

B'nai Mitzvah Handbook

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Congregation Bonai Shalom

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Dear Students and Parents,

Mazel Tov! The life cycle event you are starting to plan and prepare for is one of the most important in a Jewish person's life. We hope this handbook will help you keep the focus on the *Bar or Bat Mitzvah* as a *religious and spiritual* rite of passage as you plan all aspects of the event.

It is our hope that students will recognize and appreciate the sanctity and spiritual meaning of the Bar or Bat Mitzvah ceremony. According to Jewish law and custom, all Jews automatically become *B'nai Mitzvah* (literally meaning *sons and daughters of the commandments*). At this point, they are responsible for the performance of the mitzvot. The custom of celebrating that status is a privilege. We strive for each student to have a strong connection to this life cycle event, and we hope it is as rich and meaningful as possible.

This handbook will help you plan and navigate the academics, expectations and logistics related to all aspects of the Bar/Bat Mitzvah, as well as provide some useful resources.

If you want to do some further reading to deepen this experience for your family, we have included some additional resources at the back of this handbook.

We will support you as you embark on the journey of preparation for this event and hope that it will be a meaningful and memorable milestone in your child's life and for your whole family.

If you have any questions or concerns about the content of this handbook, please contact us:

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Service, *D'Var Torah*.....Rabbi Marc

Kiddush/food related questions, building usage, scheduling meetings with Rabbi Marc, all other
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B'nai Mitzvah Prerequisites

To be eligible for the B'nai Mitzvah academic program at Bonai Shalom, there are specific requirements for each potential Bar or Bat Mitzvah student.

The requirements listed here are the official policies that have been set by Congregation Bonai Shalom ("CBS"). Any changes should be approved by the Rabbi and/or appropriate committees (such as Ritual and Education Committees).

Religious requirements

- Each candidate must be Jewish according to the standards of the Conservative movement.
- *He or she must be the child of a Jewish woman, or gestational parent or have undergone a proper halachic conversion, including ritual immersion.*
- Males need to have undergone a ritual circumcision.

NOTE: The Rabbi is the sole arbiter in this area.

Age requirements

- A boy must be thirteen years old, according to the Hebrew calendar.
- While some halakhic authorities would permit the celebration of a bat mitzvah as early as twelve years of age, as an egalitarian Conservative congregation, it is the established local custom at Bonai Shalom that girls, too, must be fully thirteen years old for this life cycle event.
- Bat Mitzvah may be celebrated no earlier than the age of twelve years and six full months. Such exceptions may only be made in cases in which the girl is enrolled in or has successfully completed the year of study with the B'nai Mitzvah class. Such requests are to be made to the Ritual Committee and are subject to the approval of the Rabbi.

Membership requirements

The family of the bar or bat mitzvah child must have full membership at Bonai Shalom and be a member in good standing (up to date with dues/tuition or payment plan in place).

Education requirements

Education requirements include:

- Religious school training
- Religious school attendance
- Academic evaluation

Religious school training

For a Shabbat morning bar or bat mitzvah, students are expected to have at a minimum:

- Equivalent of two academic years of study in a Jewish religious school similar in hours per week and Hebrew level to that of CBS's religious school.
- At least one full year of this education must have taken place at CBS, even if a family relocates to our community within a year of the Bar/Bat Mitzvah. This may result in a ceremony taking place well after the 13th birthday.

NOTE: Some minor exceptions to these policies may be considered, but it is up to the discretion of the Rabbi and the Education Director.

Religious school attendance

During the Bar/Bat Mitzvah preparation year, we require students to attend:

- Both Wednesday and Shabbat classes
- All special B'nai Mitzvah class events

Academic evaluation

- Students will complete an assessment at the end of 6th grade, showing they have acquired a certain level of Hebrew fluency and understanding of basic Judaism.
- Students who have not achieved a high enough level of competence in either of these areas may be asked to delay the bar or bat mitzvah celebration.
- Each student's progress through the b'nai mitzvah process will be monitored by the student's teachers in the religious school, the education director, the tutor, and the Rabbi.

B'nai Mitzvah Academic Program

Hebrew school education requirements

B'nai Mitzvah students are expected to attend school twice a week -- on Shabbat morning and Wednesday afternoon.

We encourage full participation for the entire year, even after the student's Bar or Bat Mitzvah ceremony, to help support the experience of the whole class.

To prepare the students fully for this special day, they are required to complete 75% of the program. If this attendance requirement is not fulfilled, families are required to work with the Rabbi and Director of Education to make up for the missed class time.

Day/Time	Curriculum
Shabbat, 9:30 AM-12:30 PM	An hour of class that will allow students to discuss Midot (Jewish values) followed by attendance in the sanctuary for the Torah service and a final summary/discussion held in a classroom.
Wednesday, 4:10-6:10 PM	The curriculum year is based on Hebrew, Torah(Parasha and commentary) ,avodah (service/ritual), and gemilut chasadim (research and hands on Bar/Bat Mitzvah project).

Attendance at services

During the Bar/Bat Mitzvah preparation year, attendance at Shabbat morning services is part of the class. It sets a positive example for your child when their parents also attend services on a regular basis.

We also strongly encourage students to attend:

- Friday night services on a regular basis throughout the year.
- Thursday morning minyan, at least on the Thursday prior to their Bar/Bat Mitzvah. At that minyan, the student can put on tefillin, which can be a very enriching experience for the student.

B'nai Mitzvah Special Programming

During this special year, we have scheduled special programs and events for the B'nai Mitzvah students and their families. It is our hope that families will attend as many of these programs as possible.

Date/Time	Program	Description	Attendees
TBD	B'nai Mitzvah Class Camping Trip at RMNP	B'nai Mitzvah class with Rabbi Marc and camping leaders spend 3 nights at Rocky Mountain National Park <finish description>.	<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Rabbi Marc ● Camping trip leaders
TBD	Visit to Golden West with Rabbi Marc for Rosh Hashanah	Students to meet at 4pm in the Aspen Room on Penthouse floor at Golden West	<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Rabbi Marc
TBD	B'nai Mitzvah Family Dinner in the Sukkah	Families come together to celebrate Sukkot with a special dinner with singing, performing the mitzvot of Sukkot.	<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Rabbi Marc ● Educational Director ● B'nai Mitzvah student's family
Date TBD	First Mandatory B'nai Mitzvah Family Workshop	How to draft D'var Torah part 1. You will learn how to write your D'var Torah using different commentary and see examples.	<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Rabbi Marc/Hannah ● Educational Director ● B'nai Mitzvah student's family
Date TBD	B'nai Mitzvah Family Tefillin Workshop	Learn about the mitzvah of laying tefillin and how to do it.	<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Rabbi Marc/Hannah ● Educational Director ● B'nai Mitzvah student's family

TBD	Tzedakah Fair	B'nai Mitzvah class helps with Tzedakah Fair (during PT Conferences)	B'nai Mitzvah students
TBD	Second Mandatory B'nai Mitzvah Family Workshop	How to draft D'var Torah part 2. You will learn how to write your D'var Torah using different commentary and see examples.	<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Rabbi Marc ● Educational Director ● B'nai Mitzvah student's family
TBD	B'nai Mitzvah Family Shabbat Dinner	Celebrate Shabbat with your family and class community	<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Rabbi Marc ● Educational Director ● B'nai Mitzvah student's family
	Purim - Megillah Reading	Join the rest of the congregation for Purim festivities and hearing the megillah.	<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Rabbi Marc ● Educational Director
	B'nai Mitzvah class launches BCAP food drive	Purim to Passover food drive for BCAP.	<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Educational Director
	Yom HaShoah Middle School Program with Survivor	Meet Holocaust survivor and listen to their story and ask questions with other b'nai mitzvah students of other congregations.	<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Rabbi Marc ● Educational Director
TBD	B'nai Mitzvah Class Graduation		<ul style="list-style-type: none"> ● B'nai Mitzvah students ● Rabbi Marc ● Educational

			Director <ul style="list-style-type: none"> • B'nai Mitzvah student's family
TBD	Tentative B'nai Mitzvah Class Rafting Trip	Clear Creek Rafting expedition with Rabbi Marc.	<ul style="list-style-type: none"> • B'nai Mitzvah students • Rabbi Marc

B'nai Mitzvah project

Part of the journey of becoming a Bar or Bat Mitzvah is to see their wider place in the community and the world, through the context of learning about how to be a *mentsch* and connect the values of Torah.

See the following:

- B'nai Mitzvah project requirements
- B'nai Mitzvah project written summary
- B'nai Mitzvah project examples
- B'nai Mitzvah project resources

B'nai Mitzvah project requirements

The requirements for the B'nai Mitzvah projects include:

- Each student is expected to participate in a hands-on project
- The project can be a one-time event or participation over an extended period of time.
- A summary of the project needs to be sent electronically to the education director (school@bonaishalom.org) *one month prior* to the child becoming a Bar/Bat Mitzvah.

B'nai Mitzvah project written summary

All summaries of the B'nai Mitzvah projects will be published on Bonai Shalom's website.

Write one to three paragraphs that include the following information:

1. Your name and the name of the organization you chose
2. Why did you choose this organization?
3. What did you do for this organization?
4. What mitzvah/mitzvot are addressed in your work?
5. What did you learn from your volunteering?
6. Would you encourage others to also help this organization?

B'nai Mitzvah project examples

Here are some projects that students in the past have taken on:

Bonai Shalom's Garden & Chickens. This is a new project. Students can take part in planting, tending, harvesting in the raised beds or hoop houses, or in taking care of the chickens.

Boulder CROP Walk. This is the local part of a national walk that takes place on a Sunday in October. Participants walk to raise money for local hunger fighting agencies as well as for international relief and development efforts of global hunger-fighting agencies, including Mazon. B'nai Mitzvah students have coordinated fundraising and a Bonai Shalom presence at the walk.

Clothing Drive. B'nai Mitzvah students have coordinated the collection of warm clothing in the fall for Boulder Outreach for Homeless Overflow (BOHO)

Community Food Share Collection. B'nai Mitzvah students have coordinated the collection of canned and packaged food at Yom Kippur or prior to Passover.

Community Education/Raising Awareness. B'nai Mitzvah students can research current events such as climate change, conservation, composting, recycling, energy efficiency, kosher meat processing abuses, human trafficking, human rights violations, etc., and develop an advocacy campaign.

[Community Table/Bridge House](#) Help serve meals to the homeless. CBS provides volunteers the 2nd Monday of every month.

Working with the Elderly. RSVP (Retired and Senior Volunteer Program) offers opportunities to work occasionally or regularly with seniors in our community. Activities might include visiting elderly and home-bound people on a regular basis, distributing File for Life refrigerator magnet kits, and food-shopping with your parents on a regular basis for home-bound people.

B'nai Mitzvah project resources

For more information or suggestions, you can consult with the Chair of the Social Action Committee, socialaction@bonaishalom.org.

Some resources you can consult are:

- *The Kid's Guide to Social Action* by Barbara Lewis
- *How Can You Help? Creative Volunteer Projects for Kids Who Care* by Linda Schwartz
- *Mitzvah Magic: What Kids Can Do to Change the World* by Danny Siegel

These books are all available at Bonai Shalom (check with Esther) and at the Boulder JCC library.

Additional tutoring for the Bar/Bat Mitzvah

Our B'nai Mitzvah academic curriculum will provide your child with the ability to read and understand Hebrew liturgy and be able to lead the service. In addition, though, your child will need additional tutoring to learn their Torah and Haftarah and any other parts of the service that they need assistance in learning.

Parents who read Hebrew can learn the Trope system. If you would like to explore this option,

please speak to your tutor or the Rabbi. There are many CDs or online resources that can help with this.

A more common option is to hire an outside tutor for this purpose. CBS maintains a list of approved tutors. Our current list appears as an appendix at the back of this document. Current members of Bonai Shalom are noted with an asterisk. Financial arrangements between families and the tutor are private. If you would like to discuss who might be the right tutor for your child, feel free to contact the Rabbi or the Education Director.

If you wish to hire a tutor who is not on the approved tutor list, please discuss this with the Rabbi before engaging the tutor.

Congregational Expectations for Tutors

CBS requires that tutors:

- Read and familiarize themselves with this Handbook, and defer to the Rabbi if there is a question about procedures.
- Schedule tutorial sessions at times that will not conflict with religious school hours or services at Bonai Shalom.
- Familiarize themselves with Conservative Jewish practice and our style of services at Bonai Shalom.
- Give student a copy of the Torah and Haftarah portions that the student will be reciting.
- Teach the standard Torah and Haftarah trope - rather than teaching the student to memorize their portion.
- Report on the student's progress to the Rabbi about 3 months before the bar/bat mitzvah or as requested; and one month prior to the ceremony, provide the Rabbi with a list of those portions of the service that the student will lead, and how many aliyot s/he will read from the Torah.
- The tutor may discuss some of the themes of the portion with the student in preparation for meetings with the Rabbi to work on the *D'var Torah*.

Post B'nai Mitzvah Jewish Education

Judaism teaches us that learning is a lifelong affair. It is our sincere hope that your child will remain part of the Boulder Jewish community even after the Bar/Bat Mitzvah through the Boulder Jewish Teen Initiative, or BJTI, a home for meaningful connections, dynamic activities, and personal enrichment for Jewish teenagers in the Greater Boulder Area.

We encourage students to also continue to be part of our Bonai Shalom community. Students who have completed their B'nai Mitzvah year are invited to continue on with the Hebrew school as

madrichim, or teen leaders who assist teachers in the classroom. Madrichim can join us on Wednesday, Saturdays, or both. They can either volunteer or receive a small stipend distributed twice yearly at the end of each term.

Students are also encouraged to strengthen their sense of community with their classmates by joining Bonai Shalom's teen youth group. 8th graders can join BUSY (Boulder United Synagogue Youth), our high school youth group and Boulder's premier USY chapter. This youth group offers a chance to build leadership skills, engage in informal education and social action projects, and have fun with Jewish friends.

We encourage students to attend a Jewish summer camp. Colorado camps include Ranch Camp, Camp Schwayder, and Camp Ramah of the Rockies. Some students attend Camp Ramah in Ojai, California and other Jewish camps elsewhere in the United States.

B'nai Mitzvah Ceremony

Each Bar or Bat Mitzvah should reflect the uniqueness of each child. Each child will participate to a level that is comfortable and meaningful to them. We want to stress that this is neither a competition nor a performance, but an important rite of passage.

Many students preparing for their Bar or Bat Mitzvah feel somewhat intimidated, but CBS offers opportunities that will lessen “stage fright” on the Big Day. Students may lead sections of the service during religious school, Shabbat Youth Programming, and at times, during regular services. These opportunities will help the students gain experience in leading prayers.

The more that Jewish ritual takes place in each student’s home, the more regular and normal a part of life Judaism becomes for a child. Examples include lighting Shabbat candles and the recitation of Kiddush on Friday nights. In addition, accompanying your child to services and participating with enthusiasm also normalizes Jewish tradition and ritual for your child and your entire family.

Please remember that even though the day your child becomes a Bar/Bat Mitzvah is a big and important day for your family, it is taking place during a regular synagogue service of CBS and we ask that you are sensitive to other members.

B'nai Mitzvah ceremony options

Most CBS students choose to celebrate B'nai Mitzvah during Shabbat morning services. Therefore, this handbook is geared towards preparation for the Shabbat morning service.

However, students may choose to celebrate B'nai Mitzvah on Thursday mornings, Saturday afternoons, Rosh Chodesh or other permissible days.

These students and their parents should consult with the Rabbi to discuss the format of the service and standard requirements for the B'nai Mitzvah ceremonies that do not take place on Shabbat morning.

Friday night service (Kabbalat Shabbat)

We strongly encourage the Bar or Bat Mitzvah to perform the Friday night Kiddush at the Kabbalat Shabbat service, the Friday night before the Bar or Bat Mitzvah ceremony.

Shabbat morning service (Shacharit)

This Shabbat morning service includes Shacharit and Musaf.

We strongly encourage the following participation by the Bar/Bat Mitzvah:

- a. Lead *Torah* Service
- b. Recite blessings over the *Torah*
- c. Chant the *Maftir* section from the *Torah*.
- d. Recite the blessings after the *Torah* reading
- e. Chant additional *aliyot* (optional)
- f. Recite the blessing before the *Haftarah*

- g. Chant *Haftarah*
- h. Recite the blessing after the *Haftarah*
- i. Deliver a brief *D'var Torah* (word of *Torah*) on the meaning of *Torah* and/or *Haftarah* portion and its relationship to the student's life.
- j. Leading of *Musaf* (optional)
- k. Reciting the Kiddush and Ha'motzi

NOTE: Each student will have the opportunity to discuss his/her specific role with their tutor, teacher, and the rabbi.

Other service options

If the Bar or Bat Mitzvah student and family prefers an alternative service option, they can do one of the following:

- Shabbat afternoon (Mincha)
- Thursday morning (Shacharit)
- Rosh Chodesh (beginning of a new month)

NOTE: In general, we do not schedule B'nai Mitzvah ceremonies on the first or last days of Jewish holidays. The majority of our students opt to have a Shabbat morning Bar or Bat Mitzvah. If you are considering another option, please consult with the Rabbi and Education Director.

Parts of the Shabbat morning service

The parts of a Shabbat morning service are:

- Shacharit
- Musaf (Additional Service)
- Service conclusion

Shacharit

a. ***Birkot HaShachar* - "Morning (or dawn) Blessings"**

These were originally blessings which a person would say upon waking up, and starting their day - "a physical warm-up." They include many short blessing in which we express thanks for the many good things which fill our lives and which we often take for granted. Later in Jewish history, people began reciting these blessings together in the synagogue at the start of the service. Our current custom at Bonai Shalom is not to include these blessings as part of the service.

b. ***Pesukei d'Zimra* - "Verses of Song"**

This section is like a "spiritual warm-up" consisting mainly of selections from the Book of Psalms, most importantly the last six (Psalms 145-150). The section begins and ends with a special blessing and on Shabbat and holidays, it includes *Nishmat Kol Chai*. The morning blessings and *Pesukei d'Zimra* together are the first 15-20 minutes of the service.

c. **The *Shema* and Its Associated Blessings”**

This section starts with the *Barchu*, the formal call to worship and includes two blessings before the *Shema*, the *Shema* itself, and one blessing after the *Shema*. The section is all about God’s unity as the creator.

d. ***Amidah* - “The Standing Prayer”**

The *Amidah* is the central part of any Jewish prayer service and varies according to the day and time of the year. Traditionally it is a silent, personal prayer by the individual, followed by a repetition by the prayer leader. This section concludes with the *Full Kaddish*.

e. ***Torah Service***

The *Torah* section includes all the prayers for taking out and putting the scrolls away, plus blessings over the *Torah* and Haftarah readings, *Hatzi Kaddish*, prayers for the congregation, our country, the State of Israel and for peace. This section also includes a recitation of *Ashrei* (Psalm 145).

Musaf (Additional Service)

This service replaces the additional *Musaf* sacrifice which was offered on Shabbat, holidays and New Moons (*Rosh Hodesh*) in days of the Temple. It begins with another *Hatzi Kaddish*, followed by an *Amidah*, which is mainly about the theme of sacrifices, and concludes with *Full Kaddish*.

Service conclusion

The Shabbat morning service concludes with:

- a) **Ein Keiloheinu:** A song in praise of God
- b) **Aleinu:** Prayer that concludes all services and reminds us of our commitments to perfect and repair the world
- c) **Mourner’s Kaddish:** For people in their year of mourning or commemorating a *yahrzeit*
- d) **Adon Olam:** A beautiful poem reminding us of our faith in God

B’nai Mitzvah service requirements

Note the following when planning your student’s Bar or Bat Mitzvah ceremony:

- Any religious service held at Bonai Shalom is open to the community, along with invited guests
- Bonai fully supports B’nai Mitzvah ceremonies held at Bonai. Rabbi Marc does not drive on Shabbat and generally is not available to officiate at a service that happens off-site. Please check with the Rabbi and Education Director if you are considering an off-site bar or bat mitzvah.
- *All* families must provide a Kiddush/food following the service. This includes when the ceremony is held during a Shabbat afternoon, Thursday morning, or Rosh Chodesh service.

B'nai Mitzvah ceremony attire

Dress for the service must be appropriate.

The Jewish values of T'zeniut (modesty) and respect of the Torah should serve as a guide in clothing for this event, including:

- All who are called to the Torah should wear clothing without low neck or back lines, and such clothing should cover the shoulders.
- Hemlines for skirts and dresses should be appropriate for a religious service.
- T-shirts, shorts, and either extremely baggy or overly tight pants are not appropriate for a Bar or Bat Mitzvah.
- All males (Jewish or not) *must* wear a head covering while in our building. This is optional for women.
- All Jewish men customarily wear a tallit during daytime services. This is optional although encouraged for Jewish women above the age of 13.
- All who are called to the Torah or to lead parts of the service (men and women) can wear a tallit.

Tossing Candy after the Haftarah

Tossing candy has become a standard practice at B'nai Mitzvah ceremonies, including those at Bonai Shalom.

CBS provides the baskets for the candy and the candy. The family usually selects a couple of children to hand the candy out at the appropriate time in the service.

Please make sure that those handing out the candy understand that they should not begin to pass the candy out until the Haftarah has been completed and the Blessing after the Haftarah has begun. If the candy is passed out too soon, it can be very distracting for the student.

Tallit and T'fillin

Families usually purchase a tallit to present to the child at the ceremony, and to be worn from that time onward. It is best to get a tallit the child will grow into, not one which fits at this age. In all events, each student should own and learn to use properly a tallit prior to the ceremony.

Students are strongly encouraged to acquire a set of t'fillin. The Federation of Jewish Men's Clubs offers these for purchase, and are carefully checked by Conservative rabbis in Israel (see <http://fjmc.org/catalog/tefillin-more>).

There will be opportunities to learn the skills required using these items and we encourage students to come to the Thursday morning Shacharit service prior to their Bar/Bat Mitzvah to put on their t'fillin.

Parents' Role at the Bar/Bat Mitzvah Ceremony

We will work within certain guidelines to make this event as personal as possible to the needs of your family. Parents may formally present the child with his/her tallit. Usually this is done immediately before the Torah service, which we hope your child will be leading!

Tallit Presentation Prayer

May all the gifts hidden inside you find their way into the world.

May all the kindness of your thoughts be expressed in your deeds.

May all your learning lead to wisdom.

May all your efforts lead to success.

May all the love in your heart be returned to you.

May God bless your body with health and your soul with joy.

May God watch over you night and day and protect you from harm.

May all your prayers be answered.

Rabbi Naomi Levy

The parents usually have the honor of the sixth aliyah to the Torah. They may choose at this point to recite the traditional blessing, "Blessed is the One who has relieved me of the responsibility of this child" (according to Jewish law the Bar/Bat Mitzvah is religiously responsible for himself or herself from this moment).

After the child delivers his or her D'var Torah (speech), the parents may briefly address their child. We encourage these remarks to focus on the religious significance of the day and to give their child a blessing. Where possible, we strongly recommend that the parents discuss and give a copy of their speech to the Rabbi.

A Parent's prayer from the Talmud, Berachot 17a

"May your eyes sparkle with the light of Torah and your ears hear the music of its words."

Translated by Lawrence Kushner

The Role of Non-Jews in the Service

The Prophet Isaiah proclaimed, "My House shall be a house of prayer for all peoples." Persons not of the Jewish faith are warmly welcomed at all of our services. The Rabbi will make a special effort, especially if there are many non-Jewish guests present, to provide explanations of sections of our service and will do as much as possible to make everyone feel included.

Only persons of the Jewish faith may lead the mandatory parts of the service. A few sections, (such as the English prayer for peace, and the prayer for the welfare of the United States) may be led by a special family member, teacher or friend who is not Jewish.

We recognize that non-Jewish parents and grandparents are vitally important in your child's journey to this special moment. At the Rabbi's discretion, such grandparents and parents may be called to the bimah, after the Torah has been replaced in the ark, to offer a blessing for the child. Rabbi will invite the non-Jewish parent to join the Jewish parent for a special blessing.

List of honors to give to relatives and friends

Two weeks to one month prior to your event, you will need to fill in the Honors Worksheet form with

details and names of all your assigned honorees (see appendix). Return this form to the office.

NOTE: If the Bar or Bat Mitzvah is on Shabbat morning, it takes place as part of our regular Shabbat morning service. Therefore, there may be other lifecycle or significant events observed that morning by other members of the congregation. To honor and respect these members and these events in their lives, some aliyot are reserved for them and their family members.

The list of possible honors by the Bar or Bat Mitzvah family can include the following:

- a. **Petichah (Opening of the Ark):** One or two people may be assigned this honor.
- b. **Carrying the Torah:** It is preferable that the Bar/Bat Mitzvah carry the scroll, but if your family needs to honor many guests, this is a nice honor to give someone else.
- c. **Aliyah:** On a regular Shabbat morning, there are seven aliyot plus the Maftir aliyah. The person being called up for an aliyah recites one blessing before the Torah reading and one blessing after the Torah reading.
- d. **Hagba'ah:** Lifting and displaying the Torah. Our Torah scroll is heavy and lifting it involves both strength and technique. When assigning this honor, please choose someone who is strong and has performed this mitzvah before.
- e. **Gelilah:** Rolling, dressing the Torah. There will always be people standing by to assist with this honor, so it can be assigned to someone who does not have much familiarity with synagogue ritual.

NOTE: On some weeks, two scrolls are read. These are rare. On such Shabbatot, the family can assign two people for Hagba'ah and two people for Gelilah.

- f. **Special prayers:** For our country, Israel, the safety of the Israel Defense Forces, the safety of the United States armed forces

Aliyot considerations

Note the following about aliyot:

- The Bar/Bat Mitzvah is called up as Maftir (7th aliyah).
- The congregation reserves two aliyot for honored members.
- There is a custom that parents do not immediately precede a child and therefore usually take the sixth aliyah. However, families are at liberty to depart from the custom if they wish.
- CBS does not allow group aliyot. However couples (parents, grandparents etc.) can be called up to the Torah together, with either one partner reciting both blessings, or each reciting one blessing.
- Please try to make sure that the people being assigned aliyot are able to chant the blessings to avoid embarrassment on the day.

Torah readers

If you have family members or friends with such skills, they are welcome to chant from the Torah or

lead sections of the service.

Note the following about Torah readers:

- This must be arranged several months in advance. We require Torah readers to *read*, not memorize. *They must read from the Torah* – not a photocopy, nor Chumash nor transliteration. If you would prefer that the ritual committee find Torah readers from among our regular readers, please let them know as early as possible (ritual@bonaishalom.org).
- Please check that all the people whom you wish to honor with a Torah honor know his or her full Hebrew name, with names of both parents if possible. ***Please provide us with a full list of these names two weeks in advance.***

Timetable for Bar/Bat Mitzvah Preparation

Timeframe	Stage	Description
9 months-1 year before	Studying	Family should hire a tutor and together work out a course of study for your child.
6 months before	Logistics	<p>Think through logistics with our Administrative Director (Kit):</p> <ol style="list-style-type: none"> Review the planning process and ask any questions. Discuss kiddush options including approved caterers, and/or self-catering. Set up meeting and rehearsal dates with the Rabbi. <p>NOTE: The Rabbi's schedule fills up very quickly and can be difficult to reschedule, so please get these on both yours and his calendar.</p>
3 months before	Preparing the D'var Torah	<p>The Rabbi will meet with the student and families at a workshop to discuss ideas for a <i>D'var Torah</i> (A word of Torah / the speech).</p> <p>Prior to the first workshop, the student should complete the brainstorming sheet (see Appendix). Rabbi Marc can also answer questions the parents may have.</p>
2 months before	Outline of D'var Torah	<p>The student will provide a first draft or outline of the <i>D'var Torah</i> to the Rabbi prior to the second B'nai Mitzvah Family Workshop.</p> <p>This should be emailed prior to the 2nd workshop so that he can prepare comments and suggestions in advance, rabbi@bonaishalom.org. The more prepared everyone is going into this workshop, the more productive it will be.</p>
One Month Prior	Final Copy of <i>D'var Torah</i> , Information about Service	<ol style="list-style-type: none"> The student will provide a final copy of the <i>D'var Torah</i> to the Rabbi. Parents will meet with the Rabbi to review the list of proposed honorees and others leading parts

		<p>of the service.</p> <p>c. The tutor will provide the Rabbi with a list of those portions of the service that the student will lead, and how many <i>aliyot</i> s/he will read from the <i>Torah</i>.</p> <p>Due to the office: Event Planning Form confirming information such as set-up needs, number of reserved seats, any expected deliveries, etc.</p>
Two Weeks Prior	Rehearsal Forms Due &	<p>The Rabbi will conduct a full rehearsal (2 hours) with the student (and parents) including delivery of the <i>D'var Torah</i>.</p> <p>The main rehearsal is typically held two weeks in advance so that if the student needs to make changes or improvements, there is time to do so. Sometimes, at the discretion of those involved, there are 2 rehearsals. When a 2nd rehearsal is held, it is usually much shorter than the first.</p> <p>Due to the office: Final copy of Honors Worksheet including Hebrew names of those being honored with aliyot.</p>
The Friday before the Bar/Bat Mitzvah Day	Bring items to Bonai	<p>All items and materials that are needed for the event need to be at CBS by 12:00 noon the Friday prior. This includes programs, kippot, and any special deliveries of flowers, chairs, or tables.</p>
The Bar/Bat Mitzvah Day	The big day!	<p>All Shabbat morning services start at 9:30 am. The student and family should arrive by 9:15 am. The service will start on time, whether or not all family members are present!</p>

Logistics

Forms

Please submit all the required forms as applicable:

- Event Planning forms
- Kitchen Use Agreement
- Honors Worksheet.

See Timeline for due dates.

Financial Obligations & Fees

All accounts must be current prior to your child's Bar/Bat Mitzvah. This includes dues, tuition, all charges related to the Bar/Bat Mitzvah, other events charges and building fund for this year as well as any balances on previous years' accounts in these areas. All rentals must be paid for and settled with the CBS office before the event. There are no fees to synagogue staff for services provided in conjunction with your event.

B'nai Mitzvah Fee

In addition to the standard tuition, there is an additional charge of \$360 per year for 6th grade and 7th grade students. This charge reflects the additional administrative and programmatic costs associated the b'nai mitzvah year. This charge is included on the school registration form.

Camping Trip

The b'nai mitzvah class begins the year with a 4-day camping trip in Rocky Mountain National Park.

Rafting Trip

We end the year with a one day raft trip in Idaho Springs. We spend about 2 hours on the water. Parents are invited to attend. This is a really wonderful end to the year.

If anyone is concerned about these additional costs, please speak directly with the Rabbi or Education Director. No one will be prevented from participating because of financial constraints.

Building Usage Fee

If you choose to have the Bar or Bat Mitzvah during a time other than the Shabbat morning service (Shabbat Mincha service or Thursday morning minyan, for example), there is a \$250 building usage fee. This covers the additional work that a bar or bat mitzvah creates for our custodial staff. This charge will not apply to families that choose to have the ceremony in another venue, or families that choose to have their bar or bat mitzvah in Israel. This charge is *not* included on the school registration form.

Server(s) Fees

You/your caterer will be responsible for arranging and paying for people to take care of food set-up, serving and food clean-up after the meal (just food/kiddush related clean-up). If you/your caterer wish to hire our staff to take care of food set-up, serving and food clean-up after the meal, this is available at \$20/person/hour. For events with less than 125 guests, a minimum of two servers are

required. Events with more than 125 guests, three servers are required.

Linen Fees

If your caterer does not provide OR you are self catering, you can use Bonai Shalom's linens for a \$75 cleaning fee.

Paper Goods Fees

You will need to provide paper/plastic goods for the Kiddush in an amount equal to the number of your guests plus the 75 regular members who normally attend services. These goods include: napkins, large plates, small plates, bowls, forks, knives, spoons, hot cups and cold cups. All paper goods must be fully compostable. You can purchase these items through CBS at cost. This is available at \$1 per guest. (Example: 155 guests - fee is \$155) Check in with Kit regarding this fee. You may also opt to use our glass plates and silverware, no additional fee applies but the staff you hire must wash and replace all items used.

Announcement/Invitation to Congregation

It is customary to invite the congregation to attend the service and Kiddush at the synagogue the day of your child's event and this can be done through the synagogue. Please contact Kit regarding this process. Remember that services and the Kiddush are open to everyone in the congregation, please plan to include 75 "regulars" as you are planning.

Food events

There are five possible food events associated with the Bar or Bat Mitzvah event:

1. *Thursday or Sunday morning Rosh Chodesh Shacharit Service (Oneg required)*
2. *Friday Oneg (optional private dinner at family discretion)*
3. *Saturday Kiddush Lunch (required)*
4. *Mincha B'nai Mitzvah (Oneg required)*
5. *Saturday Evening Event, which may include food before or after Havdalah. (Optional private event at family discretion)*

Friday Oneg

There is no requirement to host an *Oneg* the Friday night before the event since we have an early service. Your family and guests are, of course, welcome to attend the Friday service and if you wish to provide something afterwards you are welcome to do so.

Some families have had either a family-prepared or catered dinner in the social hall at the synagogue after Friday evening services for their family and invited guests. Families interested in having a Friday night dinner must let the office know 6 months prior to the event to reserve the space. An additional \$250 building usage fee will be applied and the family will need to consult with Kit regarding use of the kitchen and catering options.

Saturday Kiddush

- a. **Numbers:** It is customary to provide a *Kiddush* lunch for everyone attending services on the day of your child's Bar/Bat Mitzvah. Plan on about 75 people ("regulars") in addition to your invited guests. Determine who among your invited guests is a regular by considering who among them almost always attends Shabbat morning services. If you are not sure whether someone is a "regular," try asking some of the other b'nai mitzvah families.
- b. **Food and Synagogue Kitchen use:** We have a very specific kitchen and kashrut policy; please review the Kiddush Information sheet in the appendix, and the kitchen use agreement (for those who choose to self cater). Please contact Kit at kit@bonaishalom.org if you have any questions.
- c. **Caterers:** Please review the kitchen information in the appendix. If you have any questions please contact Kit at kit@bonaishalom.org
- d. **Paper Goods:** You will need to provide paper/plastic goods for the Kiddush in an amount equal to the number of your guests plus the 75 regular members who normally attend services. These goods include: napkins, large plates, small plates, bowls, forks, knives, spoons, hot cups and cold cups. All paper goods must be fully compostable. You can purchase these items through CBS at cost. This is available at \$1 per guest. (Example: 155 guests - fee is \$155) Check in with Kit regarding this fee.
- e. **Linens** - If your caterer does not provide OR you are self catering, you can use Bonai Shalom's linens for a \$75 cleaning fee.
- f. **Staffing the event:** You/your caterer will be responsible for arranging and paying for people to take care of food set-up, serving and food clean-up after the meal (just food/kiddush related clean-up). If you/your caterer wish to hire our staff to take care of food set-up, serving and food clean-up after the meal, this is available at \$20/person/hour. For events with less than 125 guests, a minimum of two servers are required. Events with more than 125 guests, three servers are required.

Saturday Evening Event (Havdallah and after)

There is an additional \$250 charge to cover setup and cleanup. Please see the Executive Director for more information.

Sanctuary Set-up

Four weeks prior to the event, the office staff needs to know how many people you are expecting. *Please make sure to return the Event Planning forms 4 weeks in advance.*

We can accommodate up to 125 people in the standard arrangement we typically use. Above that, we will need to change to a set-up with the reading table moved up to the bimah.

The maximum we can seat comfortably in our sanctuary and using CBS chairs is 175, but please be aware that there is an additional \$75 charge if your number of guests + congregants

exceeds 125.

Tables/Chairs/Tents

Some people may choose to have a luncheon outside and rent tents, tables, chairs, etc. If you choose to do that, the rental company may drop off/pick up and set up/take down the items from the backyard before and/or after, but not during, Shabbat. You can arrange this directly with a rental company of your choice.

NOTE: deliveries must be made by noon Friday and you will notify the office of this delivery by filling out the Event Planning form (due to the office 4 weeks prior).

Engraved Kippot

The CBS Gift Shop can order *kippot* for you. Contact giftshop@bonaishalom.org for an appointment to see the range of colors and styles.

They can also order *tallit* or any other ritual items you may want to purchase for the event. You may register with the Gift Shop if there are things your child would like to receive as gifts. If you would like to order personalized crocheted *kippot* from Israel, these are also available through the gift shop or you may want to order them online.

The following are a few vendors that supply them: [Kool Kipah](#) and <http://www.skullcap.com/>

Flowers

Flowers always add a nice touch to any event. There are two arrangement holders on the bimah that are 11" x 11". Some people also purchase/make an arrangement for the serving table and/or Kiddush tables as well.

If you choose to purchase flower arrangements for the bimah, please be certain to let the florist know that the flowers need to be delivered by 12:00 noon on the Friday prior, and let the office know by filling out the Event Planning form (due 2 weeks prior).

Photographs/Videotapes

Pictures and video remembrances of your event are wonderful to have. However, if your event is taking place during Shabbat, **you will not be able to take videos, still photographs or voice recordings of any part of the event.** This includes *Kiddush* following services—please be sure to notify your guests.

We recommend that you schedule a time to come to the synagogue either before Shabbat begins on Friday or sometime on Sunday to have the photographer take pictures at that time.

If you would like to take photos with the Rabbi and they cannot be done as early as the first rehearsal, please schedule the photography appointment through the office.

Programs

Most families choose to write up a short “program” of the service to distribute on the day of the

Bar/Bat Mitzvah. If many of your guests are unfamiliar with the service it could be helpful. You would be responsible for typesetting it, copying it and getting it to us by noon the Friday before the Bar/Bat Mitzvah. The office staff will be sure they get up to the sanctuary on Saturday morning.

If you choose to write your own program, please be sure to include the following:

PLEASE RESPECT OUR TRADITIONS

- We do not applaud during the services.
 - Please do not place prayer books on the floor; there are holders provided under many of the chairs.
 - Please turn off cell phones and refrain from taking pictures on Shabbat.
- Thank you very much.

Ushers

Some families find it helpful to have ushers in addition to our one shammus. These people, often classmates or cousins of the family, can help by handing out prayer books, programs and candy, and showing people to empty seats.

Babysitting

If you need childcare during the service for your guests, you will need to provide your own babysitters.

Mosquito Abatement

For daytime events, CBS, itself, does not take any preventative action.

For evening outdoor events, CBS can, upon request, set up lit torches and candles with citronella oil around the yard. Please include this request on your Event Planning form.

If you wish our pest control company to treat the CBS property for mosquitoes, there is an additional cost and we require 45 days notice because the treatment must be done 10-14 days in advance to be effective. Please contact the office directly to make this arrangement.

Thoughts on Planning the Party

The process of planning the party provides an opportunity for parents to discuss Jewish values with their children.

Here are some possibilities for discussion:

- What kind of connection is there between the party and the ceremony?
- Does the party consider the honor and sweetness of Shabbat?
- Do choices about ways to spend money reflect our values?
- Does the choice of music reflect our values?
- Does the choice of activities reflect our values?

The party is known in Hebrew as a Seudat Mitzvah, or ritual feast. Two of the mitzvot that are greatly emphasized in Conservative Judaism are Shabbat and Kashrut and we strongly urge that your party respects these core values to help in being as inclusive as possible for all guests.

If it is possible to have a completely kosher event, that would be the best scenario. However, we recognize that this is not that easy in Boulder, so a fish/dairy meal is acceptable, too. If you feel that you have no choice but to start your party before Shabbat is over, please try to limit activities to “Shabbat-friendly,” if possible.

We also encourage you to incorporate Havdallah into your celebration, as a way to transition from the holiness of Shabbat into the week and the official beginning of your party!

Invite fellow B’nai Mitzvah students

Your child’s B’nai Mitzvah class will become a special community as these young people prepare together for this moment of transition. It is expected that the students will be invited to each other’s celebrations.

APPENDICES

TORAH / HAFTARAH TUTORS

<u>Yael Greenberg</u>	<u>914-263-4683; yaelgilana@gmail.com</u>
<u>Aviva Bannerman</u>	<u>avivabannerman@gmail.com</u>
<u>Janine Siegel</u>	<u>303-506-2498; janstarr1@gmail.com</u>
<u>Ruth Seagull</u>	<u>303-554-8180; ruseagull@gmail.com</u>
<u>Yossi Shlosberg</u>	<u>720-381-6392</u>

If you want to hire a tutor not on this list, please consult with the Rabbi or Education Director.

Parent Prayer for a Bar/Bat Mitzvah

*WHAT I WISH FOR MY CHILD
I WISH FOR ALL OUR CHILDREN
Wish for you to be a person of character
Strong but not tough,
Gentle but not weak.*

*I wish for you to be righteous but not self-righteous
Honest but not unforgiving.
Wherever you journey, may your steps be firm
And may you walk in just paths,
And not be afraid.
Whenever you speak, may your words
Be words of wisdom and friendship.
May your hands build
And your heart preserve what is good
And beautiful in our world.
May the voices of the generations of our people
Move through you*

*And may the God of our ancestors
Be your God as well.
May you know that there is a people,
A rich heritage, to which you belong
And from that sacred place
You are connected to all who dwell on earth.*

*May the stories of our people be upon your heart
And the grace of the Torah rhythm
Dance in your soul.*

Rabbi Sandy Sasso, Putting God on the Guest List

D'VAR TORAH STUDY AND BRAINSTORMING

SUMMARY OF YOUR PARSHA

WHAT QUESTIONS, CONFUSIONS, OR STRUGGLES DO YOU HAVE ABOUT THE PARSHA AFTER READING?

AS YOU READ THE TEXT, WHAT DO YOU WONDER OR BELIEVE ABOUT WHAT THIS TEXT TAUGHT JEWS IN BIBLICAL TIMES? AT OTHER TIMES?

WHAT CURRENT LIFE EVENTS/INCIDENTS, CURRENT EVENTS, HISTORICAL EVENTS, MOVIES, OR BOOKS RELATE TO THE PARSHA AND HOW?

WHAT IS GOING ON IN SOCIETY RIGHT NOW THAT RELATES TO YOUR PARSHA?

ANY OTHER CONNECTIONS YOU MADE AS YOU READ?

WHAT DOES YOUR PARSHA MEAN TO YOU PERSONALLY?

REREAD YOUR NOTES ABOVE. WHAT THEME OR THEMES ARE EMERGING? LIST THEM HERE:

ANY QUOTES THAT YOU FOUND IN YOUR PARSHA THAT RELATE STRONGLY TO ONE OF THE THEMES?

WRITE THEM HERE:

Planning your D'var Torah

The center of your Dvar Torah is the theme you are connecting to the parsha and to your own Jewish journey. Focusing on a particular theme will keep your D'var Torah focused, powerful, and memorable. You may adapt this outline to suit your speaking style and interests (example: repeating a quote, refrain, or line of poetry or music throughout).

Here is an outline for a theme-centered D'var Torah

Attention Grabber related to your theme or plot of your parsha (need not be Judaic in origin), such as:

- joke
- anecdote
- quotation
- classic Jewish story
- something in the news

Summary of parsha elements related to your theme

Commentaries on the parsha (narrow toward your theme)

Development of your own commentary and theme

Relation to your own Jewish journey as you become a Bar/Bat Mitzvah
-talk about your mitzvah project

Come back to your theme again

Acknowledgements and thank you's (optional)--link to theme if possible

DVAR Torah Resources

<https://soundcloud.com/user-685353444>

Dash of Drash, Rabbi Marc's Podcast

<https://uscj.org/search?q=Torah+Sparks>

The Conservative Movement's site for Divrei Torah

<http://www.reclaimingjudaism.org/teachings/category/divrei-torah-by-portion>

Rabbi Goldie Milgram has created a website with weekly Torah commentaries and with excellent guidance on how to create your own D'var Torah. When you open the home page, click on "Torah Commentary & Guides to Writing Your Own".

<https://www.jewishrecon.org/divrei-torah>

The Reconstructionist Movement's site for Divrei Torah.

<https://reformjudaism.org/learning/torah-study>

The Reform Movement's site for Divrei Torah.

<https://www.ou.org/torah/parsha/#?>

The Orthodox Union's site for Divrei Torah

<https://www.myjewishlearning.com/torah-portions/>

A brief overview on the nature of Torah commentary.

http://www.chabad.org/parshah/default_cdo/jewish/Torah-Portion.htm

The Chabad website offers Hasidic commentaries, as well as an excellent sampling of commentaries and midrashim from throughout the ages. Make sure in particular to click on "In-Depth Parshah Overview with Selected Commentaries".

<http://torah.org/>

Orthodox website with extensive and well-organized commentaries on the weekly Torah portion.

<http://ravkooktorah.org/>

Torah commentary based on the writings of Rav A. I. Kook, the first Chief Rabbi of Palestine in the early 20th century and a much-loved mystical teacher.

<http://azamra.org/spirit/parshah.php>

Torah commentary based on the teachings of the Hassidic master Rabbi Nachman of Bratslav.

<https://www.meaningfullife.com/category/torah/parsha/>

Rabbi Simon Jacobson presents teachings of the Lubavitcher Rebbe

<https://www.bimbam.com/>

Animated and sometimes musical Torah interpretations!

Bar and Bat Mitzvah Kiddush Information

Congratulations! You are about to have a wonderful simcha in your family. Because our kitchen is kosher we have established some rules and guidelines for providing Kiddush at Bonai Shalom. Please take the time to read them carefully. Please meet with Kit by phone or in person 6 months prior to review this information and begin planning; and to confirm your Kiddush plans 3 months prior. Contact our offices at office@bonaishalom.org for more information.

Requirements for Providing a Bonai Kiddush

Hiring an approved caterer

1. Choose from list of approved caterers:
 - East Side Kosher Deli, in Denver, contact 303-322-9862
 - LaVie Catering, in Denver, contact 303-242-5912
 - Mark Millenson, in Denver, contact 720-839-7383
 - Sweet Pea Cuisine, in Boulder, contact 720-273-4014
 - Ayla Lieberman, in Boulder, contact 303-818-4310
 - Or other kosher caterers – If you have a name, please share it! We are not always told when a new kosher caterer comes to town. Please check with kitchen supervisor about our kashrut and approved caterer policies. Only approved caterers may be used. If your approved kosher caterer will be using our kitchen to prepare food, there is a kitchen use fee of \$75 which is payable at the time of use to Congregation Bonai Shalom.
2. Let Executive Director know which caterer you will be using at least 3 months prior. If necessary, we will schedule an appointment with your caterer to go over guidelines, deliveries, refrigerator/storage space, etc.
3. You/your caterer will be responsible for arranging and paying for people to take care of food set-up, serving and food clean-up after the meal (just food/kiddush related clean-up). If you hire an outside caterer they should provide you with staff to provide food set-up and serving and incorporate that into their catering cost. Please make sure you verify this detail. If you/your caterer wish to hire our staff to take care of food set-up, serving and food clean-up after the meal, this is available at \$20/person/hour. For events with less than 125 guests, a minimum of two servers are required. Events with more than 125 guests, three servers are required.

Self-catering (preparing the food yourself)

1. Meet with Executive Director to discuss kitchen usage.
 - a. Please note that the CBS kashrut policy requires that a (Jewish) member of Bonai supervise kitchen use at all times. Because the CBS kitchen is Dairy/Parve only, staff must check all ingredients but does not need to be on site to supervise all cooking.
 - b. Kitchen arrangements must be made well in advance to accommodate everyone's schedules. (Bonai does host many events throughout the year so dates should be selected far in advance of need)
 - c. Please review, fill out, sign and return the Kitchen Use Agreement Form to ensure all rules/policies are followed AND to schedule kitchen use times.
2. The menu and all food must be discussed with and approved by the Executive Director.
3. If you choose to self-cater, you are responsible for arranging and paying people for food set-up, serving and clean up. If you wish to hire our staff to take care of food set-up, serving and food clean-up after the meal, this is available at \$20/person/hour. For events with less than 125 guests, two servers are required.

Events with more than 125 guests, three servers are required.

4. All paper goods must be completely compostable - including hot and cold cups, large and small plates, bowls, flatware, napkins. You can purchase these items through CBS at cost or supply your own, provided they meet our guidelines.

*If cost is an issue for any part of your Kiddush arrangements, please speak with Kit, who will work with you to make suggestions and arrangements to keep the cost down.

Friday Night Before

If you are planning on sponsoring a dinner the Friday night before your event and would like to host it at Bonai you must let Bonai know at least 6 months in advance to confirm building availability. You must also follow the above requirements for catering, food and cleaning. An additional \$250 building usage fee will be applied.



Congregation Bonai Shalom

Saturday Bar/Bat Mitzvah Event Planning Form

This form only applies to a Saturday morning Bar/Bat Mitzvah. For all other events, please see the Executive Director.

This form is due to the Office four weeks prior to the Bar/Bat Mitzvah.

Checklists for families and full details about any of these individual items can be found in the *B'nai Mitzvah Parent Handbook*, available in the "School" section of the CBS website.

B'nai Mitzvah Date: _____

Parent/Guardian Information:

Contact(s) Name(s): _____

(We prefer to have one main contact. If there are two parents not living with one another who are separately responsible for individual items, please designate one parent as the primary contact. Please contact Kit, Administrative Director, or Esther, Education Director, if you have concerns.)

Phone: _____ Email address: _____

Billing Address: _____

Kiddush:

Who is your caterer: ___ Self ___ Outside Caterer* Name: _____ * (see B'nai Mitzvah Parent Handbook for a list of approved caterers)

If self-catering, please confirm the following:

??? I have submitted a signed Kitchen Use Agreement (KUA) to the office

We cannot guarantee access to the kitchen when required without a signed KUA.

Reminder: CBS will provide grape juice and challah for the motzi. Coffee (not gourmet) and tea are also provided.

Seating & Room Set Up:

Please fill out each blank, even if the answer is "0" or "none"

- a. Number of invited guests (from your guest list):
- b. Number of Bonai Regulars** _____ 75
- c. Add lines b) and c) together

***This is our best-guess estimate of how many people attend services on any given Saturday, including students from the school. This number may fluctuate based on time of year and other factors.*

IMPORTANT: If the number of chairs needed is above 125, there is an additional \$75 charge for setup.

Number of sanctuary seats (up to 18) to be reserved for family: _____. We will hold this number in the first 2 rows of the center section unless instructed otherwise.

Optional Set-up & Delivery

Is a microphone required? ___ Yes ??? No (if in doubt, consult with Rabbi Marc)

Are you having ushers? Yes_____ No_____ If yes, who?_____

Who will be passing out candy baskets? (5 people needed) _____

The following items are **not** provided by Congregation Bonai Shalom*, and are **optional** for the family to provide. However, we do need to know when there are additional items that need to be displayed/distributed/received.

Are you producing a program? ??? Yes ??? No

Are you ordering special kippot? ??? Yes ??? No

Are you ordering flowers? ??? Yes, for sanctuary only ___ Yes, for sanctuary and kiddush ___ No

Are you expecting any deliveries, other than those listed above? ??? Yes ___ No

If "yes," please list those items being delivered (*you may exclude food items related to a self-catered kiddush, this is covered in the KUA*): _____

REMEMBER: Deliveries (including any catering-related items or people) must arrive 1) during CBS office operational hours and 2) before 12:00pm (noon) on the Friday immediately preceding the Bar/Bat Mitzvah.

**Items that CBS provides are outlined in the B'nai Mitzvah Parent Handbook and do include challah & grape juice for motzi and candy for the candy toss; please read the B'nai Mitzvah Parent Handbook for other details.*

For summer events only:

Would you like to pay for treatment of the Bonai property to reduce the number of mosquitoes on the day of the Bar/Bat Mitzvah? ??? Yes ??? No

This request MUST be submitted at least 30 days in advance in order to schedule the treatment, which must be completed 10-14 days prior to the Bar/Bat Mitzvah to be effective. This treatment does not eliminate all mosquitoes but can reduce their numbers. We will call you with the price quote so that you may make a final determination.

Costs:

A full description of estimated fees/costs associated with Bar/Bat Mitzvahs along with an explanation of what is or is not provided by Congregation Bonai Shalom can be found in the *B'nai Mitzvah Parent Handbook*, available on our website.

Notes:



Congregation Bonai Shalom

Kitchen Use Agreement

All persons wishing to use the CBS kitchen must read, sign and return this form.
Thank you.

Scheduling Use:

- Use of the kitchen is a privilege of Congregation Bonai Shalom membership.
- No less than 10 business days before the date(s) of use, the scheduled use dates must be approved by the office. The primary user of the kitchen must be a current CBS member and must be present for the entire time the kitchen is in use. Please list your dates and times here:

Date/Time: _____ Date/Time: _____
(if more dates/times are needed, please add them on the bottom of the second page)

- Scheduled time **MUST** be during a time when the building will be open anyway, **UNLESS** other arrangements are made with the the Office.
- Priority will always be given to cooking for Bonai Events. Fridays are almost never available for cooking. (unless you are providing/cooking for a Shabbat kiddush)

Kitchen Use Fee:

- If you are cooking for a private event, a kitchen usage fee may apply. Please speak to the Office.

Ingredients:

- The Bonai kitchen is strictly parve/dairy.
- All ingredients must be pre-approved by the KS before being brought into the Bonai Kitchen. Please indicate when you will be dropping off ingredients for review here:
Date/Time: _____
- Kashrut policy – all items must wear a legitimate hechsher approved by KS. An unenclosed “K” does NOT constitute a legitimate hechsher.
- CBS Nut policy – no products containing nuts (or nut oil) or that specify that they “may” contain nuts may be brought into any part of the building. If the product states that it “may be produced in a factory where nuts are processed” it may be acceptable. When in doubt, please check with the office.
- Communal items - cabinets containing communal use ingredients (items for the use, in small quantities, by all) are labeled. All reusable utensils, pots, pans, dishes are for communal use. The disposable aluminum pans are NOT for communal use. Please do not use our disposable

plates, utensils or cups in your preparation unless you have made arrangements with the office to purchase these items in advance.

- Use of Communal ingredients - if you are using large amounts of a communal item (such as a spice or flour) please bring your own. Communal ingredients are intended only for small quantity use – for example, 1tsp of a spice or 1 cup of flour.
- If you use the last of any communal ingredient, please write it down and notify the office.
- No appliances, utensils, pots, pans may be brought in or taken out. Exceptions *may* be made for items being brought in that are brand new and still in their original packaging with office approval.

Hand Washing & Sanitation:

- Washing your hands when entering the kitchen with the intent to handle any food, plate, pot, utensil, etc is REQUIRED by the State Board of Health. A sink is provided with soap and signs indicating the proper hand washing method.
- Please remember — this is not your home. Bonai’s kitchen is considered a commercial (i.e. restaurant) kitchen and stricter sanitation rules must apply. If you drop a utensil, for example, it must be thoroughly washed with soap before reusing. No “5 second” rule applies here!

Clean Up:

- Dishes must all be cleaned and put away. Dish towels put into laundry bag. Floor swept. Counters wiped down.
- Label all of your items (pre- and post-cooking) with your name and the date.
- If the leftovers are being donated to Bonai, please label appropriately.

I have read all the information on both sides of this sheet and am agreeing to follow all the rules and regulations pertaining to the use of the Congregation Bonai Shalom kitchen as explained.

Signature _____ Date _____ / _____ / _____

Print Name _____

If you have any questions about the logistics of the kitchen (where things are kept, how they are laid out or what equipment is available) please contact the office at office@bonaishalom.org. Thank you!

Timeline Worksheet

Name _____ Date of Bar/Bat Mitzvah _____

Date

_____ **9 months to 1 year prior to BM date:** Choose tutor and begin studying

_____ **6 months prior:**

- Meet with the Administrative Director on planning & building use for event
- Meet with Kit to discuss kiddush options & kitchen use
- Confirm first meeting with Rabbi and rehearsal dates with Administrative Director

_____ **3 months prior:**

- First meeting with the Rabbi to begin D'var Torah
- Completed Kitchen Use Agreement given to Kit

_____ **2 months prior:**

- Outline of D'var Torah given to the Rabbi
- Send scanned invitation to: bulletin@bonaishalom.org

_____ **1 month prior:**

- Final copy of D'var Torah to the Rabbi
- Discuss Honors Worksheet with the Rabbi
- Tutor provides Rabbi with a list of aliyot and portions of service to be done by student
- All dues, tuition, and fees are paid up
- Send Mitzvah project report to Education Director
- Event Planning Form completed and turned in to the Executive Director

_____ **2 weeks prior:**

- Rehearsal with the Rabbi (2 hours). If additional rehearsal is required, it will be scheduled for following week.
- Final copy of Honors Worksheet turned into the office (complete with Hebrew names)

_____ **Friday before Bar/Bat Mitzvah Day:** .

- Programs, Kippot, Flowers, Rentals (tables, chairs, etc.) - All materials need to be delivered to CBS by 12 noon

_____ **Bar/Bat Mitzvah Day** - Service will start on time. Please have all family members present.

Enjoy the Day!