

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 on the synagogue website, named Aliyah Form. 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, but only one honor per person. 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. These Blessings in Hebrew and the transliteration in English may be found on our website. 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.

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

בְּרוּךְ אַתָּה יְיָ-הוֹה אֱלֹהֵינוּ מִלְּךָ הָעוֹלָם, שְׁהַחַיְנוּ וְקִיַּמְנוּ וְהַגִּיעְנוּ לַאֲמֵן הַזֶּה.

Baruch ata Adonai Elohainu melech ha'olam, shehecheynu v'kiymanu 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. 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

Rachel Taxer or Diane Dronzek will be in contact with you approximately three 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, Sheri Gross 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 Sheri to set up an appointment prior to your child's Bar/Bat Mitzvah; please call well in advance.**

FAMILY MEETING

Rabbi Weiss will meet with parents and child (siblings do not need to attend) 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 Paula Botkin 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 P.M. on the Thursday before the Bar/Bat Mitzvah. If this time is not possible for you, please contact Julie Berman, the Cantor's assistant 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 a.m. on Shabbat, the morning of the simcha, to review lifting of the Torah.

MISCELLANEOUS

The office 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 Dronzek.**

Diane will take care of ordering flowers for the bima 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 \$115 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 you 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).

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 Shabbat or Shabbat Schmooze on Friday evening, please contact Paula Botkin.

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 wrapped in netting (2 or 3 per pkg) in a basket(s) to the office when you come for your rehearsal. We will see to it that the baskets are on the bima 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. Gross Schechter Day School sells these baskets for a nominal fee. If you are interested in having them make them for you, please contact their School Office at 216-763-1400.

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:

Mazal 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 1st and December 31st, 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 1st and June 30th, 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 a.m. with the Torah service starting at 9:30 a.m.

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). All women who ascend the *bimah* (altar) are required to wear a head covering. These items are available if you do not have your own.

It is customary for women to wear skirts or dresses, although pants are permitted. We require that lengths do not exceed two inches above the knees, shoulders are covered and chests are modestly covered.

Immodest attire will require the ushers to ask guests to wear a shawl or a wrap depending upon the circumstance. 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.

VIDEOTAPING POLICY

Please clear the request for videotaping with the office. All videotaping must be done only from the concealed video booth with lights out in the booth. Only natural light may be used. If the camera has a red pilot light, it must be covered. Microphones and wires may not be taped to or extended onto the bima or in any other place in the sanctuary other than from the video booth and balcony.

Before the Bar/Bat Mitzvah date, the videographer is to meet with Austin Belle, our Chief of Maintenance, to review set-up and procedures. The videographer may schedule a meeting no later than the Thursday prior to the Bar/Bat Mitzvah.

The video equipment must be delivered to the synagogue and be in place in the video booth by 8:00 a.m. that Shabbat morning. The photographer must remain in the booth from 8:45 a.m. until 15 minutes after the conclusion of the service and everyone has left the sanctuary. No videotaping may be done on Shabbat except from the video booth during the Shabbat service.

While the synagogue will make every attempt to provide adequate security for the equipment, we cannot accept responsibility for it.

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 the 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 Stephen Weiss

Cantor Aaron Shifman

Dear B'nai Mitzvah Students and Parents,

My name is Sheri Gross, and I am so happy to let you know that as of June, I will be assuming the role of the B'nai Mitzvah speech coach at B'nai Jeshurun. Before coming to Cleveland in 1995, I was a professional actor/singer, and I have been the director of the Mandel JCC Playmakers Youth Theatre and Performing Arts Camp for 18 years. I am also the director of the children's Zamir Choir here at B'nai Jeshurun. I am very excited to be able to help you prepare for your special day!

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 over all 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 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 on my cell phone at 216-409-6295, or by e-mail at sheri10568@gmail.com. Rehearsals will take place after school on Mondays through Thursdays.

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

Fondly,

A handwritten signature in cursive script that reads "Sheri Gross". The signature is written in black ink and is positioned above the typed name.

Sheri Gross

INSTRUCTIONS FOR PHOTOGRAPHER/VIDEOGRAPHER

Parents: Please give this information sheet to your photographer/videographer.

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 Havdallah). Photographers with flash may be taken during the evening of rehearsal either before or after the meeting with the Cantor.
3. The synagogue provides a concealed video booth in the balcony from which all videotaping is done. The videographer must arrange a meeting with Austin Belle, 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 set up and in place in the video booth by 8:00 a.m. before the Shabbat morning service. The door to the 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 wires are permitted to hang out of the video booth, i.e. microphone, etc. No sound equipment and no wiring is permitted outside of the video booth or anywhere else, except in the booth. No videotaping is to be done on the synagogue grounds on Shabbat except from the booth during Shabbat 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 the office.
4. Non-flash photos are permitted only in the Social Hall.
5. If the Bar/Bat Mitzvah party occurs on Saturday evening: pictures beforehand may begin only after sundown. **CONSULT THE OPERATIONS MANAGER AT 216-831-6555, FOR SCHEDULING PURPOSES. EQUIPMENT MAY BE BROUGHT INTO THE SYNAGOGUE ONLY AT THE TIME SET BY THE OPERATIONS MANAGER.** 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.** Please contact my office for specific times for delivery.
6. 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.
7. There is no parking in the Linden Ceremonial Court or in any reserved parking spaces. Please park in the rear areas of the building.
8. We ask all photographers and videographers to dress in accordance with synagogue decorum, i.e. jacket and tie (men) and dress (women).

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

Please return this form to Diane Dronzek by _____.

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 bima 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...

AREA OF CONCERN

PERSON TO CALL

B'Mitzvotav (13 Mitzvot) Program

Barbara Rosenfeld
barbararosenfeld@bnaijeshurun.org

Billing

Paula Botkin
paulabotkin@bnaijeshurun.org

Catering

Paula Botkin

D'var Torah (speech)

Diane Dronzek
dianedronzek@bnaijeshurun.org
Rachel Taxer
racheltaxer@bnaijeshurun.org

Educational Requirements

Rabbi Josh Foster
rabbifoster@bnaijeshurun.org

Flowers for Bima

Diane Dronzek

Handout for Service

Diane Dronzek

Honors (Aliyot, Ark Openings, etc.)

Diane Dronzek

Invitations

Rhoda Seifert (216) 381-9525

Kiddush

Paula Botkin

Party/Reception Arrangements

Paula Botkin

Practicing D'var Torah

Sherri Gross/Julie Berman

Publicity Information and Photos

Diane Dronzek

Rehearsal - setting up of appointment

Julie Berman

Service -- opportunity for child's participation

Rabbis or Cantor
rabiweiss@bnaijeshurun.org
rabbirudinluria@bnaijeshurun.org
cantorshifman@bnaijeshurun.org

Torah reading by family members

Cantor Shifman

Tutoring (Child's Progress)

Cantor Shifman

Tutoring (Scheduling)

Julie Berman

Tzedakah Opportunities

Rabbis,
Barbara Rosenfeld

B'NAI MITZVAH PROGRAM - PARENTS' CHECKLIST

- B'nai Mitzvah Training scheduled
- B'Mitzvotav Program begins
- 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 Jill Koslen
- Information Sheet returned to Rabbi's Secretary/Request for misc. pamphlets
- Publicity photos of child
- Publicity form filled out and mailed in
- Aliyah form filled out and mailed in
- D'var Torah prepared
- Rehearsal

NOTES: