

**B'NAI MITZVAH PROGRAM
INFORMATION HANDBOOK**



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Dear Parents:

Mazal Tov on your upcoming simcha. Bar/Bat Mitzvah is a major event in the life of a young Jewish person; it is the spiritual threshold leading from childhood to adulthood. It is also a spiritual opportunity for the entire family and a celebrational pause in a student's educational program that can then be resumed at a more mature and higher conceptual level.

Our B'nai Jeshurun B'nai Mitzvah Program Information Handbook contains valuable information that will be of great help to you in thinking through celebration opportunities available to you. Please feel free to consult with any member of our professional staff as questions arise.

Once again, from all of us at B'nai Jeshurun, Mazal Tov on reaching a significant new stage in the life of your family.

Sincerely,

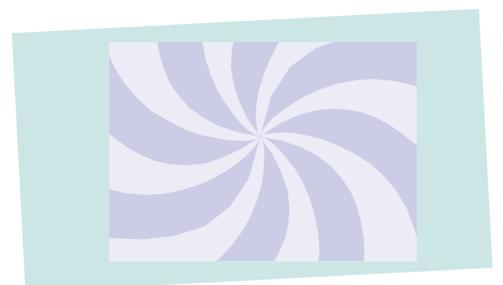
Rabbi Stephen Weiss

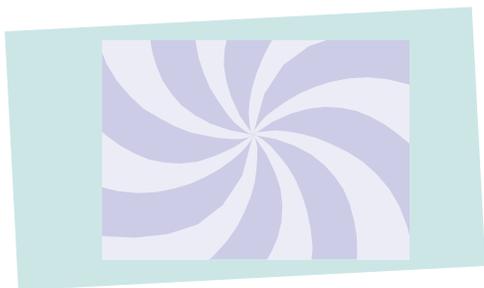
Rabbi Hal Rudin-Luria

Cantor Aaron Shifman

Rabbi Josh Foster
Education Director

Barbara Rosenfeld
Executive Educator





EDUCATIONAL PROGRAM

ELIGIBILITY – To be eligible for Bar or Bat Mitzvah, a youngster must be enrolled in and attending the Bessie Hershey Religious School or an approved Jewish Day School or be receiving other formal religious training approved by the Congregation. A minimum of five years of Hebrew instruction must precede B'nai Mitzvah training. **All students are required to complete the Kitah Zayin (7th grade) of Weekday and Sunday school or of day school, irrespective of the month of the Bar/Bat Mitzvah date.**

The spiritual experience of Bar or Bat Mitzvah marks the completion of the first level of study in your children's education. From this point, they are ready to explore the depth and breadth of Jewish studies that our synagogue and the community offer. You will be receiving information about B'nai Jeshurun's Gross High School that will take your student through Confirmation and on to Graduation. It is our expectation that all students in our B'nai Mitzvah program will move on to advanced study in our Gross High School and/or Akiva High School.

CURRICULUM AND TRAINING - The B'nai Mitzvah training program teaches the skills needed for leading Shabbat services (both Friday evening and Saturday morning), expanding on the skills developed in our religious school. Students are evaluated and assigned training based upon their Hebrew reading level. Training comprises three phases. First, students attend a preparatory seminar. They meet in a classroom setting and learn the chanting of, tropes, and blessings. In the second phase, tutors guide students through mastery of the Haftorah. In the third phase, we move to intensive study of Torah chanting and T'fillot (prayers). The goal is to have our B'nai Mitzvah lead the congregation at their Bar/Bat Mitzvah ceremony. **For students in our religious school, individual lessons are scheduled so as not to conflict with weekend school or weekday Bet Limmud school classes.**

Evaluations will be made by the Cantor on a monthly basis. Each tutor will submit evaluations to the Cantor and discuss the progress made over the span of a month. Every three months a session will take place between the Cantor and student, at which time the parents will be invited to join. Students are asked to bring their folders and will be evaluated by the Cantor at that time. Students will also meet with one of our Rabbis to study their Torah reading and to write a D'var Torah (speech based on the Torah portion).

REHEARSAL - On the Thursday prior to the ceremony, a rehearsal is held in the afternoon in The David J. Moskowitz Sanctuary. All family guests who will participate in the service are encouraged to participate. Please make arrangements with the Cantor's office.

B'NAI MITZVAH DATES

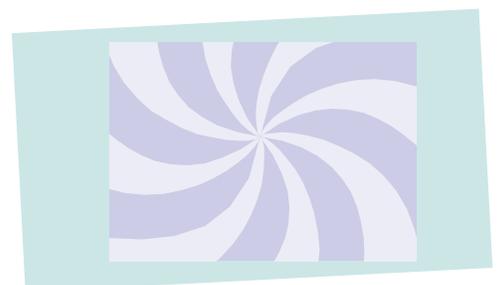
We use the child's Hebrew and/or English birth date to select a Shabbat or Rosh Hodesh as close to the birthday as possible. Three years prior to the calendar year in which your child will turn 13 a letter is sent to you asking you to submit three dates of preference. The synagogue will endeavor to choose one of these dates based on your request. As the Jewish calendar can pose challenges and often children can share birth dates, a one-month leeway before or after the birthday is used for boys and six months for girls. After receiving your date, please call Shirley Haas, the B'nai Mitzvah date coordinator, to confirm. If for any reason the assigned date presents a problem for you, she will assist you in making adjustments.

ENHANCING YOUR SIMCHA

AN OPPORTUNITY FOR TZEDAKAH - We encourage you to consider extending the joy of this occasion by sharing your simcha with others. One way to do this is by contributing 3% of the cost of the food portion of your simcha to Mazon, the national Jewish response to hunger. You may forward your gift directly to Mazon, or the synagogue can do it for you.

You can also be creative in the manner in which you enhance your simcha. Some families have asked guests to bring children's books or non-perishable food items to their celebration for donation. This is a wonderful project to plan together as a family.

The Jewish National Fund encourages you to consider planting trees in Israel in honor of your simcha. Tree certificates may be used as a beautiful invitation, thank you note or place card. You may also buy a \$100 State of Israel Mazel Tov Bond in honor of your child and a second \$100 bond will be given to your child. This means with your \$100 investment, your child receives \$200 plus all the accrued interest at maturity (five years from issue date)





B'MITZVOTAV - A PERSONAL GROWTH INITIATIVE

In *Pirkei Avot*, it is written "On three things the world stands: on *Torah* (study), on *Avodah* (worship), and on *Gemilut Chasadim*, (caring for others)." These values are central to an exciting program created to enhance the spiritual meaning of the B'nai Mitzvah experience.

B'mitzvotav provides an opportunity for the celebrant to receive special recognition by completing 13 mitzvot in six categories of service. In addition to *Torah*, *Avodah*, and *Gemilut Chasadim*, projects can be created in the areas of nature, service to B'nai Jeshurun and Israel. An advisor will assist your child in creating a personalized mitzvah program. Your family will have an opportunity to learn more about this program at the B'nai Mitzvah seminar.

MITZVAH PROJECT: In addition to *B'mitzvotav*, our B'nai Mitzvah students can choose to more intrusively involve in supporting one organization or cause. In 6th grade, parents and children are required to attend a special workshop on the connection between Bar/Bat Mitzvah and *Tzedakah*, *Gemilut Hasadim*, (charity and acts of kindness). At this workshop, former B'nai Mitzvah students present what they did for their projects and what it meant to them.

A resource for adding spiritual meaning to your child's Bar or Bat Mitzvah is Putting God on the Guest List by Rabbi Jeffrey K. Salkin available in both adult and a student format. In our library we have other resources available to assist you in planning this special time in your young person's life.

FAMILY RESPONSIBILITIES & OPPORTUNITIES

Monitoring the Training Program

Parental involvement is necessary in all phases of the B'nai Mitzvah training program. It is a wonderful opportunity for family learning. We welcome your questions and feedback throughout the program.

During the tutoring phase of the program, your child must arrive on time for his/her lessons. It is important to notify the office in advance if a lesson will be missed. **Missed appointments result in additional costs to the congregation, extra charges to you, and possible postponement of the ceremony.**

We are committed to a thorough and inclusive training program. Children who do not meet these educational requirements are permitted only the minimal amount of participation in the service on the Shabbat of the Bar/Bat Mitzvah. The cooperation of parents in assisting your child keep up with lessons and practice sessions is greatly appreciated. We count on your full cooperation.

Havdallah - Yom Kippur

Each year at the conclusion of Yom Kippur, Havdallah is led by all those who will become Bar/Bat Mitzvah over the coming year until the next Yom Kippur. **All B'nai Mitzvah students are required to participate and to attend two rehearsals that will take place in advance.** This is always a beautiful and meaningful experience.

There will be a special session for parents during the training year to familiarize them with important terms and concepts relevant to Bar/Bat Mitzvah, and it is a good time to ask your own questions.

Prior to the Bar/Bat Mitzvah, one of our Rabbis will meet with the family to discuss the significance of the occasion. Approximately three months before the Bar/Bat Mitzvah date, work commences on a D'var Torah (speech). Please call one of the Rabbis' assistants to schedule a series of appointments. Usually, three meetings will suffice.

Attending Service as Part of the Training

We require that your family attend services at least twice a month, either on Friday evening or Shabbat morning, during the year prior to the Bar/Bat Mitzvah ceremony. Attendance on Shabbat morning is especially valuable as a way of familiarizing your child with the service that he/she will participate in. This will also ensure greater familiarity with the format of our Bar/Bat Mitzvah ceremony. This will also lessen the anxiety for the entire family.

Involving the immediate and extended Family in all aspects of the service

Involving family and close friends in the Bar/Bat Mitzvah service accentuates the experience for all those involved. At B'nai Jeshurun, we encourage this involvement, including Torah reading, blessings at the Torah, ark openings, and reading prayers in Hebrew and English.

Members of the family who are capable, experienced and would like to chant from the Torah, must contact the Cantor at least four months prior to the date of the Bar/Bat Mitzvah. He will be happy to assist with the study of the Torah portion. To maintain the highest standard, we require that family members contact the Cantor six weeks prior to the simcha to ensure that readers are fluent. **IMPORTANT:** It is embarrassing to the congregation when someone agrees to chant a Torah portion and is ill-prepared to do so. Non-Jewish participants may lead one or both of two English readings: Prayer for Country and Prayer for Peace. All others participating must be Jewish.

Ensuring Adequate Supervision for your Teenage Guests

We request that parents make arrangements in advance for adult supervision for your child's friends who will be joining the congregation for services. We ask that you seat at least two adult chaperones with the younger guests for ample supervision to ensure appropriate behavior throughout the service.

OBTAINING RITUAL ITEMS

1. **TEFILLIN** (phylacteries)- We require that each boy have a pair of *tefillin* and this is optional for girls. Within the Conservative movement, women are also encouraged to put on *tefillin*. One component of the B'nai Mitzvah curriculum is to teach every student how to put on *tefillin* and their proper use. It is the family's responsibility to purchase the *tefillin* and they are available locally at Frank's Hebrew Book Store and Jacob's Judaica. At times, we are also able to procure *tefillin* from an independent source. If we can make these arrangements you will receive information during the summer prior to the seventh grade.





2. **TALLIT** (prayer shawl) – We require that each boy wear a *tallit* at their Bar Mitzvah and this is optional for girls. Within the Conservative movement, women are encouraged to wear a *tallit*. It is traditional for the family to provide the *tallit* for the Bar or Bat Mitzvah. In many families, it is a lovely tradition to hand down a *tallit* worn by another family member. If a *tallit* is to be handed down, you may wish to show it to one of the Rabbis to insure it remains “kosher.” There are also many resources locally to acquire a new *tallit* including our Sisterhood gift shop.
3. **KIPPA** (head covering) – All B’nai Mitzvot are required to wear a head covering during services. Many families choose to purchase *kippot* for boys and either *kippot* or other head coverings for girls.

THE BAR/BAT MITZVAH WEEKEND

FRIDAY EVENING – We encourage your family’s participation in the Friday evening service. Mother, daughters and/or grandmothers are invited to lead the blessing over the Shabbat candles. With the Cantor’s approval, the Bar/Bat Mitzvah child may also lead portions of the Friday night service.

NON-JEWISH GUESTS – Your non-Jewish friends will be very interested in the ceremony and service. At your request, the synagogue will prepare a pamphlet explaining the Saturday morning service, which will be distributed as part of the Shabbat handout.

PROPER DRESS – Please remind your family and guests of the importance of proper dress during the service. All men are required to wear a *kippa* (skullcap), and all Jewish men after Bar Mitzvah age are asked to wear a *tallit* (prayer shawl). We have these items available directly outside of the David J. Moskowitz Sanctuary. All women who will ascend the *bimah* (altar), including the Bat Mitzvah, are required to wear a head covering. Lace chapel caps are also available at the entrance to the sanctuary. Our gift shop also sells beautiful *kippot* as well as women’s head coverings.

It is customary for women to wear skirts or dresses in the sanctuary. We require that dress lengths do not exceed two inches above the knees, that shoulders are covered (French sleeve is not sufficient) and that chests are modestly covered. **Immodest attire will require the ushers to ask guests to wear a shawl or a wrap. It is possible that a person inappropriately dressed may not be allowed to participate.** Given that the subject of dress is sometimes difficult to address with family and friends who are not used to our customs, we encourage you to educate your guests on our customs to avoid any embarrassment.

DECORUM - During the service, we ask your assistance in ensuring the proper decorum of guests. 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. **Please make sure your guests leave their cellphones, iPods, pda's and cameras at home, as they are not permitted in our building on Shabbat.**

SHABBAT CHILDCARE – Families with young children are welcome and encouraged to participate in our services. We also invite young children to a Shabbat childcare experience for ages 18 months through first grade provided as a service to our families. This program is held in Room 1 from 10:00 a.m. until 12:00 p.m. If you have guests who want their children to attend, please notify the office.

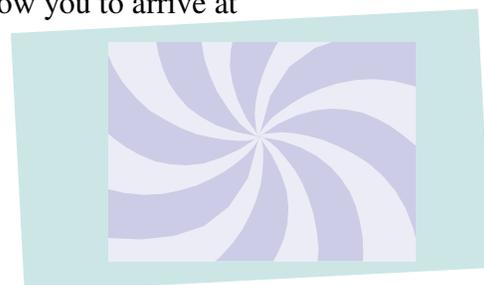
THE CELEBRATION & OTHER PREPARATIONS

CATERING - Your child's Bar/Bat Mitzvah is an occasion worthy of celebration. We encourage you to plan your festivities in the spirit of this significant Jewish milestone. **Your simcha will be enhanced by celebrating at the synagogue with a *Seudat Mitzvah* (celebration meal).** Once you have received your date, it is a good idea to reserve the room for your celebration as soon as possible. For kosher catering at its finest, choose from our outstanding selection of fine caterers: Bonnie Davis, Executive Caterers, Davis Caterers, Café 56 Catering at B'nai Jeshurun, and Contempo Cuisine. Luncheons, dinners, special *kiddushim* and other arrangements are available. Make your reservations with Paula Botkin in the synagogue office.

Our facilities are under the supervision of a *mashgiach* (Kashrut Supervisor) and are strictly kosher. The caterer's personnel are also helpful and informed about *kashrut*. One should not assume that certain foods are acceptable without first checking with the *mashgiach*. If you have any questions regarding kashrut, consult with your caterer or contact Paula Botkin in the synagogue office. Our *mashgiach* is the final authority with regard to permitted and non-permitted products.

Be assured that we will do everything to accommodate your wishes. Our entire staff is at your service to help you with your planning. Fast, friendly and efficient, we offer a flexible approach to meet your requirements. We will do our best to insure that your special occasion will be a truly memorable experience.

ENTERTAINING YOUR OUT-OF-TOWN GUESTS - Shabbat meals for your out-of-town guests may be held at B'nai Jeshurun. The synagogue will provide set-up, service staff, linens, etc., at a reasonable fee. All that you need to do is order the meals through an approved Kosher source. For further information regarding Shabbat meals and Oneg/Kiddush options, please contact Paula Botkin in the synagogue office. If you are planning to attend Friday night services, please check with the synagogue on the starting time of the service so that your dinner plans allow you to arrive at services on time.





INVITATIONS - Please indicate in your invitation that the Bar or Bat Mitzvah service begins at **9:00 a.m.** Beautiful, personalized invitations are available through our Sisterhood at affordable prices. Please call the Sisterhood representative to make arrangements.

SISTERHOOD GIFT SHOP - *Tallitot, kippot* and other necessities for your Bar/Bat Mitzvah are available at the Sisterhood Gift Shop. The Gift Shop is open on Sunday mornings and by appointment by calling Rachel Taxer in the synagogue office.

MAINTENANCE PERSONNEL - Our maintenance personnel are responsible only for setting up and maintaining our facilities in accordance with our maintenance and Shabbat policies. All requests for other assistance must be channeled through Paula Botkin in the office.

PUBLICITY - To appropriately publicize this important day in our synagogue bulletin, *Tidings*, we ask that you send us one (1) photograph of your child. **An information sheet will be sent to you to be used for publicity purposes.** The synagogue automatically sends the information to the Cleveland Jewish News. All information will be due in to Diane Shalom approximately two months prior to your child's Bar/Bat Mitzvah. **We can ensure the publicizing of your simcha only if the fact sheet is returned by the deadline indicated.**

SHABBAT PREPARATIONS & POLICIES

MUSIC – In keeping with the dignity and spirit of Shabbat at your celebration, musical instruments are not permitted on Shabbat.

PHOTOGRAPHY – Photography and video are not permitted in the synagogue on Shabbat. Photographs with a flash may be taken on the afternoon of the rehearsal AFTER the meeting with the Cantor. To schedule time for photography, please call Julie Berman in the synagogue office.

VIDEOTAPING - The synagogue provides a concealed video booth in the balcony from which all videotaping is done. The videographer must arrange a meeting with Henderson Grant, our Chief of Maintenance, to review set-up and procedures by the Thursday prior to the Bar/Bat Mitzvah date. The videotape equipment must be delivered to the synagogue and in place in the video booth at 8:00 a.m. before the Shabbat morning service. The door to the video taping room is kept closed with lights out from 8:45 a.m. to 15 minutes after services are over. Only natural light may be used. No videotaping is to be done on synagogue grounds on Shabbat except from the booth during Shabbat services. No wires/microphones for recording are to be placed in the sanctuary during the services. Keep hands and camera from protruding through the video booth window. Cover the red pilot light with black tape during taping. Please clear the request for videotaping with our executive director in the office.

This packet is based on the program as it currently exists. There may be changes as the year progresses. Please check with the office for any changes in policy during the year of your simcha.

FINANCIAL RESPONSIBILITIES

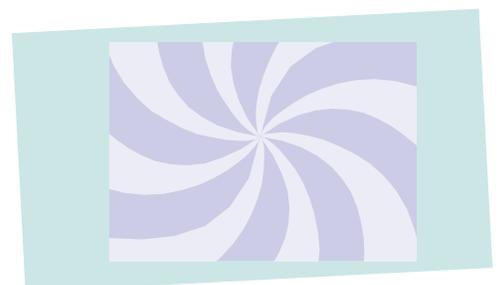
POLICIES AND FEES – At the time your child begins his/her Bar/Bat Mitzvah lessons, you must be current with respect to your synagogue membership dues, building fund pledge, and any other synagogue obligations. In addition, a B'nai Mitzvah Fee (currently \$500.00) will be charged to you to assist paying for your child's standard tutoring, books, supplies, photo fee, and other expenses of the Bar/Bat Mitzvah program.

The Bar/Bat Mitzvah Fee will be included on your synagogue monthly statement approximately thirteen (13) months prior to the date of your child's Bar/Bat Mitzvah, and will be due in full thirty (30) days after receipt (before B'nai Mitzvah tutorials begin).

KIDDUSH – It is the synagogue's custom for the Bar/Bat Mitzvah child's family to sponsor the Shabbat morning Kiddush on the day of the celebration. To allow you and your family to enjoy every moment of this special day, the synagogue prepares and serves the Kiddush, to which all those attending that morning's Shabbat services are invited. The Shabbat morning Kiddush includes pastries, wine, liquor, and grape juice. The cost of the Shabbat morning Kiddush is currently \$500 and covers the usual number of people attending services. There is an additional charge of \$2.60 per person to cover your guests. You may enhance the Kiddush with additional foods of your choice for an extra charge. Please contact Paula Botkin in the synagogue office for further information.

FLOWERS - The charge for flowers on the *bimah* is currently \$100.00. We order flowers through our florist. However, you may choose to order the flowers from a florist of your choice. Should you wish to do so, please advise Diane Shalom at least one month prior to your Bar/Bat Mitzvah. Please be aware, your florist must deliver to the synagogue before 2:00 p.m. on Friday. If you wish to remove the flowers from the synagogue, this may be done after Shabbat has ended (Saturday evening).

FEES ARE SUBJECT TO CHANGE – The above fees and costs are those currently in effect. However, all synagogues fees and costs are reviewed annually and are subject to change. Kiddush and Flower Fees will be billed approximately three months prior to your simcha, and are due 60 days prior to the event. The Kiddush charge for additional people will be billed to you after the event, and will be based on the count you submitted to us. If you have any questions regarding this billing, please contact Paula Botkin in the synagogue office.





SCHEDULE OF EVENTS

Three years prior to B'nai Mitzvah, you will be sent a letter requesting your preferred date

2 to 3 years before
Bar/Bat Mitzvah

Parents will meet with synagogue personnel

13 months before
Bar/Bat Mitzvah

Bar/Bat Mitzvah classes begin depending on the actual date. B'nai Mitzvah Training fee due in full.

Contact Barbara Rosenfeld for B'mitzvotav Program

9 months before
Bar/Bat Mitzvah

Update child's progress with the Cantor

4 months before
Bar/Bat Mitzvah

Notify Cantor if family members wish to read from the Torah or lead any other portion of the service

3 months before
Bar/Bat Mitzvah

The synagogue will send the family a packet containing final information
First appointment with the Rabbi should be made for D'var Torah

2 months before
Bar/Bat Mitzvah

Contact Sheri Gross for practice session(s) of D'var Torah in The David J. Moskowitz Sanctuary

Publicity information for *Tidings* and Cleveland Jewish News due

Payment for kiddush and flowers due in full

2 weeks before

Aliyah list due in office. Parents should check with those family members who have aliyot to ensure they are prepared to recite the blessings. If assistance is needed, contact Diane Shalom. Family appointment with Rabbi Weiss.

Week of Bar/Bat
Mitzvah

The final rehearsal is scheduled for the Thursday prior to your child's Bar/Bat Mitzvah at 4:00 p.m. Please contact Julie Berman if any change is required

Day of the
Bar/Bat Mitzvah

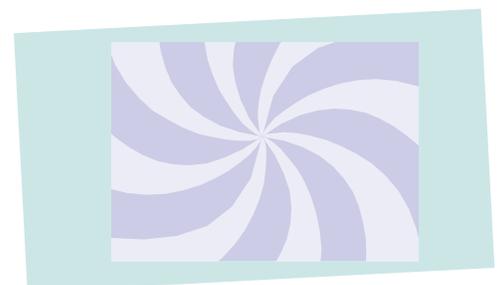
Arrive at the synagogue early
Services begin at 9:00 a.m.

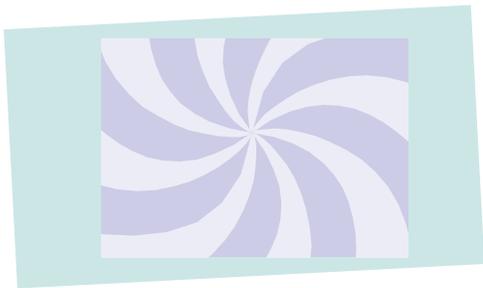
WHERE DO I GO WHEN I HAVE QUESTIONS ABOUT...

AREA OF CONCERN CONTACT

PERSON TO

B'Mitzvotav (13 Mitzvot) Program	barbararosenfeld@bnaijeshurun.org; ext. 121
Billing	paulabotkin@bnaijeshurun.org; ext. 109
Catering	paulabotkin@bnaijeshurun.org; ext. 109
D'var Torah (speech)	dianeshalom@bnaijeshurun.org; ext. 104 racheltaxer@bnaijeshurun.org; ext. 100
Educational Requirements	rabbifoster@bnaijeshurun.org; ext. 124
Flowers for Bima	dianeshalom@bnaijeshurun.org; ext. 104
Handout for Service	dianeshalom@bnaijeshurun.org; ext. 104
Honors (Aliyot, Ark Openings, etc.)	dianeshalom@bnaijeshurun.org; ext. 104
Invitations	Rhoda Seifert (216) 381-9525
Kiddush	paulabotkin@bnaijeshurun.org; ext 109
Party/Reception Arrangements	paulabotkin@bnaijeshurun.org; ext. 109
Practicing D'var Torah	Sheri Gross - sheri10568@gmail.com
Publicity Information and Photos	dianeshalom@bnaijeshurun.org; ext. 104
Rehearsal - setting up of appointment	julieberman@bnaijeshurun.org; ext. 102
Service -- opportunity for child's participation	rabbiweiss@bnaijeshurun.org; ext. 104
rabbirudinluria@bnaijeshurun.org; ext. 101	
cantorshifman@bnaijeshurun.org; ext. 112	
Torah reading by family members	cantorshifman@bnaijeshurun.org; ext. 112
Tutoring (Child's Progress)	cantorshifman@bnaijeshurun.org; ext. 112
Tutoring (Scheduling)	julieberman@bnaijeshurun.org; ext. 102
Tzedakah Opportunities	Rabbis, Barbara Rosenfeld





PARENTS' CHECKLIST

- B'nai Mitzvah Training scheduled
- Contact office to reserve room and obtain contract
- 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 Weiss
- Appointment with Sheri Gross
- Information Sheet returned to Diane Shalom
- Publicity photos of child - Publicity form filled out and mailed in to Diane Shalom
- Aliyah form filled out and mailed in to Diane Shalom
- D'var Torah prepared
- Rehearsal

NOTES:

Dear B'nai Mitzvah Parents:

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

1. Because Synagogue dues and fees do not cover all of the actual expenses involved in Bar/Bat Mitzvah, it is required that all of your outstanding obligations owed to the Synagogue be paid in full at least 75 days prior to the date of your simcha. If you have any financial concerns, please contact the Synagogue office as soon as possible to discuss.
2. If the Bar/Bat Mitzvah is to occur between July 1st and December 31st, not less than 50% of your dues must be paid at least 75 days prior to the date of your simcha. If the Bar/Bat Mitzvah is to occur between January 1st and June 30th, your dues must be paid in full at least 75 days prior to the date of your simcha.
3. The portion of your Building Fund Pledge that is due, as well as all other miscellaneous obligations owed to the Synagogue, must also be paid in full at least 75 days prior to the Bar/Bat Mitzvah.
4. Our tradition is for the Kiddush after the Bar/Bat Mitzvah ceremony to be sponsored by the family, and it is open to the entire Congregation. The family also sponsors the flowers for the *bimah* on Shabbat morning.
5. Although your child's Bar/Bat Mitzvah will clearly be central to the events of the day at the Synagogue, other life cycle events may occur on that same day. Should any such event(s) arise, we will apprise 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.
6. Please contact the Synagogue office as soon as possible to reserve a social hall for your simcha. Our social halls are available on a first come, first served basis, and we encourage you to use these Synagogue facilities.
7. During the Bar/Bat Mitzvah service, we request your assistance to insure 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 Synagogue's guidelines for activities of the celebration, including procedures for videotaping.

Should you have any questions or concerns, please do not hesitate to contact me. We look forward to your child's special day and being able to celebrate with you and your family. Best wishes for a wonderful, joyous, and enriching experience.

Sincerely,

Jay Ross,
Executive Director

