. We would like to bring to your attention the following items that may help you in your participation that morning.

### SHABBAT MORNING ATTENDANCE

It is required that your child attend services at least twice a month during the B'nai Mitzvah year, either on Friday evening or Shabbat morning. This will ensure that there is a greater familiarity with the Shabbat service and the format of the B'nai Mitzvah ceremony. Regular attendance will also help to lessen the child's and parents' anxiety. We suggest that parents accompany their child as much as is possible.

**Services begin at 9:00 am with the Torah service starting at 9:30 am.**

### PROPER DRESS

All worshipers are requested to wear a *kippa* or head covering, specifically if called to the bimah. Men, and many women, wear a *tallit* (prayer shawl). These items are available from the ushers if needed.

### YOUR CHILD'S GUESTS

It is very special to be able to have your child celebrate his/her simcha with friends. In order to ensure the proper environment in which to celebrate your simcha, we ask for your assistance in maintaining appropriate behavior within the Synagogue. Please remind your young guests that extensive talking, frequent walking in and out of the Sanctuary, running or other behavior in the Sanctuary or Atrium are inappropriate, any of which detracts from the joy of the day. We encourage you to ask some of your adult guests to assist in supervising your child's friends, perhaps by sitting with them or checking on them in the atrium. While our B'nai Jeshurun ushers are here to help everyone feel welcome and comfortable, your help is needed in creating the best and most appropriate atmosphere possible for your simcha.

Regrettably, there have been incidents of willful damage to property. Damage has occurred to washroom facilities, party room equipment and utensils. Please note should these or other forms of damage occur, we will expect sponsoring families to cover reasonable replacement costs. Thank you for your assistance in ensuring the proper decorum of guests.

### TEFILLIN PROJECT

If your child participated in and received a set of *tefillin* from the synagogue, please remember that s/he is obligated to participate in the morning minyan on the Thursday prior to the Bar/Bat Mitzvah. Your child will perform the mitzvah of laying (putting on) *tefillin* for the first time in a minyan. If you would like to sponsor the breakfast that morning, please contact Diane Dronzek. In addition to attending the Thursday morning minyan, your child made a commitment to attend a morning minyan at B'nai Jeshurun at least six times in the year following the Bar/Bat Mitzvah ceremony, in order to strengthen their connection to this powerful mitzvah.

Dear Friends,

One of the nicest ways you can enhance your child's Bar/Bat Mitzvah experience is by asking family and friends to take part in reading the Torah. B'nai Jeshurun has always encouraged such participation as a way to make your simcha even more meaningful.

At the same time, we ask you to remember that the Torah reading is a very meaningful part of the service to those in attendance. Many of our members follow the Torah reading very closely, and it is important to them that it is read correctly. When a Torah reader has not adequately prepared, it detracts from the sanctity of the service. It also can create an uncomfortable embarrassment for the reader, the family and the congregation.

In order to ensure that our Torah readers are properly prepared, the Synagogue has instituted the following policy. At least 90 days before the Bar/Bat Mitzvah date, please furnish us with the names and phone numbers of those whom you have asked to read Torah. We will send them all their necessary study materials. If a reader needs assistance in preparing, s/he should contact Shani Kadis, our Torah coordinator, or speak with one of our clergy. We are always ready to provide any needed assistance if asked in a timely manner.

At least three weeks prior to the week in which they will read, Torah readers must demonstrate proficiency in chanting their part to Shani. If a reader has not demonstrated proficiency by three weeks before the date, that person's Torah reading will be re-assigned to a different reader.

If a reader is having difficulty with the part, s/he should not wait until three weeks prior. Please contact Shani immediately for assistance. Once the three-week mark is past, no assistance will be offered and the part will be re-assigned, as we must allow time for a new reader to learn the part.

You can help us by staying in close contact with those you have asked to read and making sure they are pacing themselves according to this schedule. Your cooperation will help ensure that your simcha is a sacred, meaningful, joyous day for all who are present.

If you have any questions, please contact us.

With best wishes,

Rabbi Hal Rudin-Luria

Rabbi Joshua Jacobs

Cantor Alyssa Rosenbaum

Dear B'nai Mitzvah Students and Parents,

My name is Sydney Milgrom and I am the Youth Director and the B'nai Mitzvah speech coach here at B'nai Jeshurun! I have had significant experience in public speaking, and I look forward to bringing this background to my work with our B'nai Mitzvah students. I hope to help put them at ease leading up to this exciting milestone in their lives.

As part of the B'nai Mitzvah program, B'nai Jeshurun will provide you with one hour-long session with me to rehearse your speech. We will work on delivery, inflection, enunciation, projection, confidence and overall stage presence. The Bar/Bat Mitzvah speech is one of the highlights of the service for family and friends. It is my goal to make sure that each student is comfortable, proud, and shines on the bimah.

Once your speech is approved by the Rabbi and it is typed and double spaced, it is time to set up our rehearsal. **Please contact me at least six weeks prior to your event for scheduling purposes.** Each rehearsal will take place at B'nai Jeshurun in the Sanctuary. I can be reached via email to schedule this session at [sydneyungar@bnaijeshurun.org](mailto:sydneyungar@bnaijeshurun.org). Rehearsals will take place after school on Mondays through Thursdays.

Mazel Tov on your child's Bar/Bat Mitzvah, and I look forward to working with all of you!

Warmly,

Sydney Milgrom

## INSTRUCTIONS FOR PHOTOGRAPHER

Parents: Please give this information sheet to your photographer.

The following synagogue policies will answer many of your questions and help to ensure a smooth and successful event:

1. No deliveries are accepted on Friday evening and Saturday before sundown.
2. There is to be no flash or extra illumination of any type used in the synagogue during the Sabbath (Friday evening sunset through Saturday evening sunset following Havdalah). Photographers with flash may be taken during the evening of rehearsal either before or after the meeting with the Cantor.
3. If the Bar/Bat Mitzvah party occurs on Saturday evening: pictures beforehand may begin only after sundown. **Consult Jay Ross for scheduling purposes; equipment may be brought into the Synagogue only at the time set by him.** This includes flowers, musical instruments and equipment, decorative items, photographic and sound equipment, etc. **Anything not delivered before Shabbat begins on Friday evening may be brought in only at the end of Shabbat on Saturday evening.**
4. Under no circumstances are the podiums to be moved. The wiring for the microphones are very fragile. Any movement of the podiums can result in damage to the sound system.
5. There is no parking in the Linden Ceremonial Court or in any reserved parking spaces. Please park in the rear areas of the building.
6. We ask all photographers to dress in accordance with synagogue decorum, i.e. jacket and tie (men) and dress (women).

If you have any questions, please contact Joscelyn Harris. We look forward to a successful and memorable event. Thank you in advance for your cooperation.

## INFORMATION FOR TIDINGS & CJNI ON BAR/BAT MITZVAH

In order to properly publicize the Bar/Bat Mitzvah of your child in *Tidings*, and *The Cleveland Jewish News*, we ask that you send us **one (1) photograph of your child and complete this form and the form on the next page**. Please turn everything into Diane Dronzek.

**PLEASE NOTE:** IF THIS INFORMATION IS LATE, THE ANNOUNCEMENT MAY NOT APPEAR IN THE TIDINGS. WE URGE YOU TO MEET THIS DEADLINE. WE ARE NOT RESPONSIBLE IF THE ANNOUNCEMENT IS OMITTED DUE TO LATE ARRIVAL.

Bar/Bat Mitzvah Date: \_\_\_\_\_

Full Name of Bar/Bat Mitzvah: \_\_\_\_\_  
First Middle Last

Parents' names (no titles): \_\_\_\_\_

Names of siblings (please indicate male or female): \_\_\_\_\_

\_\_\_\_\_

Full names of living grandparents: \_\_\_\_\_

\_\_\_\_\_

Full names of deceased grandparents: \_\_\_\_\_

Full names of living great-grandparents: \_\_\_\_\_

Daytime telephone numbers where parents may be reached:

Mother \_\_\_\_\_ Father \_\_\_\_\_



## INFORMATION SHEET FOR SHABBAT HANDOUT & CLEVELAND JEWISH NEWS

Bar/Bat Mitzvah child's name: \_\_\_\_\_

Date of Bar/Bat Mitzvah: \_\_\_\_\_

1. The handout lists that the flowers on the bimah are given in honor of the Bar/Bat Mitzvah child by both parents. If this is not the listing you would like, please specify who is giving the flowers.

\_\_\_\_\_

Please indicate color preference for flowers: \_\_\_\_\_

2. The Bar/Bat Mitzvah family sponsors the Kiddush. Please indicate if you are **also** sponsoring a Congregational Luncheon: \_\_\_\_\_

Please indicate names of sponsors, if not parents: Kiddush: \_\_\_\_\_  
(if applicable) Congregation Luncheon: \_\_\_\_\_

3. Will you participate in the Friday evening service? \_\_\_\_\_

If so, who will be doing the candle blessing? \_\_\_\_\_

4. Cleveland Jewish News requires the following information:  
the city you live in: \_\_\_\_\_

the school your child attends: \_\_\_\_\_

5. For *Tidings*, please list your child's interests/hobbies: \_\_\_\_\_

List Mitzvah Project, if any: \_\_\_\_\_

6. You may distribute wrapped candy made into small packets for the congregation to toss. Approved candies are the individually wrapped Sunkist Fruit Jells; no chocolate or hard candies are permitted.

Will you be doing the candy toss? Yes / No

7. Would you like us to distribute the Welcome brochure? Yes / No  
There is a charge of \$20 for this item.

8. Would you like us to videotape your child's Bar/Bat Mitzvah? Yes / No  
If yes, please circle one: \$36 (unmanned camera) or \$360 (manned camera)

9. Please advise approximate number of guests you expect: \_\_\_\_\_  
Underestimating often leads to embarrassment at Kiddush when food runs out.

B'NAI MITZVAH INFORMATION SHEET  
WHERE DO I GO WHEN I HAVE QUESTIONS ABOUT...

<u>AREA OF CONCERN</u>	<u>PERSON TO CALL</u>
Billing	Joscelyn Harris <a href="mailto:joscelynharris@bnaijeshurun.org">joscelynharris@bnaijeshurun.org</a>
Catering	Joscelyn Harris
D'var Torah (speech)	Diane Dronzek <a href="mailto:dianedronzek@bnaijeshurun.org">dianedronzek@bnaijeshurun.org</a> Rabbi Josh Foster <a href="mailto:rabbifoster@bnaijeshurun.org">rabbifoster@bnaijeshurun.org</a> Rabbi Joshua Jacobs <a href="mailto:rabbijacobs@bnaijeshurun.org">rabbijacobs@bnaijeshurun.org</a>
Educational Requirements	Rabbi Josh Foster
Flowers for Bimah	Diane Dronzek
Handout for Service	Diane Dronzek
Honors (Aliyot, Ark Openings, etc.)	Diane Dronzek
Kiddush	Joscelyn Harris
Party/Reception Arrangements	Joscelyn Harris
Practicing D'var Torah	Sydney Milgrom/Julie Berman <a href="mailto:sydneyungar@bnaijeshurun.org">sydneyungar@bnaijeshurun.org</a>
Publicity Information and Photos	Diane Dronzek
Rehearsal - setting up of appointment	Julie Berman
Service -- opportunity for child's participation	Rabbis or Cantor <a href="mailto:rabbirudinluria@bnaijeshurun.org">rabbirudinluria@bnaijeshurun.org</a> <a href="mailto:rabbijacobs@bnaijeshurun.org">rabbijacobs@bnaijeshurun.org</a> <a href="mailto:rabbifoster@bnaijeshurun.org">rabbifoster@bnaijeshurun.org</a> <a href="mailto:cantorrosenbaum@bnaijeshurun.org">cantorrosenbaum@bnaijeshurun.org</a>
Torah reading by family members	Cantor Rosenbaum
Tutoring (Child's Progress)	Cantor Rosenbaum
Tutoring (Scheduling)	Julie Berman
Tzedakah Opportunities	Rabbis

## B'NAI MITZVAH PROGRAM - PARENTS' CHECKLIST

- ☐ B'nai Mitzvah Training scheduled
- ☐ Mitzvah meal, if at synagogue:
- ☐ Contact office to reserve room and obtain contract
- ☐ Contact office re: catering options
- ☐ Rental and Catering fees
- ☐ B'nai Mitzvah (training) fee
- ☐ Bimah Flowers and fee
- ☐ Invitations (nice selection and big savings when purchased through B'nai Jeshurun Sisterhood)
- ☐ Photographer
- ☐ Videotape
- ☐ Kiddush and fee
- ☐ Contact Cantor Shifman regarding Student Progress and Torah Readers
- ☐ Family Appointment with Rabbi
- ☐ Appointment with Sydney Milgrom
- ☐ Information Sheets returned to Diane Dronzek
- ☐ Publicity photo of child
- ☐ Publicity form filled out and mailed in
- ☐ Aliyah form filled out and mailed in
- ☐ D'var Torah prepared
- ☐ Rehearsal

NOTES: