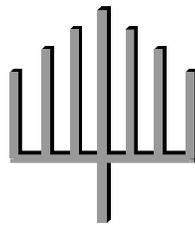


**SIMCHA HANDBOOK**  
**FOR THE CELEBRATION**  
**OF**  
**B'NAI MITZVAH**



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**SINAI**

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## 1. WELCOME

*Mazel Tov!* Soon, your child will be called up to the *Torah* to mark his or her entrance into adult Jewish life. When your son or daughter reads or chants from the *Torah*, leads portions of the service, and delivers a *D'var Torah*, he or she will demonstrate, before God and this holy congregation, that he or she is worthy of being called a *Bar* or *Bat Mitzvah*, a son or daughter of the commandments, someone who can now fully participate in the religious life of our people.

*“And you shall rejoice in all the good which the Eternal your God has given you.”*  
**Deuteronomy 26:11**

The information enclosed in this ***Simcha Handbook*** is offered as a guide to make the experiences of that day more meaningful to you and your family, and it is also designed to help you plan your *simcha*, the celebration in honor of your child’s *Bar* or *Bat Mitzvah*. We hope it will serve as a useful instructional tool for you and your child.

Temple Sinai offers excellent function space and use of its kitchen facilities at very reasonable rates. We hope you will consider using the Temple’s facilities for your function.

The clergy and staff of the synagogue are eager to assist you in any way they can. Having a child become a *Bar* or *Bat Mitzvah* is a joyous milestone in the life of your family; we want to make sure the planning is stress-free and joyous, too. If you have any questions or need assistance in planning your function, please contact the Executive Director by telephone at (781) 784-6081 x 106 or by email at [agoodman@temple-sinai.com](mailto:agoodman@temple-sinai.com).

The Temple family extends to you the traditional blessing:

May you be privileged to rear your child *l’Torah, l’huppah, ul’maasim tovim*—to the love of learning, to the joys of marriage, and to the satisfactions of a life spent performing good deeds.

## 2. HISTORY OF BAR AND BAT MITZVAH

*Bar* or *Bat Mitzvah* means “Son or Daughter of the Commandment”. When Jewish children reach the age of 13, they are old enough to understand the commandments and be responsible for fulfilling them. A child, upon becoming *Bar* or *Bat Mitzvah*, is included as an adult in the religious life of our people.

The idea of reaching religious maturity is mentioned in the *Talmud* but did not become an established practice until the fifteenth century. At that time, the boy became a *Bar Mitzvah* on the *Shabbat* after his thirteenth birthday. The *Bar Mitzvah* was automatic and nothing more was required of the boy.

About 450 years ago, the ceremony was added, along with certain requirements. They included being called to read from the *Torah* and recite the blessings over it; offering a *d’rash* or *D’var Torah* (speech), which showed his Talmudic understanding; wearing tefillin and tallit for the first time; and being present while a special prayer was recited by his father. On *Shabbat*, a special reading from the Prophets, called *Haftarah* (meaning: supplement) is added to the service.

Rabbi Mordecai Kaplan, the founder of the Reconstructionist movement, created the first *Bat Mitzvah* in 1922, enabling women in modern times in liberal congregations to participate in the same *mitzvot* as men do.

### **3. BAR AND BAT MITZVAH AT TEMPLE SINAI**

The age of *Bar* or *Bat Mitzvah* is 13 or older, so the celebration of students becoming *B'nai Mitzvah* is scheduled as close as possible to the student's 13th birthday.

The services in which students become *Bar* or *Bat Mitzvah* are scheduled approximately three years in advance and are held on Saturday mornings at Temple Sinai. There is no distinction between boys and girls, in either the scheduling or participation in the services. The *Torah* and *Haftarah* portions your child will read are determined by the date of the service. You will receive a form to help us with the scheduling process. If a change of date is required, please contact the Executive Director as soon as possible. All scheduling changes must be approved by the Rabbi, Cantor and Executive Director. You will receive written confirmation once a date has been approved.

Temple Sinai often pairs two *B'nai Mitzvah* at the same *Shabbat* morning service. This is done to accommodate the large number of families with children of *Bar* or *Bat Mitzvah* age. Our experience with shared services has been very successful. (See also: 19. Double *B'nai Mitzvah* and Use of Temple Facilities)

### **4. TIMING OF B'NAI MITZVAH CEREMONIES**

We endeavor to create meaningful *B'nai Mitzvah* celebrations that create positive memories and teach skills for synagogue life. The **regular time for *B'nai Mitzvah* is on *Shabbat* morning at 10 am.** Another option is during the *erev Shabbat* (Friday evening) service at 7:30 pm if the family has fewer than 100 guests and does not have a celebration at the Temple outside of having a *Shabbat* dinner beforehand and sponsoring the *Oneg Shabbat*. (See also: 15. Reception Alternatives).

If a student or someone in the student's immediate family (student, parent, or sibling) has a special need, whether that is a matter of a learning disability or of mental or physical health, an alternate time can be arranged with the Rabbi and Cantor at the clergy's discretion. A frequent alternate time is *Shabbat mincha* (Saturday afternoon). If the stars are coming out at the end of the service, this time can include *havdalah*.

### **5. FAMILY EDUCATION PROGRAMS**

During the 6<sup>th</sup> grade year, you will have the opportunity to attend three Family Education Programs on the theme of becoming a *Bar/Bat Mitzvah*. Parents and students should attend. At the first program, we review the process leading up to the *Bar/Bat Mitzvah*, as well as learn the basics of studying the *Torah* portion and writing a *D'var Torah* (speech). At the second program, we explore the prayer service and review the honors that may be given to family and friends. In addition, each student is given the opportunity to come up to the *Bimah* and practice saying the *Torah* blessings. At the third and final program, we discuss ideas of how to put the *Mitzvah* back in the *Bar/Bat Mitzvah* through *Tzedakah* or community service projects in connection with your celebration.

The Rabbi, Director of Education, and the Cantor will be available at these programs to answer any questions you might have. The more familiar you are with the process, the more spiritual it can be.

## 6. COURSE OF STUDY

At Temple Sinai, the process of becoming a *Bar* or *Bat Mitzvah* includes leading the congregation in a *Shabbat* service, reading and/or chanting a portion of the *Torah* and *Haftarah*, giving a *D'var Torah* (speech); and performing a *Tzedakah* project. Becoming a *Bar* or *Bat Mitzvah* at Temple Sinai means that the family has made a commitment to our heritage and to our congregation and that the student has attended Religious School and is familiar with our Jewish traditions.

***Bar* or *bat mitzvah* candidates must be enrolled students in good standing and have prior Religious School experience as deemed adequate by the Rabbi.** It is strongly recommended that students have at least five years Jewish schooling prior to *Bar/Bat Mitzvah*. Students who attend a Jewish Day School are considered “enrolled in good standing”.

- A student is considered “enrolled” once he or she has registered for Temple Sinai Religious School, been assigned to a given Judaic and/or Hebrew class and has **satisfied all tuition and school fee obligations**.
- A student is considered in “good standing” if he or she has attended a minimum of 80% of school classes or has made other suitable arrangements in consultation with the Director of Education.

Enrolled students in good standing are generally assigned a *bar/bat mitzvah* date two to three years prior to their 13th birthday. Any child who is not considered “enrolled in good standing” will not be assigned a *bar/bat mitzvah* date. If a child has been assigned a date but then fails in subsequent years to maintain the status of “enrolled in good standing,” then the *bar/bat mitzvah* date will be forfeited until such a time that the child returns to being an enrolled student in good standing. At that time, the *bar/bat mitzvah* date will be reassigned to the student based on calendar availability.

Parents should contact the Director of Education if their child will not be able to fulfill the minimum attendance requirement, so that other acceptable arrangements can be made. The student will need to work with the teacher to make up any missed work and outside tutoring may be recommended. Any cost for outside tutoring is the responsibility of the family. No adjustments in Religious School tuition will be made for excessive absences.

Students are expected to be enrolled through the entire seventh grade school year, regardless of their *Bar/Bat Mitzvah* date. Seventh grade meets only one day a week and during this time students learn extensively about **Jewish history**, including the **Holocaust** and **Israel**, as well as topics based on **Jewish values**. We obviously require this on principle because we believe this is essential learning for all Jewish adults.

**Communal worship** is an important part of our Jewish identity. While “prayer” is private, “worship” is communal and public. It is our desire to encourage our young people to feel as though they are full members of the adult Jewish community. To insure that our students are familiar and comfortable with *Shabbat* worship services at Temple Sinai, we recommend that our students in grades K-6 attend a minimum number of services each year:

- **Grades K-2:** At least three *Shabbat* services during the Jewish year
- **Grades 3-6:** At least three *erev Shabbat* (Friday evening) services **and** three *Shabbat* morning (Saturday) services during the Jewish year

It is no surprise that students who attend regular *Shabbat* services are able to master their prayers more easily than those who don't. In addition, when children attend services regularly, their own experience is richer and more satisfying. If it is true that *Bar* and *Bat Mitzvah* symbolizes our children's becoming adult members of the Jewish community, then it is imperative that our young people and their parents begin a process of developing a commitment to regular worship.

**7. MEETING SCHEDULE AND B'NAI MITZVAH TUTORING**

Approximately seven to nine months before the actual *b'nai mitzvah* date, the student and a parent will meet once with Rabbi Meszler and once with Cantor Khitrik.

After these appointments, students will begin **weekly sessions of private tutoring** with our *Bar & Bat Mitzvah* tutor. These sessions are usually 30 minutes in length and will be individually scheduled for each student. The purpose of these sessions is to guide and monitor the student's progress. There are 20 such sessions in all. **Learning the material takes place with hard work at home** and is reinforced by attending services. If a student needs extra help, please schedule additional sessions with the rabbi or cantor. Our tutor is only budgeted for 20 sessions per student, so if you want more than 20 sessions, you will have to pay our tutor privately. The Rabbi or Cantor may also be available to assist with additional sessions if needed.

As your date nears (approximately seven weeks prior), the student will meet six additional times (usually 1 week apart) with the Rabbi. The first three sessions are 30 minutes long, and the final three are each one hour long. During these sessions, the Rabbi will work with each *Bar* and *Bat Mitzvah* student on writing a *D'var Torah*, a "word" of *Torah*, which is a learning opportunity to study and teach the congregation. The Rabbi will also review the student's mitzvah project, rehearse the *Torah* service including a review of his or her *Torah* and *Haftarah* chanting, and obtain all of the necessary details and information regarding synagogue honors (*Aliyot* to the *Torah*, etc.). Each child will receive at least three full rehearsals on the *bimah* prior to the ceremony. Parents should attend the final rehearsals.

***B'nai Mitzvah* Preparation Summary**

7-9 Months Prior	Initial Meetings with Rabbi and Cantor
Weekly Tutoring	20 sessions (additional sessions scheduled if needed)
Seven Weeks Prior	3 half-hour sessions, 3 hour-long sessions
One to Two Weeks Prior	Final Rehearsal
Bar/Bat Mitzvah Ceremony - <i>Mazel tov!</i>	

**8. YOUR SON'S OR DAUGHTER'S PARTICIPATION IN THE SERVICE**

Our philosophy at Temple Sinai is that a *Bar/Bat Mitzvah* is no longer a child, but not yet an adult. As such, each student will express his/her new found sophistication by **1) leading the prayer service and chanting or reading from the *Torah* and *Haftarah*, 2) giving an adult-level discourse, a *D'var Torah*, based upon these readings, and 3) telling the congregation of their *Tzedakah* project.**

The *Torah* portion will be divided into three sections or *Aliyot*. We have preselected sections that we feel are pedagogically appropriate for a 13 year-old. The *Haftarah* is a selection assigned by our tradition from the Prophetic books of the Bible. Customarily, it is chanted from a printed page from the Hebrew Bible. The length of the *Torah* and *Haftarah* is adjusted to each child's ability to learn the material. The *D'var Torah* (speech) will involve either a discussion of the meaning of the week's *Torah* or *Haftarah* portion or reflections on the value of his or her Jewish identity. Preparation of the speech will involve study and discussion with the Rabbi.

In shared *B'nai Mitzvah* ceremonies, each child will chant a *Torah* portion, *Haftarah* portion and give a *D'var Torah*. The prayers and honors will be divided.

Your child will be given the opportunity to lead the congregation in reciting *Kiddush* during the *erev Shabbat* (Friday evening) service preceding his or her *Bar* or *Bat Mitzvah* service. Your family will also be given the honor of lighting the *Shabbat* candles at the *erev Shabbat* evening service.

In every case, where special ability and interest are indicated, your child may conduct additional parts of the worship service.

## **9. DRESS AND DECORUM**

The celebration of one's becoming a *Bar* or *Bat Mitzvah* takes place in a house of worship. You will want to contribute to the depth and beauty of this occasion and avoid or prevent anything which could disturb the sacred mood.

People who will be participating in the service should use discretion in their dress. Women should wear dresses, skirts, or nice slacks. Strapless dresses with no jacket are inappropriate in the sanctuary; shoulders should be covered. Nice pants, shirts, jackets and ties are recommended for men. Jeans, t-shirts, shorts, halter tops, sneakers and very short skirts are not appropriate dress for temple. If you are unsure if a certain style of dress is appropriate, ask the Rabbi.

## **10. FAMILY AND GUEST PARTICIPATION**

If any members of your family are Rabbis or Cantors, we would be most happy to have them participate in the service. Please inform the Rabbi so that he may extend the proper invitation.

Each *Bar* or *Bat Mitzvah* celebrant may honor members of the family or friends by extending them an *Aliyah* or honor during the Saturday morning service. Due to the nature of the liturgy, certain honors are reserved for those of the Jewish faith. If you have any questions about this, please contact the Rabbi.

The following is a list of potential honors or participation opportunities for family members and friends. For shared ceremonies, some of these honors will be divided between two families.

- Ushers
- *Erev Shabbat* (Friday evening) candle blessing
- Ark opening: two to four people may participate
- *Aliyot* (*Torah* blessings): Usually three *Aliyot* per family  
Final *Aliyah* is reserved for the *Bar* or *Bat Mitzvah* child

- *Hagbah* (lifting the *Torah*)
- *Gelilah* (dressing the *Torah*)
- Blessing for the United States and Israel (in English): 1 or 2 people
- Ark opening (returning the *Torah*): two to four people may participate
- *Kiddush* (blessing over wine) *Shabbat* morning

At least one week prior to the rehearsal, the completed Honors Sheet listing ALL of the participants in the service should be given to the Rabbi. For those doing Hebrew blessings, their Hebrew names should be included.

#### **11. GIFTS TO THE BAR OR BAT MITZVAH**

Each *Bar* or *Bat Mitzvah* celebrant is given gifts on behalf of the Rabbi and Cantor, as well as Sisterhood and Brotherhood. We encourage your child to write these organizations or individuals appropriate thank-you notes, just as for all other gifts received. In addition, the congregation provides a certificate commemorating the *simcha* for every *Bar* or *Bat Mitzvah*.

#### **12. KIPPOT, TALLITOT AND OTHER RITUAL ITEMS**

The wearing of *kippot* (*yarmulkas*) and *tallitot* (prayer shawls) at Temple Sinai is optional. Those who wish to provide *kippot* for the convenience of their guests may do so. The Temple has *kippot* and *tallitot* available. A *kippah* receptacle provided by Temple Sinai is conveniently located on the top of the *tallit* cabinet just outside the Sanctuary doors.

The *tallit* (prayer shawl) can be presented to the *Bar* or *Bat Mitzvah* in a private ceremony, which will be held in the Rabbi's office just prior to the service. Choosing to wear a *tallit* at appropriate times is a lifelong commitment. The Rabbi will gladly discuss this with the family to help you make an informed decision.

If you wish to order *kippot* or *tallitot* for your *simcha*, our Sisterhood would be happy to help. In addition, beautiful ritual items are available to make your *simcha* particularly meaningful.

#### **13. BIMAH GUEST**

A representative from the Temple's leadership will sit on the *bimah* during the service to assist as necessary and to present the Temple's gifts to the *Bar* or *Bat Mitzvah* child. The *Bar* or *Bat Mitzvah* family has the option of asking a particular member of the Board of Trustees, a Chairperson of a committee, or a past Temple President, to serve as the *bimah* guest. Please inform the Executive Director or current President of the Congregation, if you wish to exercise this option. Otherwise, Board members will sign-up to be the *bimah* guest as needed as part of their commitment as a Board member.

#### **14. USHERS**

Each family is responsible for providing ushers at their child's *Bar* or *Bat Mitzvah* service. The number required will be determined by the Executive Director and will depend on the total number of guests,

particularly the number of young people. Make sure that your ushers report to the Head Usher(s) provided by the Temple 20-30 minutes before the service is to begin.

Ushers are responsible for greeting and seating guests, and they assist in maintaining the proper decorum in the Sanctuary. This is particularly challenging in situations involving large numbers of young people.

A sheet entitled *The Responsibilities of an Usher* (refer to Appendix B) will help inform your ushers of their expected duties. Obviously, two important attributes are: (1) the ability to stand up for most of the service's duration, and (2) the initiative to remind congregants, both young and old, that they are in the Sanctuary, and that proper decorum is required. It is important that you provide a copy of the usher responsibilities to your ushers prior to the service.

## 15. PHOTOGRAPHY

Arrangements for picture-taking may be made the morning of the *Bar* or *Bat Mitzvah* service (usually around 9 a.m.), or at another pre-arranged date. Please confirm your plans with the Executive Director, especially if you are sharing the date with another family.

The Rabbi will be available for photographs either on the *bimah* or in his study 30 minutes prior to the beginning of each service. Photography on the *bimah* is permitted up to 15 minutes prior to the beginning of each service. At that time, all photographers, photography equipment, settings, props, etc. should be removed from the *bimah*.

**Important note: No photographs** -- still, movie or video -- may be taken **during** the service by any person. A permanently placed camera will be activated at the start of each service to record the event. The Temple provides a **DVD** to the *Bar* or *Bat Mitzvah* family for free. The Temple Office will contact you once the DVD is available for pick up.

## 16. GUEST AND INVITATION CONSIDERATIONS

The term *Bar* or *Bat Mitzvah* is a title given to a Jewish person who has reached the age of thirteen. Thus one becomes a *Bar* or *Bat Mitzvah*. *It is not an event or a verb*. Therefore, invitation wording such as "...when Jonathan is called up to the *Torah*...as a *Bar Mitzvah*" or "...to celebrate Susan's becoming a *Bat Mitzvah*..." are the preferred phrases to be used. The Rabbi will gladly discuss the appropriateness of particular wording before you order your invitations.

Services begin promptly on *Shabbat* mornings at 10:00 am. Please indicate these exact times on your invitation and urge your relatives and guests to be on time. The morning service lasts approximately two hours.

Just as becoming a *Bar* or *Bat Mitzvah* has social implications for their families, so it does for your children and their classmates. Students who are not invited to services of their classmates not only do not see what happens at these services, they may also feel excluded from the group. Even if your child is not friendly with all of his or her classmates, there is a certain sense of camaraderie that develops when classmates attend one another's services. **To encourage inclusion and promote community, the Temple Sinai staff and School Committee recommend, if possible, that families invite all students enrolled in 7th grade to their B'nai Mitzvah.** While you are free to do as you think

appropriate, if you are going to invite a majority of the class, please consider including everyone to prevent hurt feelings. You might also consider inviting the *B'nai Mitzvah* tutor as well as your child's teacher.

Our Sanctuary holds 250 people. With the partition open, the flexible space can accommodate 100 additional chairs and will be used when the expected guest number exceeds 250 to make it safer and more comfortable.

Space for babysitting is available every *Shabbat*. If you expect to offer this to your guests, let the Executive Director know in advance so a classroom may be made available for your use.

## **17. RECEPTION ALTERNATIVES**

The function accompanying a *Bar* or *Bat Mitzvah* should be an extension of the religious ceremony itself. It should have the character of a *Se'udah Shel Mitzvah* -- a meal celebrated in honor of a *mitzvah*, considered to be part of that *mitzvah*. **There is no requirement for an elaborate affair.**

After the date of the *Bar* or *Bat Mitzvah* has been set, there are many decisions to be made in terms of how and where you will celebrate the occasion. It is important to reserve the space that you will require at the synagogue as soon as possible by contacting the Executive Director. This assures that the Temple does not assign the space for another program or event.

A deposit is required with the signed contract, and all Temple fees, including current membership pledges, must be paid in full sixty days prior to the event.

There are several reception alternatives from which to choose for your celebration. At the conclusion of a *Shabbat* morning service, you may opt for:

- A stand-up *kiddush* in the Temple lobby or classroom (as simple as *challah* and juice)
- A luncheon or light *kiddush* at the Temple ending by 2:30 pm.
- An afternoon reception at the Temple or another location following the service and ending by 4:00 pm.
- A *kiddush* at the Temple immediately following the service and an evening party at the Temple or at another location.

If you choose to have an *erev Shabbat* (Friday evening) service, you will be able to celebrate at the congregational *Oneg Shabbat* following the *erev Shabbat* service. No more than one Friday night *Bar* or *Bat Mitzvah* service will be scheduled each month, subject to the following parameters:

- The number of invited guests is limited to 100
- Entertainment is not be allowed
- The *Oneg Shabbat* must be open to all members of the congregation. All tables must be open to all members of the congregation
- Hot food may not be served at the *Oneg Shabbat*
- Alcoholic beverages will not be allowed (except for *Kiddush* wine)
- Personal decorations will not be allowed anywhere in the Temple. Floral centerpieces are permitted at the *Oneg Shabbat*

- Guests are asked to dress in a respectful manner, using attire that would be worn on *Shabbat* morning as a guideline

## **18. LOGISTICS AND PLANNING TOOLS**

Once you are assigned your date, determine what events will be included in your celebration – *erev Shabbat* (Friday evening) dinner, *Kiddush* (what kind, how big), catered luncheon, catered evening event, informal party, etc.

Set a budget. If desired, make an appointment to see the Executive Director for help with your planning. Keeping a file folder or notebook may be helpful for planning purposes. Keep notes of your conversations with the Executive Director and your vendors. Keep copies of your contracts, menus, etc. Include a copy of your guest list so you can add (or subtract) when someone comes to mind.

Your computer is a wonderful tool for keeping lists and ideas, etc. Use a spreadsheet for your budget and guest list and you can change things easily; keep track of RSVPs, gifts, thank you notes, etc. But keep hard copies of everything in the folder and keep the folder with you.

Planning a *simcha*, especially if it's the first one, can cause anxiety. Keep a small notepad and pen on your night table. If an idea comes to you in the middle of the night, write it down on the notepad and then you'll be able to go back to sleep!

## **19. DOUBLE B'NAI MITZVAH AND USE OF TEMPLE FACILITIES**

Due to the size of the congregation, you may be sharing the date with another family. The Executive Director will try to accommodate both arrangements, if at all possible. If not, it is Temple policy that the first deposit received gets preference for renting the hall. Problems can arise with regard to conflicting demands for the Temple facilities. To alleviate any difficulties:

- a) **Cooperation** is the key to success in double *B'nai Mitzvah*.
- b) The Rabbi will invite both families to a meeting to introduce the families and address any questions or concerns they may have. **Communicate** with your paired family throughout the planning stages of the *Bar* or *Bat Mitzvah*.
- c) You may want to **make joint arrangements**, such as, purchasing *kippot*, service programs, or even having a shared *Kiddush* luncheon.
- d) **Plan Ahead**. It is a good idea to plan each aspect of your *Bar* or *Bat Mitzvah* a little sooner than you otherwise would, because you are somewhat dependent on another family and need to coordinate your efforts.
- e) **Avoid Conflicts**. For example, if your children have the same circle of friends, consider hosting a joint reception at the Temple or hold your receptions at different times.
- f) If both families reserve the Temple facilities for the same day, and if one family requires a kosher caterer, that need takes precedence. The Executive Director must be notified when the contract is signed if you will be using a kosher caterer.

## **20. FACILITY RENTAL AND REGULATIONS**

The Executive Director is your contact about fees, use of the building and facilities, floor plans, and instructions to the custodians. She is also responsible for coordinating the many activities happening on any given weekend so that potential conflicts are anticipated and resolved in advance. The Executive Director will work with you to ensure that your function is as trouble free as possible.

If the family of a *Bar* or *Bat Mitzvah* wishes to use any part of the Temple facility for a luncheon, afternoon reception, or evening reception, contact the Executive Director as soon as possible and request a contract. The Executive Director will discuss the fee schedule and explain how to make the necessary arrangements. Once you have received your contract, you must send the signed contract with your deposit to secure the hall.

### **Caterers**

Temple Sinai has a list of approved caterers you may choose from when using the Temple facilities. Caterers not on the list are not permitted to use the kitchen facility. Please see the Executive Director for the most current list and inform her once you have made your choice.

### **Decorators, Florists, DJ's and Bands**

There are certain restrictions that apply to decorators, florists, DJ's and bands. Please refer to the "House Rules" for a complete list and be sure that you and the people you hire understand and observe them. *Special attention should be given to the list below* as some of these items can potentially be dangerous for your guests.

The following items are **prohibited** and cannot be used during a function:

- Lit candles that are not in an enclosed container, except for ritual purposes or a candle lighting ceremony.
- Confetti or glitter placed on the tables or thrown onto the floors.
- Items given away or distributed which invite breakage or careless destruction, including (but not limited to) shakers with small pieces inside of them, and beaded, breakable necklaces.
- Fog and/or smoke machines.
- Decorations of any kind should not be placed on the walls or hung from the ceiling.
- Gaffers or duct tape must not be applied to any painted surfaces, including walls, molding, doors, etc.

If excessive clean-up is needed, and/or the custodial staff is required to work over the allotted time, the additional expense will be the responsibility of the *Bar* or *Bat Mitzvah* family. Expenses incurred as a result of failure to comply with the above rules will be the responsibility of the *Bar* or *Bat Mitzvah* family. The full set of House Rules including use of the Temple facilities and kitchen, is available from the Executive Director and will accompany any contract.

## **21. OUTSIDE VENDORS**

Talk to outside vendors as soon as possible and sign contracts with your caterer, band or DJ, venue (if

you are having an outside party), hotel accommodations for your guests, etc. Vendors expect a deposit when the contract is signed and expect payment in full prior to the event or at the time of delivery. Vendor contracts (caterers, florists, decorators, musicians, linen rentals, photographers, etc.) are negotiated privately between you and your vendors and are payable directly by you.

## **22. FINANCIAL OBLIGATIONS**

**All financial obligations (membership support, tuition, *b'nai mitzvah* fees, book fees, Building Fund) to Temple Sinai must be current sixty days prior to the date of your *simcha*.** Any problems or special situations should be discussed immediately with the Executive Director or Temple President.

### **Bar/Bat Mitzvah Fee**

A *Bar/Bat Mitzvah* fee is paid by the parents to help defray the costs of tutoring sessions, materials, Head Usher(s), and a DVD of your service. This fee will appear on your Temple bill after a date has been assigned. These fees may be paid monthly as far out as 1 or 2 years before your child's event but must be paid in full at least 60 days before the date of the service. A notice will be sent to you when the fees have been added to your bill. You can contact the Executive Director to get the exact amount of the *B'nai Mitzvah* fee for the year of your ceremony.

### **Facilities Fees**

Facilities fees cover the costs of using space at the synagogue if you choose to use it for your *simcha*. These fees cover the use of tables and chairs, and the set up and breakdown of the space. The fee also includes your caterer's use of the dumpster. A deposit will be required at the time of signing the contract, and the remaining balance, including security deposit, is due sixty days prior to the event.

### **Security Deposit**

You will be asked to pay a security deposit which is usually refunded in full after your *simcha*. If, however, there is damage to the building or the custodians are required to work overtime, the expense(s) will be deducted from the deposit before it is refunded.

### **Security Detail**

Depending on the size of your function, the planned activities and/or whether you are serving alcohol, a police/security detail may be requested by the Executive Director, per Temple policy. This helps ensure the safety of your guests. You will be responsible for the expense, which is scheduled for a minimum of 4 hours.

### **MAZON, The Jewish Response to Hunger**

Temple Sinai has a policy that any time food is served for an event, 3% of the cost will be donated to MAZON, which is an organization that works to fight hunger. For *B'nai Mitzvah* facility rentals, your contribution is \$36.00, which Temple Sinai sends to MAZON directly with you being credited for the donation.

**APPENDIX A**  
**A FEW SUGGESTIONS TO MAKE YOUR *SIMCHA* SPECIAL**

One of the most important Jewish values is an ongoing commitment to *tzedakah*, to providing for others in need. This is especially so at the time of *Bar* or *Bat Mitzvah*, when our children are literally inundated with gifts. In order to remind them of the significance of generosity, thoughtfulness and human concern for others, *B'nai Mitzvah* students are expected to participate in a social action project of their choice.

Some additional opportunities for making your *simcha* special are listed below. Feel free to ask the Rabbi, Cantor, Director of Education, or Executive Director for their suggestions or input.

- Create interesting table centerpieces using items (toys, books, toiletries, etc.), which will later be distributed to a charity of your choice.
- Give 3% of the cost of the event to *MAZON*, The Jewish Response to Hunger (see the Rabbi for details). All licensees of temple facilities are automatically charged \$36.00 that is sent to *MAZON*.
- Ask your caterer to package any leftover food for the temple's monthly delivery to MainSpring House or arrange for delivery to another shelter.
- Make a donation to *tzedakah* (sacred giving) by contributing to Temple Sinai's many funds. This is a wonderful way to honor and/or thank your ushers, bimah guest or others who may have participated in your service. A sample donation form is included.
- Contribute toward specific needs of Temple Sinai. Examples include: new prayer books, *Torah* commentaries, religious artworks, school equipment, ritual objects, etc. The Rabbi, Cantor, Director of Education or Executive Director will have the best knowledge of what are Temple Sinai's specific needs.
- Purchase an engraved leaf or boulder for the Temple Sinai Tree of Life in honor of the child as a fitting remembrance of a *simcha*. Offer grandparents to do the same. A sample donation form is included.
- Contribute to the Rabbi's Discretionary Fund or to the Cantor's Music Fund as a way to recognize the care and guidance of our clergy.
- Sponsor the *erev Shabbat* (Friday evening) congregational *Oneg Shabbat* in honor of this special occasion.

**APPENDIX B**  
**BAR/BAT MITZVAH HONORS FOR FAMILY & FRIENDS**

Your Child's Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

*Please list the names of your family and friends who you would like to invite to have an honor during the Shabbat of your child's Bar/Bat Mitzvah. Please indicate their relationship to your child.*

*Erev Shabbat (Friday evening) candle lighting – usually immediate family:*

\_\_\_\_\_

Saturday:

*Tallit & family prayer in the Rabbi's study – usually immediate family plus grandparents:*

\_\_\_\_\_

*Ark opening at the beginning of the Torah service (Jewish and non-Jewish family and friends are welcome to this honor):*

\_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_

Passing the Torah:

Grandparent(s) (Please indicate if not Jewish so we may offer a different honor):

\_\_\_\_\_

\_\_\_\_\_

Parent(s): \_\_\_\_\_

*Aliyot (Torah blessings) are given to the closest family or friends. They must be chanted or read correctly. The transliteration of the blessings can be given to you by the Rabbi or Cantor to practice. **Please remember a Hebrew name includes the Hebrew name of the parents: \_\_\_\_\_ ben/bat \_\_\_\_\_.***

1st *aliyah*: English name(s) \_\_\_\_\_

Hebrew names: \_\_\_\_\_

2<sup>nd</sup> *aliyah*: English name(s) \_\_\_\_\_

Hebrew name(s): \_\_\_\_\_

3<sup>rd</sup> *aliyah*: **Bar/Bat Mitzvah:** \_\_\_\_\_

Hebrew name: \_\_\_\_\_

*Hagbah & Gelilah* (Lifting & Dressing the *Torah* –Guidelines for *Hagbah/Gelilah* can be found in your Simcha Handbook. If sharing, one family will do *Hagbah* and the other *Gelilah*.):

*Hagbah*: \_\_\_\_\_ Relationship: \_\_\_\_\_

*Gelilah*: \_\_\_\_\_ Relationship: \_\_\_\_\_

National prayers – in English (Jewish and non-Jewish family and friends are welcome to this honor. If sharing, each family will do one prayer.):

Prayer for the US: \_\_\_\_\_ Relationship: \_\_\_\_\_

Prayer for Israel: \_\_\_\_\_ Relationship: \_\_\_\_\_

Ark opening to return the *Torah* to the Ark (Jewish and non-Jewish family and friends are welcome to this honor):

\_\_\_\_\_  
Relationship: \_\_\_\_\_

Parent(s) who will be addressing the Bar/Bat Mitzvah (*should be only one page combined*):

\_\_\_\_\_

Additional names for the *Kaddish* list. (Please list those deceased members of your family whose name you would want read before the Mourner's *Kaddish*. It does not need to be their *Yahrzeit*.)

\_\_\_\_\_  
\_\_\_\_\_

Bimah guest (An officer, committee chairperson, or past president of the Temple):

\_\_\_\_\_

Entire family will come forward for blessing over wine and *challah*, including siblings:

\_\_\_\_\_

Ushers (Each family is responsible for supervising the children who are their guests. All ushers should arrive 20 minutes prior to the start of the service and check in with the Temple's Head Usher who will help them with their assignments. Plan on one usher for every 20 children invited to the service. A sheet of guidelines will be provided for each.)

Name: \_\_\_\_\_ Tel. # \_\_\_\_\_ Email: \_\_\_\_\_

**APPENDIX C**  
**THE RESPONSIBILITIES OF AN USHER AT TEMPLE SINAI**

Thank you for helping us with ushering! We hope you enjoy the service!

1. It is the responsibility of the ushers to seat congregants and guests prior to the beginning of the service, provide a prayer book and escort (if necessary) to available seats those who arrive after the service has begun. Our *Shabbat* morning service begins promptly at 10:00 am. Please arrive no later than 9:30 am and check in with the Head Usher for instructions. Once the service begins, the ushers should oversee the doors to the lobby.
2. Welcome worshippers as they enter the sanctuary from the lobby with a smile and “*Shabbat Shalom*” or other appropriate greeting.
3. *Siddurim* (prayer books) in the main sanctuary are located in the book holders on the backs of the pews or under the seats. If there are seats set up in the space behind the sanctuary, hand a *siddur* (prayer book) from the bookcase to each person who takes a seat in this area.
4. Occasionally, there are handouts to be distributed to congregants and guests as they enter. These will be found on top of the *siddur* (prayer book) cabinet.
5. A few large print *siddurim* (prayer books) for those who are visually impaired and hearing loops for those who are hard of hearing are available. The large print prayer books are in the *siddur* (prayer book) cabinet by the door. The hearing loops can be obtained from the Head Usher in the sound cabinet. Please be sure to collect them after the service and return them to the Head Usher.
6. Please prevent people from blocking the entrance and try to encourage them to enter the sanctuary and be seated. About five minutes before the service is to begin, ask people to be seated by telling them, “The Rabbi requests everyone be seated, as the service is about to begin.” Throughout the service, no one should be permitted to enter the sanctuary during times when the congregation is standing.
7. Young people who are not escorted by a parent or guardian are to be seated in small groups, if possible. Anyone whose behavior, in your opinion, is disruptive, continually distracting to others, or shows deliberate disrespect to the synagogue, the service, or any of its participants, may be asked by you to move to another location or to remove himself or herself from the sanctuary. Your verbal request for cooperation and compliance should be reasonable and clear. **There should be no touching or contact by you when asking anyone to move or to leave the sanctuary.**
8. A first aid kit (band-aids, etc.) is located in the custodian’s office next to the kitchen. In an emergency, the telephone in the custodian’s room next to the kitchen is available. Also, the custodian is available for emergencies in the building—toilets overflowing, etc. Emergency phone numbers are also posted in the custodian’s office.

**APPENDIX D**  
**DIRECTIONS FOR HAGBAH AND GELILAH**

**Procedure for Hagbah**

*The Rabbi will make sure the Torah scroll is rolled open so that three columns of script are visible. A seam attaching two sections of parchment should also be visible, preferably centered, so that it may absorb any stress that may occur when the scroll is lifted.*

With one hand on each of the bottom *atzei chayim* (wooden handles), slide the *Torah* scroll toward you until it is halfway off the table. Then, bending the knees, apply leverage downward. Bring the scroll to an upright position and lift it upward as you straighten yourself up. Holding the *Torah* aloft, if you can, turn your body in all directions, or at least somewhat to the right and left, so that the *Torah* script can be seen by everyone in the congregation. The whole purpose of this ritual is to enable the congregation to see the *Torah* script.

The congregation will sing. Then, sit down in a seat prepared for you on the *bimah* and let the one who is to do *Gelilah* take over the dressing of the *Torah*. After that person is through dressing the *Torah*, remain seated, holding the *Torah*, until it is taken from you.

At that point, you may shake hands with others on the *bimah* and return to your seat.

**Procedure for Gelilah**

To do *Gelilah*, simply take hold of the *atzei chayim* (wooden handles) at the top of the open scroll and roll them together. Then take the *gartel* (sash) and bind it around the *Torah*; the *gartel* (sash) should be placed about two-thirds up the scroll. There are many kinds of sashes. Just make sure that the bow or the buckle is set at the front of the *Torah*, facing the person holding it.

Now place the mantle on the *Torah*, making sure that the front of the mantle is aligned with the front of the scroll. If there is a silver *choshen* (breastplate), put it on next over the mantle. There is also a *yad* (the pointer) which is usually in the shape of a closed hand with a pointing finger. Slip that over one of the *etiz chayim* (wooden handle). Place the two *rimonim* (finials) on last.

When you are through dressing the *Torah*, you may kiss it if you wish. Shake hands with others on the *bimah* and return to your seat.

## APPENDIX E-1 – WELCOME! GUEST INSTRUCTIONS

### Welcome! You are being invited to an event in Temple Sinai's sanctuary.

The words above our Ark mean, "Know before Whom you stand." In that spirit, please:

- Participate in our service.
- Come dressed modestly.
- Turn off all phones and other electronic devices before entering.
- Do not chew gum or bring food into the sanctuary.
- Do not talk or disrupt the service. Our Rabbi has installed trapdoors and ejection seats.
- We are happy to provide you with a personal listening device if you have trouble hearing.
- There are large-print prayer books available if you have vision impairment.
- There are Jewish children's books in the bookcase to help keep small children engaged.
- Please do not exit while our Rabbi or *B'nai Mitzvah* are giving their *d'verei torah* (sermons) or any other address unless absolutely necessary.
- As tempting as it might be, there is no applause or photography during prayer services.
- Sing loudly. Open your heart. Talk to God.

[www.temple-sinai.com](http://www.temple-sinai.com) | 25 Canton Street, Sharon MA 02067 | 781-784-6081

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## APPENDIX E-2 - INVITATION INSERT: DIRECTIONS



### DIRECTIONS TO TEMPLE SINAI

25 Canton Street, Sharon, MA 02067

781-784-6081 [www.temple-sinai.com](http://www.temple-sinai.com)

TEMPLE  
SINAI

#### From Boston & Points North & West:

Rte 128 take Rte I-95 South to exit 10 (Coney St., Sharon/Walpole). Turn left at end of ramp onto Coney St. Continue straight (Road becomes Rte 27) for 2.5 mi to traffic light at Sharon Center. Turn left onto North Main St. and continue straight for 0.9 miles to Canton St. (Barney & Carey lumber on your left). Turn left at blinking light onto Canton St. Temple Sinai is just ahead on the right (enter 2<sup>nd</sup> driveway.)

#### From Providence & Points South:

Route I-95 North to Exit 8 (South Main St., Sharon/Foxboro). At the end of ramp, turn right onto South Main St. Continue 3.1 miles to traffic light in Sharon Center (post office and bank on the left). Continue straight onto North Main St. (Rte 27) for 0.9 miles. Turn left at blinking light onto Canton St. (Barney & Carey Lumber on your left). Temple Sinai is just ahead on the right (enter 2<sup>nd</sup> driveway.)

#### From Stoughton/Cobb's Corner:

Travel North on Rte 27/North Main St. for 1.1 miles. Turn right at blinking light onto Canton St. (Barney & Carey Lumber on the corner on your right). Temple Sinai is just ahead on the right (enter 2<sup>nd</sup> driveway.)



### DIRECTIONS TO TEMPLE SINAI

Canton Street, Sharon, MA 02067

781-784-6081 [www.temple-sinai.com](http://www.temple-sinai.com)

TEMPLE  
SINAI

#### From Boston & Points North & West:

Rte 128 take Rte I-95 South to exit 10 (Coney St., Sharon/Walpole). Turn left at end of ramp onto Coney St. Continue straight (Road becomes Rte 27) for 2.5 mi to traffic light at Sharon Center. Turn left onto North Main St. and continue straight for 0.9 miles to Canton St. (Barney & Carey lumber on your left). Turn left at blinking light onto Canton St. Temple Sinai is just ahead on the right (enter 2<sup>nd</sup> driveway.)

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## Welcome to Temple Sinai

Temple Sinai of Sharon is a Reform congregation that is a house of **worship, study, and community**. Most importantly, it is a place where its members, both adults and children, develop lasting relationships. Our community is a diverse one—young and older; families with children, couples without children, people with varied levels of Jewish knowledge and observance, interfaith families, and people who identify as gay, lesbian, bisexual and transgender. Our core values are: **prayer to God, learning Torah, ethics and social action for all humanity, inclusiveness in our community, and compassion**.

*Please turn off any cell phones or pagers while in the sanctuary, and there is no applause or photography during prayer services.*

### What Jewish symbols adorn the sanctuary?

As you look around the room, there are many symbols of Judaism. Following tradition, our sanctuary is oriented towards the East, facing the city of Jerusalem. For the call to worship (*Barchu*) and for the central prayer (*T'filah*), the prayer leaders will turn towards the Ark to face Jerusalem. In this way, we connect ourselves spiritually to the Jewish homeland.

### The Bimah

The dias where the *shelichei tzibur* (prayer leaders) stand is called the *bimah*. It is elevated gradually up to the Ark which holds the scrolls of the *Torah* (the Five Books of Moses). When we go up to the *Torah*, it is called in Hebrew an *aliyah*, which literally means “ascension.” The words of the *Torah* (not the physical scroll itself) exist on a higher spiritual plane to which we ascend. For Jews, sacred study is a dialogue with God.

### The Aron Kodesh (Holy Ark)

The Ark houses the scrolls of the *Torah*, reminiscent of the Ark that traveled with Moses and the Israelites through the wilderness. On top of the Ark, the Hebrew inscription reads, *Da lifnei mi atah omeid* - “Know before Whom you stand.” When we are in the sanctuary, we stand before God, the *Torah*, and each other, each taking responsibility for the other.

### The Neir Tamid (Eternal Light)

Hanging above the Ark is the *neir tamid*, or “eternal light.” It shines continuously, day and night. It represents the presence of God which is eternal. “Light is sown for the righteous” (Psalm 97:11).

### In Memory

On the walls on either side of the pews are memorial boards with the names of loved ones who have died. Next to their names are small lights, and these are lit during the week of the *yahrzeit* (anniversary) of a person’s death.

### How do I follow along with the prayer service?

The Reform worship service is designed to include all. In front of you are two different kinds of books: a *siddur* (a prayer book) and a *chumash* (a book of the weekly readings from the *Torah* and Prophets). Many Hebrew-English books go from right to left, which is the direction of the Hebrew language.

We strongly encourage participation. Please join in singing! You are invited to join in the English and Hebrew readings. Transliterations of the Hebrew are available in the prayer book.

### What are the parts of the Jewish prayer service?

There are five basic parts to a Jewish prayer service. (The exception is the Afternoon *Shabbat Havdalah* service which excludes #2.)

- 1) Introductory blessings and songs.
- 2) The Call to Worship (*Barchu*), the *Sh'ma* and *V'ahafta*, and their surrounding blessings, which declare the unity of God
- 3) The *T'filah*, or central prayer in the name of our ancestors
- 4) The *Torah* service and/or sermon
- 5) Concluding prayers, including the Mourner’s *Kaddish*

### What does the rite of Bar/Bat Mitzvah mean?

The word *mitzvah* means a commandment from God. When children turn 13, they are old enough to live by God’s commandments. The prophet Micah summarized these commandments when he said, “Do justice, love kindness, and walk humbly with your God.” (Micah 6:8)

Becoming a *Bar/Bat Mitzvah* (son or daughter of the commandments) means a person is no longer a child and on their way to becoming an adult. The student’s preparation includes studying to lead prayer, writing a short sermon on the *Torah* portion of the week, and doing some form of *tzedakah* or philanthropic action for the community.



**APPENDIX G**  
**SIMCHA CHECKLIST**

**This checklist covers the “social” planning of your *simcha* only.**

**One or More Years in Advance**

- \_\_\_ Sign contracts for use of Temple facilities or outside venue
- \_\_\_ Sign contract with caterer
- \_\_\_ Sign contract with music vendor (band, DJ)

**Four to Six Months in Advance**

- \_\_\_ Order invitations (include directions to Temple)
- \_\_\_ Order thank you notes and other personalized stationery items
- \_\_\_ Arrange hotel accommodations for out-of-town guests
- \_\_\_ Schedule preliminary meetings with caterer, DJ, decorator

**Six to Eight Weeks in Advance**

- \_\_\_ Finalize invitation list and address invitations
- \_\_\_ Mail invitations (be sure to include directions)
- \_\_\_ Order *tallit* and *kippot*
- \_\_\_ Work on photo montage, collage, or other personal items
- \_\_\_ Shop for cake, sign-in item, give-away gifts

**Four Weeks in Advance**

- \_\_\_ Finalize menu with caterer
- \_\_\_ Finalize plans with DJ, decorator, linens, rentals
- \_\_\_ Finalize Service Booklet (if providing to attendees)

**Two to Three Weeks in Advance**

- \_\_\_ Finalize number of guests with caterer and make table assignments
- \_\_\_ Write parent speech/blessing
- \_\_\_ Arrange for any needed alterations, hair/nail appointments, etc.
- \_\_\_ Meet with Executive Director to review floor plans, discuss vendor delivery schedule and other logistical information

**One Week in Advance**

- \_\_\_ Review final plans with Executive Director
- \_\_\_ Arrange for sponsoring *Oneg Shabbat* for *erev Shabbat*/Friday evening (if desired)

**The time has come to welcome family and friends, enjoy the day and *kvell!***

## APPENDIX H SUGGESTED READING LIST

The following books will help you to understand more fully the history and significance of *Bar* and *Bat Mitzvah* and will add to your experience. Copies may be borrowed from the Temple Sinai Library or from the Executive Director's office.

### NON-FICTION

Effron, Benjamin	<i>Coming of Age: Your Bar or Bat Mitzvah</i>
Eisenberg, Azriel	<i>Bar Mitzvah Treasury</i>
Leneman, Helen	<i>Bar or Bat Mitzvah Basics</i>
Paterson	<i>The Bar Mitzvah Book</i>
Rittner, Stephen	<i>All That You Wanted to Know About the Bar Mitzvah</i>
Salkin, Jeffrey	<i>Putting God Back on the Guest List</i>

### FICTION

Cohen, Barbara	<i>King of the Seventh Grade</i>
Kaufman, Stephen	<i>Does Anyone Know the Way to Thirteen?</i>
Karp, Naomi J.	<i>The Turning Point</i>
Pfeffer, Susan Beth	<i>Turning Thirteen</i>
Sattan, Sandra C	<i>In the 13<sup>th</sup> Year</i>

APPENDIX I  
TREE OF LIFE LEAF/BOULDER ORDER FORM

*L'Dor V'Dor ~ Generation to Generation*  
Application for a Leaf / Boulder on Temple Sinai's Grove of Trees

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email: \_\_\_\_\_

A donation to Temple Sinai for a Leaf is \$360, a Boulder is \$1,250 & a Mega Boulder is \$1,750

Please check one:  Leaf  Boulder  Mega Boulder

How would you like inscription to read?

Please note that a leaf will contain three lines with approximately 20 characters per line and a boulder contains five lines with approximately 20 characters per line. More lines could be accommodated with smaller letters.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Example:** In honor of (child's name)  
becoming a (*Bar/Bat*) *Mitzvah*  
(Parents' / Grandparents' Name)

\*\*\*\*\*

Check to:  Temple Sinai **Amount Enclosed/To Charge \$** \_\_\_\_\_

**Please charge my:**

MasterCard  VISA # \_\_\_\_\_

Amex  Discover Card Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

**If Different From Above:**

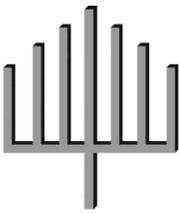
Name of Contributor(s) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

Date form recvd: \_\_\_\_\_ Payment info: \_\_\_\_\_ Date Engraving Ordered: \_\_\_\_\_ Date Engraving recvd: \_\_\_\_\_



TEMPLE  
SINAI

# Temple Sinai of Sharon Special Funds and Donations

Temple Sinai has a long heritage of *tzedakah* consistent with our Jewish tradition to express charity, feelings of sorrow and joy. Giving a monetary contribution is appropriate at any time as an act of *tzedakah*, but especially at times of birthdays, *bar* and *bat mitzvah*, weddings, anniversaries, births and deaths. Your generosity, large and small, sustains Temple Sinai, its members and the community.

A beautiful card will be sent acknowledging your gift. You may mail this form with your check payable to Temple Sinai. This will ensure that your donation is acknowledged in a timely fashion. If you prefer to donate by credit card, please do so through the *Chaverweb* system.

*A minimum donation of \$10 is suggested, unless otherwise noted. Gifts to multiple funds may be included on a single check. See reverse for fund descriptions.*

Enclosed is my gift of    \$10    \$18    \$36    \$50    \$100    \$500    \$1,000    \$\_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Adult Education & Culture Fund                 | <input type="checkbox"/> Oneg Shabbat and Yom Tov Fund  |
| <input type="checkbox"/> Amy Gardner Youth Enrichment Fund              | <input type="checkbox"/> Passport to Israel   |
| <input type="checkbox"/> Beautification Fund                            | <input type="checkbox"/> Prayerbook and <i>Chumash</i> Fund                                   |
| <input type="checkbox"/> Building Maintenance Fund                      | <input type="checkbox"/> Prayerbook/ <i>Mishkan T'Filah</i> Inscribed ( <i>Minimum \$36</i> ) |
| <input type="checkbox"/> Bulletin / Shofar Fund                         | <input type="checkbox"/> <i>Chumash</i> Inscribed ( <i>Minimum \$54</i> )                     |
| <input type="checkbox"/> Cantor Morris Gordon Choir Fund                | <input type="checkbox"/> <i>Mahzor/Mishkan H'Nefesh</i> Inscribed ( <i>Minimum \$54</i> )     |
| <input type="checkbox"/> Cantor Music Enrichment Fund                   | <input type="checkbox"/> Rachel Gusman Music Fund   |
| <input type="checkbox"/> Capital Reserve Fund                           | <input type="checkbox"/> Religious School Fund  |
| <input type="checkbox"/> Catering Facility Fund                         | <input type="checkbox"/> Safety and Security Fund   |
| <input type="checkbox"/> Charles Wilson Disability Access Fund          | <input type="checkbox"/> Social Action Fund   |
| <input type="checkbox"/> Eleanor Shamitz Fund for Judaic Enrichment     | <input type="checkbox"/> Technology Fund  |
| <input type="checkbox"/> Hesed – Caring Community                       | <input type="checkbox"/> Torah Fund   |
| <input type="checkbox"/> Holocaust Memorial Fund                        | <input type="checkbox"/> Vera & Stanley Marshall Annual Lecture Fund                          |
| <input type="checkbox"/> Inclusion Fund                                 | <input type="checkbox"/> Youth Group (TASTY) Fund   |
| <input type="checkbox"/> Landscape Fund                                 | <input type="checkbox"/> Youth Camping and Travel to Israel Fund                              |
| <input type="checkbox"/> Library Fund                                   |   |
| <input type="checkbox"/> Library Book Inscribed ( <i>Minimum \$18</i> ) | <input type="checkbox"/> <i>Act of Tzedakah</i> – Wherever most needed                        |
|   | <input type="checkbox"/> Annual Appeal – Supporting our everyday operations                   |

- |   |         |
|---|---------|
| <input type="checkbox"/> Rabbi's Discretionary Fund   | \$_____ |
| <input type="checkbox"/> Laura P. and Myron J. Dickerman Endowment for the Sustainability of Temple Sinai     | \$_____ |
| <input type="checkbox"/> Tree of Life (min. \$360) <i>An application will be sent upon request.</i>           | \$_____ |
| <input type="checkbox"/> <i>Yahrzeit</i> Plaque (min. \$500) <i>An application will be sent upon request.</i> | \$_____ |
| <input type="checkbox"/> Bricks (min. \$360) <i>An application will be sent upon request.</i>                 | \$_____ |

In Honor of /  In Memory of /  In Appreciation of \_\_\_\_\_

Send card to \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Contributor(s) \_\_\_\_\_

Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Please return this form with your check payable to Temple Sinai, 25 Canton St, Sharon, MA 02067**

*A credit card payment option is available to members through our Chaverweb system.*

**For Office Use Only:**

Check # \_\_\_\_\_ Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ To Elise \_\_\_\_/\_\_\_\_/\_\_\_\_ Card Sent \_\_\_\_/\_\_\_\_/\_\_\_\_

## Description of Temple Sinai Funds and Donation Opportunities

**Adult Education & Culture Fund:** To enrich the teaching of Judaism within the congregation.

**Amy Gardner Youth Enrichment Fund:** To support supplemental Jewish education outside of the immediate Sharon community, the educational value of which can be shared with the community.

**Annual Appeal:** To support the general operations and ongoing financial needs of Temple Sinai.

**Beautification Fund:** To beautify, enhance, and improve the appearance of the temple.

**Building Maintenance Fund:** To help fund ongoing maintenance of the temple facilities.

**Bulletin / Shofar Fund:** To be used to pay for the printing and mailing costs of the bi-monthly bulletin.

**Cantor Morris Gordon Choir Fund:** To provide special musical programs and enrichment, especially at *Shabbat* and holiday services; to support the Temple choir; to provide child scholarship aid toward programs geared toward the arts.

**Cantor Music Enrichment Fund:** To enhance the cantorial music programs and supplies.

**Capital Reserve Fund:** To be used to pay for major capital repairs and improvements at Temple Sinai.

**Catering Facility Fund:** To maintain and improve the kitchen facilities. *Funded through catering fees.*

**Charles Wilson Disability Access Fund:** To help make Temple Sinai premises more handicapped friendly/accessible, especially for our ill or aging community.

**Eleanor Shamitz Fund for Judaic Enrichment:** To advance Judaic events/activities at Temple Sinai.

**Hesed – Caring Community:** To provide comfort and aid to families experiencing difficulty and loss.

**Holocaust Memorial Fund:** To be used for any Holocaust related events, programs, items or memorials.

**Holocaust Memorial Brick:** To add an engraved brick in front of the fountain in the Memorial Garden (\$360). A separate application must be completed.

**Inclusion Fund:** To be used to help address the needs of individuals of all ages with disabilities or significant challenges and their families.

**Landscape Fund:** To beautify and maintain the Temple grounds.

**Laura P. and Myron J. Dickerman Endowment for the Sustainability of Temple Sinai:** To help provide for the current and future needs of Temple Sinai.

**Library Fund:** To provide, maintain and repair periodicals, books and other literature of the library of Temple Sinai.

**Library Book Inscribed:** A bookplate will be placed indicating the occasion for which it was donated and the name of the donor. (Minimum contribution \$18.)

**Oneg Shabbat & Yom Tov Fund:** To provide refreshments following services at Temple Sinai.

**Passport to Israel:** To provide funds for children enrolled in the CJP Passport to Israel Program.

**Prayerbook and Chumash Fund:** To purchase, maintain and repair prayer books and Bibles.

**Prayerbook Inscribed:** A bookplate will be placed indicating the occasion for which it was donated and the name of the donor. (Minimum contribution \$36.)

**Chumash Inscribed:** A bookplate will be placed indicating the occasion for which it was donated and the name of the donor. (Minimum contribution \$54.)

**Mahzor Inscribed:** A bookplate will be placed indicating the occasion for which it was donated and the name of the donor. (Minimum contribution \$54.)

**Rabbi's Discretionary Fund:** The Rabbi administers this fund, at his discretion, to benefit various activities, educational programs and charitable causes, including occasional support for individuals and families in need.

**Rachel Gusman Music Fund:** To foster the creation and performance of music relevant to the Jewish experience by presenting concerts and performances, by sponsoring scholarships and competitions and by commissioning musical works.

**Religious School Fund:** To support the Jewish education of Temple Sinai's youth and the school; to provide resources and programs to help educate children with special needs; to provide scholarships for the school and other youth enrichment opportunities.

**Safety & Security Fund:** To invest in equipment and resources that will help maintain and/or improve safety and security at the temple.

**Social Action Fund:** To support other charitable organizations that deal with or supply basic human needs such as food, shelter and physical or mental health benefits.

**Technology Fund:** To purchase and maintain the technology needs of Temple Sinai.

**Torah Fund:** To purchase, maintain, repair and adorn the *sifrei Torah* and other religious objects at Temple Sinai.

**Tree of Life:** To commemorate or memorialize any event or person of significance in your life with an inscribed leaf (\$360), boulder (\$1250), or mega boulder (\$1750). A separate application is needed.

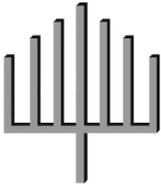
**Vera & Stanley Marshall Memorial Annual Lecture Fund:** To provide funds for guest speakers for the congregation.

**Yahrzeit Plaque:** Prominently mounted in the sanctuary of Temple Sinai are *Yahrzeit* boards containing plaques memorializing the death of loved ones. The names appearing on these boards are read from the pulpit on *Yom Kippur* and appear in our annual *Yizkor* Book. (Minimum contribution \$500.) A separate application must be completed.

**Youth Group Fund:** To promote future leadership by helping defray costs of attending leadership conferences and youth group events.

**Youth Camping and Travel to Israel Fund:** To support Temple Sinai's youth with scholarships to Jewish over-night camps, and trips to Israel with recognized teen groups (for those not in the Passport to Israel program).

APPENDIX J  
BAR/BAT MITZVAH PROFILE FOR SHOFAR



TEMPLE  
SINAI

**Rabbi**

Joseph Meszler

**Cantor**

Jeff Klepper

**Assistant Cantor**

Rebecca Khitrik

**Executive Director**

Rabbi Amy Goodman

**Director of Education**

Beth Fine-Nelson

**Youth Advisor**

Jon Nelson

**President**

Jill Goldberg Arnold

25 Canton Street

Sharon, MA 02067

781.784.6081

[www.temple-sinai.com](http://www.temple-sinai.com)

Dear *Bar/Bat Mitzvah* Parent / Parents,

As you prepare for your family's *Bar/Bat Mitzvah* service, we want to help in sharing the news of your *simcha* with our Temple Sinai family through a brief profile of your child in Temple Sinai's bi-monthly publication *The Shofar*.

Would you please take a few minutes to fill out this form about your child, or you can send me the information as a text in an e-mail along with a high res picture to [jgolden6335@gmail.com](mailto:jgolden6335@gmail.com).

If your child's *Bar/Bat Mitzvah* is in Israel, we would still like to have his/her profile in our publication.

**Bar/Bat Mitzvah's Name:** (as you want it to appear)

**Parents' (Parent's) Name/s:** (as you want it to appear)

**Date of your Child's Bar/Bat Mitzvah Service:**

**Name of your Child's Torah Portion:** (example: *Bereshit*)

**Child's Grade & School Attending:**

**Child's School Activities /Special Interests:**

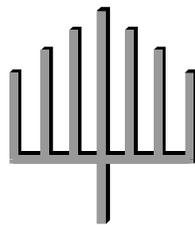
**What Tzedakah Project is your Child doing in Honor of this Event?**

Can we include the photo of your child in the Shofar on our website?

Yes [ ]      No [ ]

*L'Shalom*

Joy Goldenberg, Shofar Editor



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**TEMPLE  
SINAI**

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**25 Canton Street  
Sharon, MA 02067**

**Tel. #: 781-784-6081**

**Fax #: 781-784-2616**

**[www.temple-sinai.com](http://www.temple-sinai.com)**