



Congregation Shaar Hashalom

Bar/Bat Mitzvah Manual

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1. Bar/Bat Mitzvah

Mazal tov on the Bar/Bat Mitzvah of your child! A Bar/Bat Mitzvah signifies a milestone in a child's life.

What does this mean in the synagogue? A child is now treated as an adult, with adult honors of being counted in a minyan, leading services, being called to the Torah, and reading Haftarah. The Bar/Bat Mitzvah ceremony signifies the willingness and ability to take on these adult mitzvot. The goal of this Bar/Bat Mitzvah Manual is to help your child prepare for this special milestone.

What does this mean in the community? We teach our children “tikkun olam b'malchut Shaddai” (repairing the world through the rule of Gd) and collect tzedakah in the classrooms every week. To signify the taking on of adult responsibilities, we encourage a child to find their own way to give back to the community. We understand the increased demands of school, extra-curriculars, and Bar/Bat Mitzvah study, but volunteering allows students to put Jewish values to work and understand better the values of Judaism.

Finally, what does this mean in the home? As a parent, you have an opportunity to accentuate this demarcation from childhood to young adulthood in many creative ways. We are proud of our Religious School's efforts to teach Jewish holidays and observances at an age-appropriate level. But Judaism isn't something that is just done in a school or synagogue, and it isn't just for children. As a family, you may choose to use this occasion for all “the adults” to take on a new level of Jewish commitment, be it through home ritual or synagogue involvement. You may also choose to permit your child to take on secular responsibilities he/she was not permitted to do before.

Want to know more? Contact Rabbi (See Section 15)

2. What Every Parent Needs to Know

We understand there are many pressures competing for one's time. We thank parents in advance for making Jewish education a priority and for bringing their child to Shabbat services and Religious School on a regular basis.

2.1. Education of Child

We encourage lifelong learning for every Jew. Our synagogue is proud to offer an excellent educational program from pre-school through 10th grade Confirmation. A minimum of two years of Religious and Hebrew training are required before entering the Bar/Bat Mitzvah program.

Want to know more? Contact Education Director (See Section 15)

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2.2. Getting a Date

A Bat Mitzvah must be at least 12 years old and a day and a Bar Mitzvah must be at least 13 years old and a day. On or about your child's twelfth birthday you will be contacted by the Bar/Bat Mitzvah tutor to schedule and discuss the Bar/Bat Mitzvah date. Should you want your daughter to be considered for a Bat Mitzvah at age 12, it is your responsibility to contact the tutor at your daughter's 11th birthday.

When you receive a date, fill out Room Requisitions (See Section 9) to place your event (and optionally a Saturday night/Sunday party) on the synagogue calendar. The synagogue will not schedule a non-traditional Friday night service on this weekend. The Schwartz Social Hall will also be reserved for Bar/Bat Mitzvah family set-up Thursday, the day before the Bar/Bat Mitzvah weekend.

Want to know more? Contact Tutor & Synagogue Office (See Section 15)

2.3. Synagogue Membership

A family must be in good standing financially with the congregation before the Bar/Bat Mitzvah Tutoring begins.

If synagogue membership is a financial concern, please contact Financial Secretary for a confidential discussion of payment options.

Want to know more? Contact Financial Secretary (See Section 15)

2.4. Bar/Bat Mitzvah Fees

There are 4 fees associated with a Bar/Bat Mitzvah:

- Tutoring Fee
- Shabbat Sponsorship
- Optional – Bar/Bat Mitzvah Party
- Refunded Security Deposit

Refer to Section 10 for specifics on fees.

Tutoring Fee Includes:

- Six months of weekly tutoring
- Additional months of tutoring may be required/requested for a small additional fee
- Practice memory stick or CD

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➤ Bar/Bat Mitzvah Maftir and Haftarah copies

Any tutoring used rather than the tutor provided by the congregation must be approved by the Rabbi and the Ritual Committee. Our tutor will still meet with student on a monthly basis to check progress.

Shabbat Sponsorship Includes:

- One Simcha leaf for the Tree of Life inscribed with the student's name and Bar/Bat Mitzvah date
- Use of sanctuary and social hall for Friday evening and Saturday morning
- Kitchen usage with adherence to synagogue kashrut policy
- Classrooms, office areas, and adjoining hallways may not be used
- Use of Sisterhood's permanent-press white fabric table skirts

Optional Bar/Bat Mitzvah Party Fee Includes:

- Use of Schwartz Social Hall rental for Saturday night or Sunday party
- Use of Crupain Gathering Space
- Kitchen usage with adherence to synagogue kashrut policy

Refunded Security Deposits:

- This check will not be cashed if facility is left clean and undamaged
- This check will not be cashed if Sisterhood table skirts are returned clean

If any fees present a financial hardship to your family; please discuss this with the Financial Secretary. No student will be denied a Bar/Bat Mitzvah because of financial need.

Want to know more? Contact Financial Secretary (See Section 15)

3. Responsibilities of Bar/Bat Mitzvah Student

The student's responsibilities include attendance at Hebrew and Religious School, attendance at services and Shabbat Bar/Bat Mitzvah Class, keeping tutoring appointments, and at-home study and practice of services, Maftir, and Haftarah.

3.1. Religious School

If the Bar/Bat Mitzvah is held before the end of the school year, the new Bar/Bat Mitzvah will still be expected to complete the current Religious/Hebrew School year. We invite each Bar/Bat Mitzvah to continue one's Jewish education through 10th grade's Confirmation year.

Want to know more? Contact Education Director (See Section 15)

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3.2. Service Attendance

Our experience has shown that regular service attendance helps everyone gain the confidence and ability necessary to conduct services when their special day arrives. Familiarity and proficiency of Shabbat prayers before official tutoring begins takes pressure off the students later, when they take on additional skill sets of reading Torah and Haftarah.

We require students to attend a minimum of two Friday evening services and three Saturday morning services per month for twelve months prior to the Bar/Bat Mitzvah. We ask parents to accompany their child at services to reinforce the value of this worship experience. Attendance will be taken at every service. On Saturday morning the student must be at services by 10 AM for attendance to be counted.

Want to know more? Contact Tutor (See Section 15)

3.3. Shabbat Bar/Bat Mitzvah Class

This mandatory class meets once a week after Saturday service for one year prior to the Bar/Bat Mitzvah. After the new Bar/Bat Mitzvah has completed his/her religious ceremony, he/she is no longer a part of this class, but will continue in the grade-appropriate religious school training.

The Rabbi, who teaches the Bar/Bat Mitzvah class, should be notified in advance if a student is going to be absent. Parents are welcome to observe this class at any time. The objective of the Bar/Bat Mitzvah class is to explore the meaning of the individual prayers, the service structure, and the symbols of ritual observance.

Want to know more? Contact Rabbi (See Section 15)

3.4. Individual Tutoring

Once the date of the event has been selected, the Bar/Bat Mitzvah tutor will schedule time to meet with the student for one-half hour per week, six months prior to the event. The tutor assists the student in learning his/her Hebrew prayers, Torah portion, and Haftarah portion.

There is an option of starting two months earlier for an additional fee. This will be determined by parents and tutor.

The practice flash drive or CD and Bar/Bat Mitzvah Parashah and Haftarah copies will be provided by the tutor. In addition, the student will be given a

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weekly progress report that will need to be signed by a parent and returned the following lesson. The tutor will help the student mark their prayer book for services leadership.

Want to know more? Contact Tutor (See Section 15)

3.5. Maftir and Haftarah

The Bar/Bat Mitzvah is expected to chant blessings before and after Torah and Haftarah, to read Maftir portion from the Torah, and chant the Haftarah. This is the primary focus of Bar/Bat Mitzvah tutoring.

Want to know more? Contact Tutor (See Section 15)

3.6. Learning to Perform the Service

In addition to reading Maftir and Haftarah, the Bar/Bat Mitzvah leads our congregation services Friday night and Saturday morning.

As soon as the Bar/Bat Mitzvah candidate is prepared to lead a portion of the congregation's Shabbat service and continues to meet the service attendance requirements, he or she will be given opportunities to do so.

With the approval of the tutor, the student (not the parent) should contact the Rabbi to schedule the date and the service portion that the student will perform on a Shabbat preceding the Bar/Bat Mitzvah. This helps the student take ownership of his/her Bar/Bat Mitzvah.

The English in the Shabbat service is often difficult, since it consists of many words with which the student may not be familiar. We ask parents to assist with this part of Bar/Bat Mitzvah training.

Want to know more? Contact Tutor (See Section 15)

3.7. Bar/Bat Mitzvah Speeches

The student is required to write 3 speeches for Shabbat morning:

- Torah Speech
- Haftarah Speech
- The Bar/Bat Mitzvah Speech

Refer to Section 11 for specifics on Bar/Bat Mitzvah speeches.

The three speeches should be reviewed with the Rabbi three weeks prior to the event.

Torah Speech:

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- The Torah speech is given early in the service in place of the D'var Torah.
- The first section is a short overview of the Torah portion, telling the congregation what it is about, perhaps emphasizing a single, most interesting part.
- The second section shows relevance to the Bar/Bat Mitzvah student.

Haftarah Speech:

- The Haftarah speech is given just before Haftarah blessings.
- The first section tells the congregation why we read the Haftarah.
- The second section shows how it reflects the Torah portion.

The Bar/Bat Mitzvah Speech

- The Bar/Bat Mitzvah Speech is given after the Torah is returned to the Ark.
- The first section tells the congregation what this experience means to him/her.
- The second section is the "thank you's."
- The third section expresses the student's continuing involvement with Jewish learning.

3.8. Mitzvah Project

The student is expected to come up with a project for their Bar/Bat Mitzvah.

Want to know more? Contact Rabbi (See Section 15)

3.9. Final Rehearsal

During the week immediately preceding the Bar/Bat Mitzvah, a rehearsal involving the student and parents (and grandparents if available) is scheduled. This ensures a smoother service for the family, and reduces anxiety and tension.

Want to know more? Contact Tutor (See Section 15)

4. Postponing a Bar/Bat Mitzvah

If a family fails to comply with the policies stated in this manual, or if the student is not sufficiently prepared as determined by the Rabbi and Bar/Bat Mitzvah tutor, the Rabbi and Bar/Bat Mitzvah tutor may recommend to the Ritual Committee the postponement of a Bar/Bat Mitzvah observance, or the limitation of the amount of the service the student will be allowed to lead. The family will be contacted approximately three months before the actual Bar/Bat Mitzvah date if there is a strong possibility that this may happen.

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Should there be a family crisis (e.g., a death in the family), it is the family's choice whether to continue. However, please remember that in Judaism, joy comes before sorrow.

Families are expected to notify the Rabbi and Bar/Bat Mitzvah tutor as soon as possible if they wish to postpone a Bar/Bat Mitzvah. Changing a Bar/Bat Mitzvah date, in most cases, will change the parasha – maftir and haftarah.

Want to know more? Contact Ritual VP (See Section 15)

5. Checklist for the Bar/Bat Mitzvah Weekend

5.1. Bulletin Announcements and Invitations

About one month prior to the Bar/Bat Mitzvah, the synagogue will start announcing upcoming the Bar/Bat Mitzvah in synagogue correspondence and from Bimah. You may choose to submit an official invitation, 2 months in advance of date, for inclusion in the Shofar.

Want to know more? Contact Synagogue Office (See Section 15)

5.2. Printed Handouts

At Shabbat services, the synagogue provides a handout with weekly announcements. If you want something in addition, you need to present a copy of your pamphlet to the Rabbi one month in advance for his approval. Rabbi has approved text for use.

Want to know more? Contact Rabbi (See Section 15)

5.3. Decorations

No decorations are allowed in the sanctuary, except for a single centerpiece in front of the lectern.

Only free-standing decorations are allowed in Schwartz Social Hall. Anything else needs to be preapproved by Sisterhood Kitchen VP.

Want to know more? Contact Rabbi and Sisterhood Kitchen VP (See Section 15)

5.4. Ordering a Tallit and Kippot

A special tallit and kippah for the Bar/Bat Mitzvah may be purchased or ordered through Sisterhood Gift Shop.

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The synagogue has a limited supply of Kippot available. You may choose to order head coverings that are imprinted with the Bar/Bat Mitzvah's name and the date of the event. The Gift Shop does not order imprinted kippot.

Want to know more? Contact Sisterhood Gift Shop (See Section 15)

5.5. Oneg and Kiddush

The Bar/Bat Mitzvah family sponsors the Oneg Shabbat desserts following the Friday evening service, and Kiddush luncheon for the congregation following the Shabbat morning service.

The family is responsible for providing or paying for the purchase of kosher grape juice and wine, and at least two kosher challot for the occasion. The family is also responsible for paper goods during the weekend.

The Oneg/Kiddush can be as elaborate or as simple as you wish. In addition to invited guests, please have accommodation for 30 additional congregants.

Refer to Section 12 for specifics on sponsoring the weekend.

Want to know more? Contact Sisterhood Kitchen VP (See Section 15)

5.6. Kosher Foods

Any food brought into the synagogue and/or prepared in the synagogue must comply with the synagogue's established policies of kashrut (dairy or parve only). If non-kosher food is accidentally brought into the synagogue, it will not be served and there will be a \$150 charge for rekashering.

Want to know more? Contact Rabbi or Ritual VP (See Section 15)

5.7. Set Up/Clean Up

Two weeks before the Bar/Bat Mitzvah, parents need to update the room requisitions, specifying room layout for cleaning staff, and anticipated schedule by parents for room set-up.

Parents also need to reserve Sanctuary for Final Rehearsal.

A key is available for entrance to the synagogue when Office is closed. It is the parents' responsibility to pick-up the key and learn proper security procedures.

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Key must be returned the week after the Bar/Bat Mitzvah.

The Sanctuary holds 150 seats. If you anticipate a larger attendance, please notify Office at least one week before event, so folding chairs may be pre-arranged.

It is the responsibility of the Bar/Bat Mitzvah family to return Schwartz Social Hall, Crupain Gathering Space, and kitchen in the same or better condition than they were found before the event. This includes sweeping floors, emptying trash cans, washing and drying all dishes, and returning dishes to their cabinets.

Want to know more? Contact Synagogue Office or Sisterhood Kitchen VP (See Section 15)

6. Shabbat Services

We are proud to have your child lead our community in Friday night and Saturday morning services. Friday night services begin at 7:00 PM and the Saturday morning service begins at 9:30 AM. Advise guests that in our synagogue, Bar/Bat Mitzvah students lead services from the very start.

To honor this special event, some modifications occur to our traditional service. In the back of this manual is a form for you to fill out, where you will list the names, both English and Hebrew, of those whom you wish to honor with aliyot. Please list other special honors there as well. Parents need to present list of honors to Rabbi and two Gabbai'im two weeks in advance of Bar/Bat Mitzvah.

Refer to Section 13 for listing Aliyot and Honors.

Want to know more? Contact Rabbi or Ritual VP (See Section 15)

6.1. Candle Lighting

This is a wonderful way to involve Jewish mother and grandmothers to share in our celebration. Shabbat candles, matches, and the prayer in Hebrew and transliteration are provided. Women leading us in this prayer need to wear a head covering.

6.2. Passing the Torah

It is our custom to pass the Torah down from generation to generation, to symbolize the continuity of our Jewish heritage. This is done at start of Torah Service. We invite all parents, grandparents and great-grandparents to participate in this ceremony. Only the Jewish ancestors may pass the Torah with the others serving as witnesses.

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6.3. Aliyot and Torah Service Honors

On Shabbat we hold a community service, at which your family will be honored on the occasion of your child's Bar/Bat Mitzvah. We reserve the seventh Aliyah for parents and the Maftir (eighth) Aliyah for the Bar/Bat Mitzvah. A non-Jewish parent may come up with the Jewish parent as a witness during the Aliyah.

Every effort will be made to reserve as many aliyot and honors for your family as possible. However, please keep in mind that as our congregation grows, it will be increasingly likely that other families will need or deserve to be honored during this service as well. According to the halachah (Jewish law), we call to the Torah in a timely manner those with babies needing to be named, couples celebrating an Auf Ruf before their wedding, those leaving for Israel, those who have recovered from an illness, and those observing yahrzeit. You may request aliyot for family members and guests, but we cannot guarantee all these requests will be met.

It is traditional to call a Cohen first, followed by a Levi, but this may be waived with the permission of the Rabbi.

In addition to aliyot, two others may be honored by being called to raise and dress the Torah (Hagbaha and Gelila). Please select a Hagbaha with the strength and experience to lift a Torah. No previous experience is required to dress the Torah. During the Torah service, there are two lay leaders who act as Gabbai'im. These positions require training. You may choose two congregants trained for this position or ask Ritual Committee to select these leaders for you.

6.4. Message from Parents

Parents of the Bar/Bat Mitzvah may prepare a short message or blessing to deliver to their child from the bimah. This is done immediately following The Bar/Bat Mitzvah Speech. Please remember that you are speaking from the bimah in front of the Torah. The speech should be respectful and appropriate.

6.5. Other Ways to Honor Family and Guests

There are 2 English prayers which you may assign to Jewish or Non-Jewish friends or relatives: Prayer for Our Country, Prayer for Israel. It is appropriate to ask a serviceman or veteran to read "Prayer for Our Country."

The family may also designate Jewish individuals to open the Ark for Aleinu on Friday evening and Saturday morning services. You may assign this to children in your family.

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7. Etiquette

Want to know more? Contact Ritual VP (See Section 15)

7.1. Appropriate Dress

We request that worshippers in our synagogue be modestly and properly attired. Low-cut and sleeveless dresses or miniskirts and jeans are not proper attire for women. Women are permitted to wear slacks in our synagogue. Shorts, jeans, or t-shirts are not appropriate attire for men. Men should wear slacks and collared shirts. No one will be allowed on the bimah unless properly attired.

7.2. Head Coverings and Tallitot

Men and boys above age of 5 must have their heads covered while in the building. Baseball caps are not appropriate. Men must wear a tallit if they are honored with an Aliyah or when raising or dressing the Torah.

Women are expected to have their heads covered when they are on the Bimah. Women are encouraged to wear a tallit if they are honored with an Aliyah or when raising or dressing the Torah.

It is appropriate for the service leader only to wear a tallit on Friday evening.

Non-Jews do not wear a tallit at any time, but men must have their heads covered.

7.3. Electronic Devices

It is not permitted to use phones or cameras on Shabbat.

If your phone is on vibrate, please take emergency calls outside of building.

You may choose to take photographs or videos at Final Rehearsal or Friday night, but all photography must be completed by 7 PM. Also, photographing the letters of an open Torah is forbidden.

As a special dispensation, a camcorder may be set up prior to the service. Refer to Section 14 for Bar/Bat Mitzvah Video Policy contract. Sign and return Video Contract for permission at least 2 weeks before event.

7.4. Candy

It is not permitted to throw candy.

8. Checklist for Parents

2 years before Bar/Bat Mitzvah

- Keep child enrolled and attending Hebrew/Religious School classes
- Help child with Hebrew fluency
- Bring child to services regularly to become familiar with services

1 year before Bar/Bat Mitzvah

Signature required to proceed with Tutor.

Student has met 2-year By-Laws requirement to start Bar/Bat Mitzvah training:

Education Director: _____

- Contact tutor to set a date for Bar/Bat Mitzvah
- Discuss with tutor if more than 6 months tutoring will be required
- Check with Financial Secretary to make sure you are a member in good standing
- To reserve dates for Bar/Bat Mitzvah (and an optional Saturday night/Sunday party), fill in one (or two) pages of Room Requisition forms (See Section 9)
- Expect to receive Bar/Bat Mitzvah fee on synagogue bill (See Section 10)
- Start attending Shabbat services on regular basis for child's mandatory attendance requirements
- Stay on Saturday mornings so child can attend Rabbi's weekly Bar/Bat Mitzvah Class

6 months (or more if required) before Bar/Bat Mitzvah

Signatures required to proceed with Tutor.

Family is a member in good standing:

Financial Secretary: _____

Student has been attending regularly Bar/Bat Mitzvah Shabbat class:

Rabbi (will not sign on Shabbat): _____

- Schedule regular ½ hour, weekly sessions with tutor
- Set aside time every day for child to work on tutor's homework
- Sign and return weekly progress report to tutor
- Expect to receive Tutoring fee on synagogue bill (See Section 10)
- Continue bringing child to services, Rabbi's Bar/Bat Mitzvah Class, and Hebrew/Religious School

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- Order invitations for Bar/Bat Mitzvah if desired
- Order tallit for child and kippot for guests if desired
- Hire a caterer if you choose to go that route

2 months before Bar/Bat Mitzvah

Signature required to proceed with Rabbi:

Student has been attending Shabbat services regularly. Student will be prepared on scheduled Bar/Bat Mitzvah date.

Tutor: _____

- Submit copy of invitation to Office for inclusion in Shofar
- Child will start participating in pieces of Shabbat morning service.

1 month before Bar/Bat Mitzvah

- Bar/Bat Mitzvah will be announced from Bimah and in regular synagogue correspondence
- Submit a handout to Rabbi for approval if you choose not to use the standard synagogue Shabbat announcements

3 weeks before Bar/Bat Mitzvah

- Child submits 3 speeches to Rabbi for approval (See Section 11)
- Contact Sisterhood Kitchen VP to discuss Kiddush and Oneg (See Section 12)

2 weeks before Bar/Bat Mitzvah

- Update room requisitions with office staff, specifying layout of Schwartz Social Hall
- Reserve sanctuary for Final Rehearsal
- Turn in lists of Honors in duplicate for Rabbi and 2 Gabbai'im (See Section 13)
- Turn in video request form (See Section 14)

1 week before Bar/Bat Mitzvah

Signature required to proceed with Office Manager and Ritual VP
3 speeches have been approved. Have received lists of Aliyot and Honors.

Rabbi (will not sign on Shabbat): _____

- Pick up building key from Office
- Bring kippot and paper and food items to synagogue
- Decorate Schwartz Social Hall for Kiddush and Oneg
- Hold Final Rehearsal with Rabbi

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9. Room Requisition Forms

Bar/Bat Mitzvah of _____

Parents: _____

Dates of Bar/Bat Mitzvah: _____ **Room Setup Date:** _____

Responsible Party's Signature: _____

- This fee includes the use of our sanctuary for Friday evening and Saturday morning Shabbat services for additional guests.
- It includes full kitchen and social hall usage. Additional table and chair setup and takedown are the responsibility of Bar / Bat Mitzvah family. The room is to be returned to the original setup after the event.
- No decorations are to be taped to the walls. If decorations are to be attached to the wall, use sticky tack. No decorations are to be attached to the windows. All decorations must be removed by Sunday afternoon.
- It includes the use of Sisterhood's permanent press white fabric table skirts. The skirts need to be machine washed, dried and returned neatly on hangers to receive deposit check back. (When hung on hangers directly from the dryer, they maintain their wrinkle free properties).
- The Bar /Bat Mitzvah family is responsible to hire and pay for the kitchen help, cleanup helpers, servers, etc.
- The Bar / Bat Mitzvah family is responsible for supplying paper goods, disposable plates, utensils, cups, napkins, etc.
- The Bar / Bat Mitzvah family is responsible for supplying challahs (2), wine, juice, food, beverages, etc.
- Full facilities includes the use of restrooms, but does not include the usage of classrooms, office areas or school buildings and their hallways.
- Cleanup includes removing all trash, placing trash in dumpster and trash liners in cans, social hall and kitchen floors swept/mopped, countertops wiped down, all platters, utensils, etc. dried and put away in their proper place.

OFFICE USE ONLY

Fee Rec'd: _____ **Deposit Rec'd:** _____ **Deposit Returned:** _____

☐ **Added to Announcements** ☐ **Added to Calendar** ☐ **Added to Facebook**

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Bar/Bat Mitzvah Party Request – If party at Shaar Hashalom

Bar/Bat Mitzvah Name: _____

Bar/Bat Mitzvah Dates: Friday, _____ & Saturday, _____

Party Date: _____ **Start Time:** _____ **End Time:** _____

Party Set-Up Date/Times (On Sat, must wait until 6 PM):

_____ / _____

Clean-Up End Date/Time: _____ / _____

Cleanup includes removing all trash, replacing the trash can liner, and placing trash the in dumpster. If the Schwartz Social Hall and Kitchen are used, cleaning includes floors swept and mopped, countertops wiped down, all platters, utensils, etc. dried and put away in their proper place. Additional table, chair setup and takedown are the responsibility of organization or person requesting use of the rooms. After the event, the room is to be returned back to its original setup.

Check Rooms Requesting:

☐ Schwartz Social Hall ☐ Kitchen ☐ Crupain Gathering Space ☐
Sanctuary ☐ Other: _____

Primary Contact: _____

Primary Phone: _____ **Cell Phone (if different):** _____

Email: _____

Person requesting use (if not primary contact): _____

Office Use Only		
Room Rental Check#:	_____	Date Received: _____
Security Deposit Check #:	_____	Date Received: _____ Date Returned: _____
Date Request Received:	_____	
Request Received by:	_____	

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10. Bar/Bat Mitzvah Fees

Tutoring Fees:

- \$500 for six months (required)
- \$75/month for tutoring beyond the six months (if option selected)
- \$20 charge for last minute appointment cancellation or excessive tardiness
- Billed approximately 6 months in advance of the Bar/Bat Mitzvah date

Shabbat Sponsorship Fees:

- \$250 to cover use of facility Friday evening and Saturday morning (required)
- Does not cover food, paper goods, or hired help
- Billed approximately 1 year in advance of the Bar/Bat Mitzvah date.

Optional Bar/Bat Mitzvah Party Fees:

- \$500 for facility rental for Saturday night or Sunday Bar/Bat Mitzvah party (if option selected)

Refunded Security Deposits:

- \$200 security deposit for Schwartz Social Hall (required). Facility must be left clean and undamaged.
- \$50 security deposit for use of Sisterhood table skirts and tablecloths (if option selected). Table skirts and tablecloths must be returned cleaned.
- \$300 security deposit for use of Schwartz Social for Saturday night or Sunday social function (if option selected). Facility must be left clean and undamaged.

If any fees present a financial hardship to your family; please discuss this with the Financial Secretary. No student will be denied a Bar/Bat Mitzvah because of financial need.

11. Details of Bar/Bat Mitzvah Speeches

Torah Speech

The Torah speech has two sections to it. The first section is a short overview of the Torah portion, telling the congregation what it is about, perhaps emphasizing a single, most interesting part. The second section to the Torah speech is an application of the Torah portion to modern times, making the Torah relevant to our day. This is an opportunity for the student to feel as though he or she is in the role of the Rabbi, teaching from the text. It does not have to be elaborate, or scholarly, but it should be relevant and reflect the student's thoughts.

Haftarah Speech

The Haftarah speech has three sections to it. The first section tells the congregation, which may contain, on the day of the Bar/Bat Mitzvah, many non-Jews, why we read the Haftarah. Quite simply, before the Maccabees rebelled against Syria, Antiochus forbade the reading of the Torah, on threat of death. In order to instruct what should have been read from the Torah, on a given Shabbat, the Jews chose passages from the Prophets that reflected the theme of that Shabbat's Torah portion. For example, instead of reading, "in the beginning G-d created the heaven and the earth....." from Genesis 1:1, they read from Isaiah, 42:5-43:10, which begins, "He that created the heavens and stretched them forth..." Once the Jews rebelled, they continued to read from the Torah portion and the Haftarah associated it. The second section of the Haftarah speech is to tell the congregation what the Haftarah is about; and the third section is to tell them how it reflects the Torah portion.

The Bar/Bat Mitzvah Speech

The third speech is The Bar/Bat Mitzvah speech. This also has three sections to it. In the first section, the student tells the congregation what this experience means to him or her, why he/she has studied so hard, and worked so hard for this day. The second section can be called the "Thank you's to those people who brought about this Bar/Bat Mitzvah day. In the third section, the student expresses how this day is not the end to his or her involvement with Jewish learning and the congregation and indicates how the student will continue to be involved.

12. Bar/Bat Mitzvah Kitchen Information

Before you can use the synagogue kitchen facilities, you must contact the Sisterhood Kitchen VP 3 weeks prior to the event to provide the following information (see list below). This will also give you the opportunity to have any questions you may have regarding kitchen use answered.

1. Who will be in charge of coordinating the kitchen activities for your event?
2. Will you be using a caterer? (if so, remember that they must be approved, due to the synagogue kashrut policy.)
3. Who will be in charge of the caterer during the events?
4. Will you need the use of the gas ovens & will you need instructions on how to use them or the warming oven?
5. Do you know your way around the synagogue kitchen & know what is available for your use?
6. Will you want to borrow the Sisterhood's cloth table skirts, & if so, when will you want to check them out? A \$50 returnable fee will be collected when the skirts are checked out. This fee will be returned when the skirts are returned to the Kitchen VP in good condition.
7. When will you be setting up the social hall & begin delivering items to the kitchen?
8. How much refrigerator & freezer space you will need in the synagogue kitchen?
9. Do you understand the supplies checklist included in your manual?
10. Do you have any other questions about the kitchen & its use?

What is available in the kitchen?

- | | |
|--------------------------|--------------------------------------|
| 1. Coffee maker | 7. Microwave |
| 2. Platters | 8. Ovens |
| 3. Serving utensils | 9. Ice—will probably need additional |
| 4. Challah cover | |
| 5. Bowls | |
| 6. Silver serving pieces | |

After the Event:

1. Leave the kitchen clean & tidy (including putting the garbage in the dumpster & re-locking the door).
2. Please take home & wash the dish towels & the table skirts.
3. Return them in good condition by the Wednesday following the event. (Contact the Sisterhood Kitchen VP to check-in the table skirts & to impart any information about the kitchen.) Do not drop off skirts at synagogue without permission from the Kitchen VP.
4. Contact the Sisterhood Kitchen VP if you wish to donate any leftover paper goods or leftover food items to the synagogue.

Congregation Shaar Hashalom Bar/Bat Mitzvah Manual

What will you need to supply? See Supplies Checklist on following page.

Supplies Checklist

The following list is provided as a planning aid only. Menu plans or table decorations are left to the discretion of the family. Please consult with the Rabbi regarding kashrut.

Sanctuary

- Shabbat Candles
- Matches

Kitchen – Plastics and Disposables

- | | |
|----------------------------------------------------------------|----------------------------------------|
| • Forks, Spoons, Knives | • Aluminum Foil |
| • Plates | • Large Trash Bags |
| • Cold Cups | • Large Ziploc Bags |
| • Hot Cups | • 1 Box-Coffee Stirrers |
| • Napkins | • 4 Rolls-Paper Towels |
| • Doilies for Serving Trays | • 1 oz. cups for Kiddush Wine |
| • Post-It Notes (for labeling trays for placement & which day) | • Tablecloths for # of Tables Required |
| • Plastic Wrap | • Toothpicks (if necessary) |

TIP: How many plates, napkins, etc. should be purchased?

Estimate 150 disposable items per day or calculate the # of guests + 30.

Kitchen Consumables

- 3-4 Bottles-Kosher Wine
- 2-64 oz. Bottles-Grape Juice
- 2-3 Large Challah
- 2 Cans of Coffee (1 Reg/1 Decaf)
- ½ & ½ (About 2 pints)
- Tea Bags
- Sugar Packets, Sweet-N-Low, etc.
- 4-5 Lemons (for tea)

Luncheon Menu Items may include:

- SALADS (e.g. tuna, egg, green salads)
- FINGER FOODS (mini cheese pizza, raw veggies)
- WARM HORS D'OEUVRES (mini cheese blintzes)
- VEGETABLE LASAGNE or NOODLE DISHES
- LOX, HERRING, WHITEFISH SALAD
- ROLLS, BAGELS, BREADS, MUFFINS
- CAKES, COOKIES
- PUNCH, TEA, COFFEE

TIP: Don't have time to slice, dice, or bake Oneg/Kiddush items?

Call local grocers for prices on cakes, dairy, or vegetable trays.

Organize the parents of the Bar/Bat Mitzvah class to all help one another for each event.

TIP: Need Kitchen Help so you are free to be with your family & guests?

Ask in the synagogue office for a list of professional kitchen staff &/or caterers.

Many serving items are available for your use in the synagogue kitchen.

Ask the Sisterhood Kitchen Vice President for a tour of the facility.

13. Aliyot and Honors

	English Name	Hebrew Name
Kohen (or B'mkom *)	_____	_____
Levi (or B'mkom *)	_____	_____
Third Aliyah	_____	_____
Fourth Aliyah	_____	_____
Fifth Aliyah	_____	_____
Sixth Aliyah	_____	_____
Seventh Aliyah Parent(s)	_____	_____
Maftir (Eight Aliyah)	_____	_____
Hagbahah	_____	_____
Gelilah	_____	_____
Hagbahah **	_____	_____
Gelilah **	_____	_____

Please return this completed form to Nurit (who will get it to the Gabbai

Rishon) at least two weeks before the Bar/Bat Mitzvah date.

*B'mkom means in place of...

**If needed for a second Torah

Other Honors
(Only English names are needed)

Names of Jewish people to light candles Friday night:

Names of Jewish people to open/close Ark Friday night for Aleinu:

Names of Jewish parents/grandparents to pass Torah:

Names of Gabbai'im:

Name of person to read Prayer for Our Country:

Name of person to read Prayer for Israel:

Names of Jewish people to open/close Ark Saturday morning for Aleinu:

Please return this completed form to the Rabbi at least two weeks before the Bar/Bat Mitzvah date.

14. Bar/Bat Mitzvah Video Policy

If you plan to record a Bar/Bat Mitzvah at Congregation Shaar Hashalom, please review the following policy and sign below to confirm that you understand and will comply. Both the Bar/Bat Mitzvah parents and the videographer must agree to and sign this form and return it to the synagogue office two weeks prior to the event in order for the recording request to be approved.

- The camcorder must be set up outside the sanctuary.
- Once started the camcorder must be completely unattended except for renewing the recording media.
- The opening into the sanctuary must be minimized.
- Recording can only be done using available lighting, no supplemental lighting is allowed.
- Recording of the oneg or kiddish is allowed if the camera is setup in a corner of the room and left completely unattended.
- The discrete use of a wireless microphone is not prohibited.
- Under no circumstances may the Torah Scroll Text be photographed in any manner.
- Any party wanting to have an event recorded must sign an acknowledgment of these requirements. In addition the party doing the recording must also sign an acknowledgment.

I understand and will comply with the video/audio policy.

Parent of Bar/Bat Mitzvah:

Signature: _____

Name: _____

Date: _____

Videographer:

Signature: _____

Name: _____

Date: _____

15. Contact Page

Rabbi

Stuart Federow	281-732-4206	rabbistuart@hotmail.com
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President

Cheryl Sigel	432-202-4639	cherylsigel@gmail.com
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Education Director

Katy Izygon	281-748-9044	kizygon@gmail.com
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Tutor

Nurit Mittlefehldt	832-725-5028	nurit77@att.net
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Synagogue Office

Lynette Drake	281-488-5861	csh@shaarhashalom.org
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Sisterhood Gift Shop

Sheilla Goldberg	281-798-4297	sheillagoldberg@gmail.com
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Sisterhood Kitchen VP

Andrea Levine	281-793-6224	aklevine@earthlink.net
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Ritual CoVPs

Sharon Rosenthal	215-801-7769	SharonL.Rosenthal@prodigy.net
Debbie Anderson	281-413-3529	randeb3@comcast.net