

CONGREGATION

# KOL HAVERIM

## Bar/Bat Mitzvah Handbook for Parents

*A ready-reference guide to your child's Bar/Bat Mitzvah Ceremony*



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## **Introduction and Welcome**

Mazel tov on reaching this important milestone!

The Bar/Bat Mitzvah is a significant event in your student's educational life. We are hoping to work in partnership with you to create a meaningful experience. This booklet is intended to help you through this process, to provide the information that you might need. I speak for all the staff at Congregation Kol Haverim when I say that we are happy to answer your questions and provide guidance.

May this experience become the gateway for your student to a lifetime of scholarship, spirituality, and righteousness.

Rabbi Dr. Kari Tuling

### **A History of Bar/Bat Mitzvah Ceremonies**

All societies determine a specific age that separates childhood from adulthood—the age when an individual assumes his or her religious and communal responsibilities to the society in which he or she lives. Like most traditions, the ceremonies connected with becoming a Bar/Bat Mitzvah at age thirteen evolved over time. It has always been viewed as one moment in the process of spiritual growth and commitment to the Jewish people.

The establishment of becoming a Bar Mitzvah at thirteen years plus one day for boys and a Bat Mitzvah at twelve years plus one day for girls has several origins. The Talmud records that during the time of the Second Temple (520 B.C.E.–70 C.E.), it was traditional for Sages to bless a child who had completed his first fast day at the age of twelve or thirteen. In *Pirkei Avot* (Ethics of the Fathers, second century C.E.) it is written, “At thirteen one is ready to do mitzvot.” By the time the Talmud was completed in the sixth century C.E., boys of thirteen years plus one day had assumed full responsibility for performing the mitzvot, hence the term ‘Bar Mitzvah,’ “son of the commandment.” This custom also had legal ramifications: These boys were now counted in a minyan and could act as witnesses. There was no formal rite, only a public blessing by the father including a statement that he was no longer responsible for the sins of his son.

The earliest Bar Mitzvah ceremony consisted of blessing and reading the last section of the weekly portion of the Torah, the *maftir* (meaning the extra reading), since the boy was not a Bar Mitzvah until after the service, and reading the *haftarah* portion. The most important part of the rite was a *d'rashah* or *d'var Torah*, a sermonette on the Torah or haftarah portion. Since the Bar Mitzvah was assuming adult religious responsibilities, he was expected to show his understanding of those responsibilities to his family and, more importantly, to the community. Structurally, the Bar Mitzvah ceremony is essentially the same as it originally was. It wasn't until the seventeenth and eighteenth centuries that we find records of a Bar Mitzvah being invited to lead part of the worship service.

A public ceremony in celebration of a girl becoming a Bat Mitzvah (daughter of the commandment) did not come into formal being in North America until 1922. Dr. Judith Kaplan-Eisenstein, the daughter of Rabbi Mordecai Kaplan, the founder of Reconstructionist Judaism, blessed and read

the Torah portion from a book “at a respectable distance” from the Torah scroll. The regular celebration of girls becoming a Bat Mitzvah came into prominence in Reform congregations particularly in the second half of the 20th century and is generally identical in form to the celebration of a Bar Mitzvah.

It should be noted that the rite of Confirmation originated in the Reform Movement in Germany in 1810 and included girls in 1817. Since it was felt that a thirteen-year-old was too young to understand the precepts of Judaism, the celebration of a boy becoming a Bar Mitzvah was dropped in favor of Confirmation, which was held at age sixteen or seventeen because that was deemed a more mature age to assume the responsibilities of Judaism. Today, most Reform congregations hold both ceremonies.

### **Mitzvot Related to Becoming Bar/Bat Mitzvah**

Some of the mitzvot (sacred obligations) related to becoming Bar/Bat Mitzvah:

- ◆ Preparing daughters and sons for their Bar/Bat Mitzvah ceremonies by emphasizing the deep spiritual significance of *aliyah l'Torah*, ascending to the reading and the blessing of the Torah.
- ◆ Discussing with children the content of their Torah portion and haftarah (prophetic reading).
- ◆ Helping children to understand that they are vital links in an unbroken chain of Jewish men and women who have studied and cherished the Torah.
- ◆ Selecting a family *tzedakah* or social service project as part of Bar/Bat Mitzvah preparation.
- ◆ Focusing the attention of the entire family on the primacy of the religious service rather than on whatever celebration is to follow.
- ◆ Inviting family, friends, classmates and congregants to a *kiddush* (the blessing of wine and challah) following the service.
- ◆ Including religious school classmates in the Bar/Bat Mitzvah party
- ◆ Instructing children in the importance of Jewish education beyond Bar/Bat Mitzvah and especially through Confirmation.
- ◆ Helping children to understand that, through the group ceremony of Confirmation on the festival of Shavuot, they are renewing the covenant entered into by God and the people of Israel on that day at Mount Sinai.
- ◆ Emphasizing the concept of lifelong Jewish education for all family members.  
(Taken, in part, from *What We Believe, What We Do...* , UAHC PRESS, © 1993)

## What Should We Expect?

### **Scheduling: An Overview**

This section provides you with an overview of how the process will unfold:

#### ***Step 1: Receiving a date (about 2 years prior to the Bar/Bat Mitzvah)***

Your student will receive his or her Bar/Bat Mitzvah date during the fifth grade year.

Also, during that year, parents will attend a ***Bar/Bat Mitzvah Basics*** seminar, led by the Religious School Principal, to review the Bar/Bat Mitzvah Handbook. ***Bar/Bat Mitzvah Basics*** will explore various aspects of the experience and provide a chance to ask questions.

#### ***Step 2: Group meeting (prior to your Bar/Bat Mitzvah year)***

Just prior to the school year in which your student will be called to the Torah as a Bar/Bat Mitzvah, there will be a meeting for all of the families led by the Rabbi. This meeting will explain further details of the process. At that point in time, your student will choose a Mitzvah Project and arrange to start working on it (see the section titled 'Mitzvah Project' for more details).

#### ***Step 3: Tutoring (six to eight months prior)***

The Religious School Principal will contact you about six to eight months prior to your student's service in order to provide you with the tutoring schedule (see the section titled 'Tutoring' for more details).

At this time, you should also email the Temple Administrator Christine Carlson a photo of your student along with a three- or four-sentence bio for *The Voice*, our newsletter.

#### ***Step 4: Mentoring (seven to ten months prior)***

The Bar/Bat Mitzvah mentor program seeks to provide support for families as you prepare for Bar or Bat Mitzvah. Mentors are congregant volunteers who are experienced in the process and eager to answer your questions or to provide guidance or advice. Generally, mentors will contact you approximately 7-10 months before your scheduled date. If you feel you could benefit from a mentor and have not yet been contacted, or if you would like to serve as a mentor to help others, please contact Karen Trager, DRJE, Religious School Principal.

#### ***Step 5: Meetings with the Rabbi (about two months prior)***

During the Bar/Bat Mitzvah service, your student will give a speech, called a D'var Torah, which will take place after the Torah and Haftarah readings.

To write the D'var Torah, the student and his/her parent(s) will meet with the Rabbi in her office for at least four times (see the section titled, 'The Speech' for more details).

The Rabbi will contact you about two months prior to your student's service in order to set up this series of meetings. You are also welcome to reach out to her if you would like to get started earlier.

This time frame is also when the honors are distributed (see the section titled 'Honors' for more details).

### ***Step 6: Rehearsal(s) (sometime during the week prior)***

In years past, it had been mandatory for the rehearsal to take place on the Friday before the Bar/Bat Mitzvah. You may schedule the rehearsal for that day, but it is not necessary to do so; some families have opted for a different weekday or the Sunday prior. At least one rehearsal must take place prior to the service. It is simply too stressful for the students to lead a service without one. Many students benefit from additional rehearsals, but student needs will vary; the Rabbi will work with you to help your student feel competent and ready to lead. Your student's tutor will also see to it that the student has been practicing on the *bimah*. Every little bit helps!

### ***Step 7: Drop off supplies! (a day or so prior)***

You will need to provide food for the Kiddush after the Saturday morning service, paper goods, and tablecloths. If you have a large group coming to the service on Friday night, you might want to help supplement the usual Friday night oneg as well (see the section titled, "Policies Regarding the Oneg and Saturday Morning Kiddush").

Please feel free to ask questions of the staff: Rabbi Kari Tuling, Principal Karen Trager, and/or Temple Administrator Christine Carlson. We are here to help you navigate this life cycle event and will work with you to make it a joyous experience.

## **Requirements for Becoming a Bar/Bat Mitzvah**

All Bar/Bat Mitzvah candidates must have satisfactorily met all established requirements of the Education and Ritual Committees. Let us know if you anticipate any difficulties with the completion of these requirements; the Rabbi and/or Religious School Principal would be happy to meet with you.

1. Students must successfully complete a minimum of four consecutive years of Hebrew School (or the equivalent) prior to becoming Bar/Bat Mitzvah.
2. Students are expected to complete the 7<sup>th</sup> grade year regardless of the actual date of the Bar/Bat Mitzvah ceremony and to continue their religious school attendance through Confirmation in the 12<sup>th</sup> grade.
3. Students are encouraged to take part in the *madrichim* program following their becoming Bar/Bat Mitzvah.

In order for Bar/Bat Mitzvah students to be familiar and comfortable with the Shabbat morning service, we encourage students in 6<sup>th</sup> and 7<sup>th</sup> Grades to attend a total of 13 services during the school year, about 6 of which should be Saturday morning services. We also expect students

to honor their classmates by attending their Bar/Bat Mitzvah services. We also encourage students to attend Shabbat and holiday services. Please note that parents are warmly encouraged to join their children at services!

## **The Mitzvah Project**

The Mitzvah Project should be completed prior to the Bar/Bat Mitzvah date, sometime during that year. The student should engage in a total of 18 hours of community volunteer work, preferably at an established venue. We are open to creative ideas; generally we prefer active and engaged pursuits (such as serving food at a soup kitchen) over passive fundraising campaigns (such as leaving a box out for others to donate). For ideas and suggestions, check out the following link: <https://www.kolhaverim.org/bar--bat-mitzvah.html>. Be sure to check with the Rabbi and/or Religious School Principal prior to beginning the project.

We will also schedule an annual Mitzvah Project Exchange, where 7<sup>th</sup> and 8<sup>th</sup> graders will share highlights of their completed mitzvah projects with 5<sup>th</sup> and 6<sup>th</sup> graders, offering ideas, challenges and successes to the upcoming Bar/Bat Mitzvah cohort, as well as the opportunity to adopt a project.

## **Tutoring**

Those students preparing to become Bar/Bat Mitzvah will receive individual instruction for 20-24 sessions prior to the ceremony. This instruction is currently provided on Wednesday afternoons between 4:00 and 7:30 p.m. When it is not possible to meet in the building, this tutoring takes place on line.

Each week, during this preparatory period, students take part in an individualized program in which they spend 30 minutes with their Torah/Haftarah tutor and 15 minutes working on the worship service with a peer tutor.

For students with fall dates, appropriate arrangements will be made to begin their tutoring program in the spring. Bar/Bat Mitzvah tutoring takes place during the summer months as well as during the school year.

Practice at home is expected — at least 20 minutes a day during the tutoring period and one hour a day during the four weeks preceding the ceremony. Parents should encourage their student(s) to practice at home on a regular basis.

Parents are also encouraged to touch base with the tutors to monitor their student's progress. Conferences may be held with the family and the Rabbi to discuss a student's progress.

If your child needs additional support, the Rabbi and/or Religious School Principal will work this out with the individual family.

## The Speech

Each student and his/her parent(s) will have four scheduled meetings with the Rabbi to work on the D'var Torah (the Bar/Bat Mitzvah speech):

1. The first meeting is scheduled to last two hours, and involves reading the Torah portion together.
2. The second meeting lasts 30 minutes, and the family discusses with the Rabbi the student's list of three things that he/she found interesting about the portion.
3. At the third meeting, also 30 minutes long, the student links each of those three things to situations in his or her life.
4. At the fourth meeting, also 30 minutes long, the speech is finalized.

Also, as a part of these meetings, the family will discuss the structure of the service and the honors that will be given to friends and family. This year, as a result of COVID-19, you may want to meet even more frequently to work out the logistics of doing a service involving Zoom and/or streaming.

The Rabbi will also schedule at least one rehearsal (usually two, but can be as many as five if your student has special needs or finds speaking in public particularly daunting) prior to the service. The last rehearsal may take place on the Friday of the Bar/Bat Mitzvah.

## Honors

There are many ways of including family and friends in the Bar/Bat Mitzvah service. These may include:

- Presentation of *tallit* by Jewish parent(s), grandparent(s), special family member or friend if desired.
- Psalms 33, 92 or additional creative readings (all readings must be approved by the Rabbi).
- Each family may assign up to seven *aliyot* for the Torah reading in addition to that of the Bar/Bat Mitzvah child(ren). An *aliyah* is an honor, which includes reading from the Torah and/or reading blessings in Hebrew before and after each Torah reading. People can come up in groups or couples if desired. A copy of the blessing can be found in the appendix and on the website at <https://www.kolhaverim.org/bar--bat-mitzvah.html>
- An aliyah for a Torah reading can only be assigned to a Jewish adult (13 or older). In the case of an interfaith Bar/Bat Mitzvah family, the Jewish parent is called up for the aliyah and the spouse may accompany him/her but not actually recite the blessings. The Hebrew name of each person assigned an aliyah should be given to the rabbi prior to the Bar/Bat Mitzvah. A form is included in the Appendix.
- Torah readers are required for each aliyah. Only assign a Torah reading to a Jewish person who is skilled in reading Torah. If you need Torah readers, feel free to ask family members, friends, or classmates who have already become Bar/Bat Mitzvah or anyone in the Torah

Corps (a list is attached in the Appendix). The Bar/Bat Mitzvah family chooses the presenter of the congregational gifts. The presenter can be a Kol Haverim Trustee, Kol Haverim committee member, educational staff or tutor. Adequate time (one month) should be given to the presenter so that he/she has time to prepare the presentation. If there is a class gift, the same presenter will also present the class gift. Please see the Appendix for a guide for the presenter.

- *L'dor va'dor* Torah Passing – If you do the bar/bat mitzvah service in person, and it is safe to do so, grandparents are invited onto the bimah for the Torah passing and are welcome to say a passage provided by the Rabbi. Grandparents of any faith are welcome on the bimah for this honor.
- Feel free to honor those of any faith with English readings/poems from the prayer book or of your choice. All selections need to be approved by the Rabbi.

Please discuss your choices with the Rabbi before finalizing any honors.

## **Music**

We have engaged Cantor Lauren Bandman to serve for the 2019-2020 school year. She is an ordained Cantor with extensive congregational experience. She will participate in the services live via Zoom; if you have specific song requests, let the Rabbi know and she will work with Cantor Bandman to see if we can make it happen.

## **The *Shabbat* of Your Bar/Bat Mitzvah Service**

### ***Friday Evening***

Family members of the Bar/Bat Mitzvah are strongly encouraged to participate in the Friday evening service. The Bar/Bat Mitzvah candidate will offer a special prayer in the middle of the worship service. The Friday evening service is scheduled for 7:30 p.m. unless it is the first Friday of the month when the service is held at 6:00 p.m.

### ***Saturday Morning***

Honorees who are chanting an *aliyah* should be familiar with the Torah blessings and practice them prior to the service. The text of the Hebrew blessing and its transliteration will be available on the bimah. A *tallit* is available on the bimah if you or your honorees do not have one. *Tallitot* are also available in the foyer for you and/or your guests.

Should you wish to provide congratulatory candy, we permit only wrapped, soft jelly candies. Chocolate and hard candies are not allowed.

## **Guidelines**

### **Invitations**

A sample invitation is included in the Appendix for your reference. You know your friends and family best! Your invitation might also invite your guests to attend Friday evening worship the night before.

A word regarding party invitations: your children have been in religious school with their classmates for many years. Their religious school class is their community. It is *derech erez* (proper Jewish etiquette) and a Kol Haverim Congregation expectation that you will invite *all* of your child's classmates to the celebration.

### **Order of Worship Booklet**

You are welcome to create an Order of Worship Booklet or handout to identify honorees and introduce guests to the order of service. We are happy to provide examples -- but you are entirely responsible for the creation, typesetting, printing, folding and collating of these supplements.

An Order of Worship Booklet might include:

- A cover page including the name of the child, Rabbi, Cantor, Religious School Principal, secular date and Hebrew date, the name of the Torah portion and art work (i.e. a drawing of the Kol Haverim ark)
- Introductory remarks from the family with a brief explanation of the Bar/Bat Mitzvah service
- A listing of the essential sections of the worship service
- A list of aliyot and Torah readers
- A copy of the Torah portion
- A copy of the Haftarah
- Any additional readings and/or song selections – these must be approved by the Rabbi
- Special thank you messages
- A brief paragraph in memory of family members who have passed.

Prior to printing the booklet, plan to show the text to the Rabbi ([rabbi@kolhaverim.org](mailto:rabbi@kolhaverim.org)) for approval.

## **Presentation of Congregational Gifts**

The Bar/Bat Mitzvah family chooses the presenter of the congregational gifts. The presenter can be a Congregation Kol Haverim Board Trustee, committee member, educational staff or tutor. Adequate time (1 month) should be given to the presenter in order that he/she has time to prepare the presentation. If there is a class gift, the same presenter will also present the class gift.

Candle Sticks and Bar/Bat Mitzvah Certificate – Gifts from the Sisterhood  
High Holiday prayer book – A gift from the Board of Trustees  
\$250 Certificate from NFTY - to be used for a peer trip to Israel  
Class gift – if applicable

## **Audio and Video Recordings**

You may arrange for audio and/or video recording of your student's ceremony. Such recordings should be done in a way that is unobtrusive and does not disturb the sanctity of the worship service. Video cameras must be stationary, on a tripod, in designated areas of the Sanctuary. Hand-held video cameras are not allowed. Additional lighting is not allowed.

## **Photography**

Still photography is only allowed from a single, stationary vantage point in the back of the Sanctuary next to the main doorway. The photographer must be standing in the same place as the videographer. Guests cannot use their own cameras or electronic devices during the service to take videos or photos.

Family pictures may be taken before the service, after the service is concluded, or during the week. You might want to consider family photos after the dress rehearsal preceding the Bar/Bat Mitzvah. Please call the Temple Administrator Christine Carlson to make arrangements: for example, the Torah scrolls may not be removed from the ark without the presence of a synagogue professional.

## **Pulpit Flowers**

Any family who wishes to sponsor fresh pulpit flowers may do so. Another lovely idea is to provide a food basket arrangement that will later feed a needy local family, a book basket to support the Hartford Jewish Coalition for Literacy, or another social action-oriented arrangement.

Please consult with the Temple Administrator Christine Carlson before making any pulpit arrangements.

## Other Customs

1. It is customary to make donations to the Rabbi's Discretionary Fund, the Music Fund and the Education Fund to honor the efforts of the Rabbi, the soloist and your child's teachers, respectively, to bring your child successfully to his/her ceremony of Bar/Bat Mitzvah.
2. In some families, it is customary for the Bar/Bat Mitzvah child to be presented with a tallit (prayer shawl) by parents, grandparents, other family or friends. Be sure to allow sufficient time if you are considering ordering or making a personalized tallit, especially if the tallit is arriving from Israel.

## **Financial Policies**

- 1 All members must be current with their financial obligations to the Synagogue prior to the Bar/Bat Mitzvah date.
- 2 Dues must be paid in full in order to secure your Bar/Bat Mitzvah date. In the event of financial hardship, it is the family's obligation to work with the Treasurer or the arrangements committee to discuss an alternative payment plan. Be assured, the arrangements committee will be very willing to work with you and all matters of this nature will be held in the strictest confidence.
3. The families of Bar/Bat Mitzvah students are assessed an additional Bar/Bat Mitzvah year fee during the 7<sup>th</sup> grade year. This fee will be payable quarterly, along with other financial obligations to the synagogue. As with all other charges, the outstanding balance is expected to be paid in full before the Bar/Bat Mitzvah date unless special arrangements have been made. The income from this fee is used to pay for Bar/Bat Mitzvah tutoring, and to pay the additional expense of preparing the synagogue for the service. Any additional tutoring sessions needed should be discussed with the Rabbi and the tutor.
4. All synagogue dues and fees must be paid in full **one month prior to the Bar/Bat Mitzvah**.

# APPENDIX

## Bar/Bat Mitzvah Checklist

The checklist below is merely a guideline to help you with the process. It is not inclusive of EVERY item!

<b><u>Bar/Bat Mitzvah Event</u></b>	<b><u>Recommended Time Frame</u></b>
<input type="checkbox"/> Read the Bar/Bat Mitzvah Handbook	Upon receipt
<input type="checkbox"/> Sign Letter of Agreement	1 year prior
<input type="checkbox"/> Attend informational meeting with Rabbi	The year prior
<input type="checkbox"/> Arrange for videographer (optional)	6 months prior
<input type="checkbox"/> Select family, friends for honors ( <i>Aliyot</i> , Torah readers, <i>Shomreem</i> , English Readers, <i>Hagbah</i> and <i>Galilah</i> )	3-6 months prior
<input type="checkbox"/> Order invitations	6 months prior
<input type="checkbox"/> Order <i>Tallit</i>	4 months prior
<input type="checkbox"/> Organize basket/floral arrangement for bimah (optional)	4 months prior
<input type="checkbox"/> Determine if you will need Congregational Torah Readers	3 months prior
<input type="checkbox"/> Request MP3/CDs of Torah portions from tutor if needed	3 months prior
<input type="checkbox"/> Submit biography and photo to office for Bulletin	3 months prior
<input type="checkbox"/> Order <i>Kippot</i> (optional)	3 months prior
<input type="checkbox"/> Complete <i>Aliyah</i> /Torah Reader grid and submit to Rabbi (send electronically). Be sure to get Hebrew names of people having <i>Aliyot</i> .	2 months prior
<input type="checkbox"/> Select presenter of Congregational Gifts	2 months prior
<input type="checkbox"/> Notify Temple Administrator about arrangements	2 months prior
<input type="checkbox"/> Arrange any plans for family photographs during the week prior to the service with the Temple Administrator	2 months prior
<input type="checkbox"/> Submit Order of Worship to the Rabbi for review	6 weeks prior
<input type="checkbox"/> Print Order of Worship	2 weeks prior
<input type="checkbox"/> Have a memorable, meaningful and stress-free ceremony!	

**List of Aliyot and Torah Readers**

Aliyah	Hebrew Name	Father's Hebrew Name	Mother's Hebrew Name	English Name	Torah Reader (English) and Verse
<i>Sample</i>	<i>Sarah Rivka</i>	<i>Avraham Yitzchak</i>	<i>Leah Rachel</i>	<i>Sarah Levine</i>	<i>David Goldfarb</i>
1					
2					
3					
4					
5					
6					
7					
8					

Gabbai \_\_\_\_\_

Hagbah and G'lilah \_\_\_\_\_

Shomreem \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

## Aliyah Text

### Blessing before the reading of the Torah

The person who is called to the Torah (*Oleh/Olah*) says:

בְּרַכּוּ אֶת יְיָ הַמְּבָרָךְ.

*Bar'chu et Adonai ham'vorach.*

Congregation responds:

בָּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד.

*Baruch Adonai ham'vorach l'olam va-ed.*

The *Oleh/Olah* then says:

בָּרוּךְ יְיָ הַמְּבָרָךְ לְעוֹלָם וָעֶד.  
בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר בָּחַר בָּנוּ מִכָּל  
הָעַמִּים וְנָתַן לָנוּ אֶת תּוֹרָתוֹ. בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

*Baruch Adonai ham'vorach l'olam va-ed.*

*Baruch atah, Adonai, Eloheinu, Melech haolam,  
asher bachar banu mikol haamim, v'natan lanu et Torato.  
Baruch atah, Adonai, notein haTorah.*

### Blessing after reading Torah

When the reading concludes, the *Oleh/Olah* says:

בָּרוּךְ אַתָּה יְיָ אֱלֹהֵינוּ מֶלֶךְ הָעוֹלָם, אֲשֶׁר נָתַן לָנוּ תּוֹרָת  
אֱמֶת, וְחַיֵּי עוֹלָם נָטַע בְּתוֹכֵנוּ. בָּרוּךְ אַתָּה יְיָ, נוֹתֵן הַתּוֹרָה.

*Baruch atah, Adonai, Eloheinu, Melech haolam,*

*asher natan lanu Torat emet, v'chayei olam nata b'tocheinu.*

*Baruch atah, Adonai, notein haTorah.*

## **THE BAR/BAT MITZVAH INVITATION**

The following is an example of an appropriate Bar/Bat Mitzvah invitation text. Feel free to use it as a model for yours. Should you have any questions, do not hesitate to call the Rabbi. She can also provide you with other useful information, such as the Hebrew date or name of the Torah portion.

(parents' name(s) here)  
cordially invite you to join them  
at Sabbath worship  
during which their son/daughter  
(student's name here)  
will be called to the pulpit  
to lead us in worship and Torah study  
as a Bar/Bat Mitzvah  
on Saturday, the (Day) of (Month)  
Two Thousand and \_\_\_\_\_  
at 10:00 o'clock in the morning  
at  
Congregation Kol Haverim  
1079 Hebron Avenue  
Glastonbury, Connecticut  
[Zoom/Streaming link]

## **Recommended Inserts in Invitations**

Information for xxxx Friends

The worship service begins at 10:00 a.m. and xxxx will be leading the entire service. Please be respectful and quiet during the worship service.

Masks are required of everyone attending the service in person.

Cell phones are not allowed to be used in the service for any reason including texting and photos. Please be sure to shut off your phone or put on vibrate prior to entering the Sanctuary.

The worship service is both in English and Hebrew and the service books open “backwards” because Hebrew is written right to left, the opposite of English.

The worship service will end around 12:30 p.m. and [insert pick up/party details]

If you have any questions or require transportation, please feel free to call Bar/Bat Mitzvah parent at xxx-xxxx.

## **Kol Haverim Member Recommendation Page - Vendors**

Below are lists of some recommended vendors. The vendors below are not endorsed or approved by the Congregation. The vendors appear on this page solely at the recommendation of a member of our Congregation. You should undertake your own due diligence in selecting vendors. If you would like to add a vendor to the "Kol Haverim Member Recommendations Page," please contact Temple Administrator Christine Carlson at [office@kolhaverim.org](mailto:office@kolhaverim.org).

### **Tablecloth Rentals**

Taylor Rental, Manchester 860-643-2496

A discount for CKH members has been arranged. Please bring the certificate at the back of the appendix to Taylor Rental to receive your discount.

Sunshine Laundry 860-247-3264

### **Kosher Caterers**

Crown Caterers 860-236-1965

The Whisk Caterers (also does non-kosher) 860-233-2088

Joy of Food (Paul Bettan) 860-231-1861

### **Non-Kosher Caterers**

Patty Cakes 860-633-2601

### **Kippot**

Jlowy.com

Kippah.com

Alljudaica.com

### **Order of Worship – Design and layout**

Geri Denyer, Denyer Designs 860-558-9958

### **Order of Worship – Printing**

PMS Printing Copy & Design 860-563-1676

### **Bar/Bat Mitzvah Gifts**

#### **Tallit**

Kol Haverim Gift Shop, in addition to gifts, is now selling tallit – Some in stock and some can be special ordered.

Contact Jennifer Lachnicht for an appointment

860-205-9913

[jlachnicht831@gmail.com](mailto:jlachnicht831@gmail.com)

## Kosher Style Requirements

No pork products of any kind: ham, bacon, pepperoni, prosciutto, etc.

No shellfish of any kind: lobster, shrimp, mussels, steamers, oysters, clams, etc.

You can **NEVER** serve milk and meat at the same meal. For instance:

- You cannot serve chicken salad with bagels and cream cheese
- You cannot serve tuna and cheese and turkey at the same time
- You cannot have milk with your coffee if you have a meat meal
- You cannot serve cheeseburgers, chicken parmesan, meat with cream sauces
- You cannot serve pasta with a cream sauce when you have meat at the meal

If you have any questions regarding kosher style, please feel free to consult the Rabbi or Religious School Principal.

## Torah Corps

Recent Bar/Bat Mitzvah students

Brenda Auerbach	860-680-2353 (c)
Carol Fishman	860-633-1589 (h), 860-930-4424 (c)
Debra Glass	860-657-9537 (h), 860-985-3048 (c)
Josh Goldman	860-659-9521 (h), 860-680-2073 (c)
Charri Goldman	860-659-9521 (h), 860-922-6623 (c)
David Gorman	860-430-5564 (h), 860-471-9847 (c)
Deanna Gorman	860-430-5564 (h), 860-685-1523 (c)
Rick Harris	860-342-0635 (h)
Marty Mantis	860-659-8780 (h), 860-918-1082 (c)
Marla Perlstein	860-633-8885 (h), 860-989-5569 (c)

**Congregation Kol Haverim**  
**Temple Facilities Rental Application**

In consideration of the payment of \$ \_\_\_\_\_ by the applicant, Congregation Kol Haverim hereby grants the applicant permission to occupy and use a portion of the Temple premises, subject to the terms and conditions in this application and the attached "Rules Covering Rental of Temple Facilities" (together the "Rental Contract").

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Number Attending: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM / PM      End Time: \_\_\_\_\_ AM / PM

**Caterer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Event Planner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Entertainment:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Florist:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Photographer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Equipment Rental:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Special Arrangements, Setup Requests:**

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

Charges applicable (see page 3):

With Application:	Deposit (50% of total due)	\$ _____
30 days in advance of event:	Balance	\$ _____
	Security deposit (refundable) (separate check)	\$ _____

Balance is due on or before: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

The applicant certifies that he/she has received and read the “Rules Covering Rental of Temple Facilities,” which are made a part of this Rental Contract, and agrees to observe and abide by all the Rules therein.

**THE APPLICANT AGREES TO BE FINANCIALLY RESPONSIBLE FOR ANY EXTRAORDINARY CLEANUP OF, OR DAMAGE TO, TEMPLE PROPERTY CAUSED BY GUESTS OR BY THE APPLICANT’S AGENTS AND CONTRACTORS.**

**PLEASE NOTE: CONGREGATION KOL HAVERIM RESERVES THE RIGHT TO CANCEL ANY EVENT IF ALL FINANCIAL OBLIGATIONS TO THE CONGREGATION ARE NOT PAID IN FULL AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.**

This Rental Contract contains the entire agreement between the parties relating to this Event.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by Temple Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

***Please make an appointment with the Temple Administrator to review and submit your application not less than ninety (90) days prior to the Event.***

## Temple Facilities Rental Fees

### Event Fee

#### B'nai Mitzvah

##### Basic Kiddush (Oneg Style):

- Open to entire Congregation
- Held immediately following services

No Charge

##### Extended Kiddush (Luncheon Style):

- Open to entire Congregation
- Held immediately following services
- Not to exceed two (2) hours

No Charge

##### Private Luncheon:

- Basic Kiddush in foyer
  - Open to entire Congregation
  - Held immediately following services
- Private luncheon in Robert Cohen Social Hall
- Not to exceed three (3) hours

\$350.00

##### Private Party:

- Basic Kiddush
- Private party in Robert Cohen Social Hall
  - May be scheduled any time after Kiddush but must end by 12:00 a.m.
- Not to exceed five (5) hours

\$550.00

#### Other Events

##### Life Cycle or Non-Religious Event

- One (1) hour minimum with additional hours charged as set forth below
- Must end by 12:00 a.m.

\$150 (minimum)

### Additional Charges:

<u>Additional Event Hours</u>	\$100/hour or part of hour
<u>Refundable Security Deposit</u>	Separate, additional amount equal to the Event Fee
<u>Custodian</u>	\$25/hour or part of hour

**Cancellation by applicant within two (2) weeks of Event date will result in forfeiture of \$100.**

# **CONGREGATION KOL HAVERIM RULES COVERING RENTAL OF TEMPLE**

The following Rules apply to all renters of the Temple Facilities. The Temple Facilities subject to this contract are solely the Foyer, Kitchen, and Robert Cohen Social Hall (with adjacent restrooms). The Sanctuary, classrooms, Shirley Reaback Early Childhood Center, playground, and Administrative Offices are off limits and shall not be accessed or entered during the Event. Your signature below and on the rental application acknowledges your reading, understanding and acceptance of all terms herein.

## **GENERAL RULES:**

1. Congregation Kol Haverim members must be in good standing in order to rent Temple Facilities. The renter shall be responsible for all arrangements regarding the event including, but not limited to, set up and removal of materials and equipment needed to conduct the Event, kitchen usage, and event cleanup; and for all such arrangements to be performed in compliance with these Rules.
2. Temple Facilities are in good repair unless otherwise noted. The renter shall be held financially responsible for any loss of equipment, breakage, and/or damage to equipment or the Temple premises caused by the renter, guests, hired agents, or vendors. Proper supervision and monitoring should be given to younger guests to enhance the decorum of the function and to avoid damages to the premises.
3. Rental payments will be made according to the following schedule:
  - 50% of the total rental fee is due at the time of application
  - The final balance is due thirty (30) days prior to the Event
  - In addition to the final balance, a refundable security deposit is payable thirty (30) days prior to the Event. Charges for additional event hours, extraordinary clean-up costs or any damage will be deducted from the security deposit. Charges incurred in excess of security deposit will be billed to the renter.

Congregation Kol Haverim reserves the right to cancel any Event if payments are not received according to this schedule.

4. The renter agrees to contact the Temple Administrator at least sixty (60) days prior to the scheduled and/or the Ritual Committee according to the practices of Reform Judaism adopted by Congregation Kol Haverim.
5. Rehearsals must be scheduled with the Rabbi and Temple Administrator.
6. A custodian may be requested or required to be present during the Event. His/her duties are not only to oversee the Temple's interests, but also to aid the hosts to make their event a pleasant one. If the custodian has been helpful and performed special services, a gratuity may be given to show appreciation.
7. All caterers, party planners, florists, entertainment organizations, musicians, photographers, valet parking companies, etc. who work on the Temple premises of Congregation Kol Haverim must be approved by the Temple Administrator as part of the application process. All such agents or vendors shall submit appropriate certificates of insurance providing liability coverages with limits of not less than \$1,000,000 as well as workers' compensation and Employers Liability Insurance. Congregation Kol Haverim shall be added as an additional insured.
8. Congregation Kol Haverim and its property are smoke free and nut free. There is no smoking anywhere on the Temple premises.
9. All exit doors must be left free and unobstructed.
10. Congregation Kol Haverim is not liable or responsible for the loss of or damage to personal property while on the Temple premises.

### **CATERING:**

11. All Events must be "Kosher style." Specifically, this means: no pork products, no shellfish, and the entire meal must be either a meat meal or dairy meal. The Rabbi will be happy to consult with you regarding this policy.
12. All food shall be prepared in advance to the extent that it is possible to do so. All cooking done on the premises shall be done with the caterer's utensils.
13. No propane or open-fire cooking is permitted on the Temple premises.

### **SETUP:**

14. Because of limited facilities and full schedule of Temple functions, nothing may be brought in or stored prior to the day of the Event without permission of the Temple Administrator. All equipment such as chairs, dishes, carts, glassware, linens, punch bowls, serving pieces, etc., must be obtained through the caterer or other agent provided that the Temple's portable tables and chairs may be used, as is, by the renter for the Event. The caterer or other agents are responsible for the delivery, safety and removal as scheduled with the Temple Administrator at least one week prior to the Event. If Temple equipment is used, it must be placed back in storage in the same manner and in the same condition as it was found prior to use.
15. All lighting and stage equipment must be set up by the custodian or under his/her supervision. No Temple equipment is to be loaned out or removed from the building at any time. Permission to bring in special equipment for any function must be obtained from the House Committee Chair. Heating and air conditioning thermostats may only be adjusted by the custodian. *Raised dance floors are not permitted.*
16. The Temple Administrator must be advised at least two (2) weeks in advance of any decorations to be used, which shall be subject to approval. No decorations may be used which require pasting or fastening onto walls, floors, ceiling, doors etc. by any means, such as scotch tape, stickers, tacks, etc.
17. Table and floral decorations are acceptable, and must be removed from the Robert Cohen Social Hall immediately following the Event.
18. The use of helium tanks is permissible ONLY if the tanks are properly secured. Freestanding tanks are not permitted. Balloons must be collected and disposed of immediately following the Event.
19. The use of pinball machines/video games and games of chance (e.g. gambling) are strictly prohibited on the Temple premises.
20. The use of glitter or throwing of rice is not permitted on the Temple premises.
21. Any fabric used for decorative purposes on Temple premises must be fire retardant. A certificate attesting to that fact must be available during the Event and a copy of the certificate must be filed with the Temple Administrator at least 48 hours prior to the scheduled Event.
22. All social functions shall not exceed five (5) hours in duration and must conclude no later than midnight.
23. Caterers and other workers shall be instructed to avoid making disturbing noises while the service is taking place. Notification of required access time to the Temple kitchen must be received one week prior to the event.

### **CLEANUP:**

24. The kitchen must be cleaned up immediately after the Event and left in the same condition as found. This includes stoves, ovens, sinks, table, cabinets, urns and all other equipment, as well as floors, doors, etc.
25. The Temple facilities must have all food and food particles, liquid and liquid spillage, containers and receptacles for food and liquid removed immediately after the event. Floors in these areas are to be cleared of food paper, party favors, etc.
26. All trash must be removed from the Temple premises immediately after the event.

27. All equipment, decorations and other items related to the event, including dishes, utensils, and containers of any sort, as well as surplus food/liquids, must be removed from the Temple premises immediately after the Event.
28. Rented dishes, serving pieces, and utensils may not be left inside the building unless they have been thoroughly rinsed.
29. Rental tables and chairs should be broken down and stacked until picked up.
30. All rental pieces must be picked up by 10:00 AM the next business day.
31. If the dishwashing equipment of the Temple is used, it must be emptied at the end of the cycle.

**DELIVERIES AND PICK-UPS:**

32. Deliveries to the Temple in connection with any event must be scheduled in advance with the Temple Administrator.
33. Deliveries for an event scheduled on a Saturday or Sunday can only be made between the hours agreed upon by the Temple Administrator. Pick up of these materials, if not possible directly after the event, must be scheduled for no later than 10:00 AM the next business day.
34. Rented equipment must be stored until picked up. No stacking and/or leaning of equipment on walls is permitted.

**PARKING:**

35. Parking is not permitted near or in any of the following areas:
  - Near the kitchen
  - Near the early childhood play area
  - In spaces reserved for Temple staff
  - In fire lanes

All personnel of caterers, party planners, decorators, florists, band members, and photographers must park their vehicles in the Temple’s regular parking areas within authorized parking zones.

Any vehicle parked illegally will be ticketed and/or towed at owner’s expense without any further notification.

**SIGNATURE OF THE RENTER:**

My signature below acknowledges that I have read, understand, and agree to abide by the Rules stated in this agreement between Congregation Kol Haverim and myself.

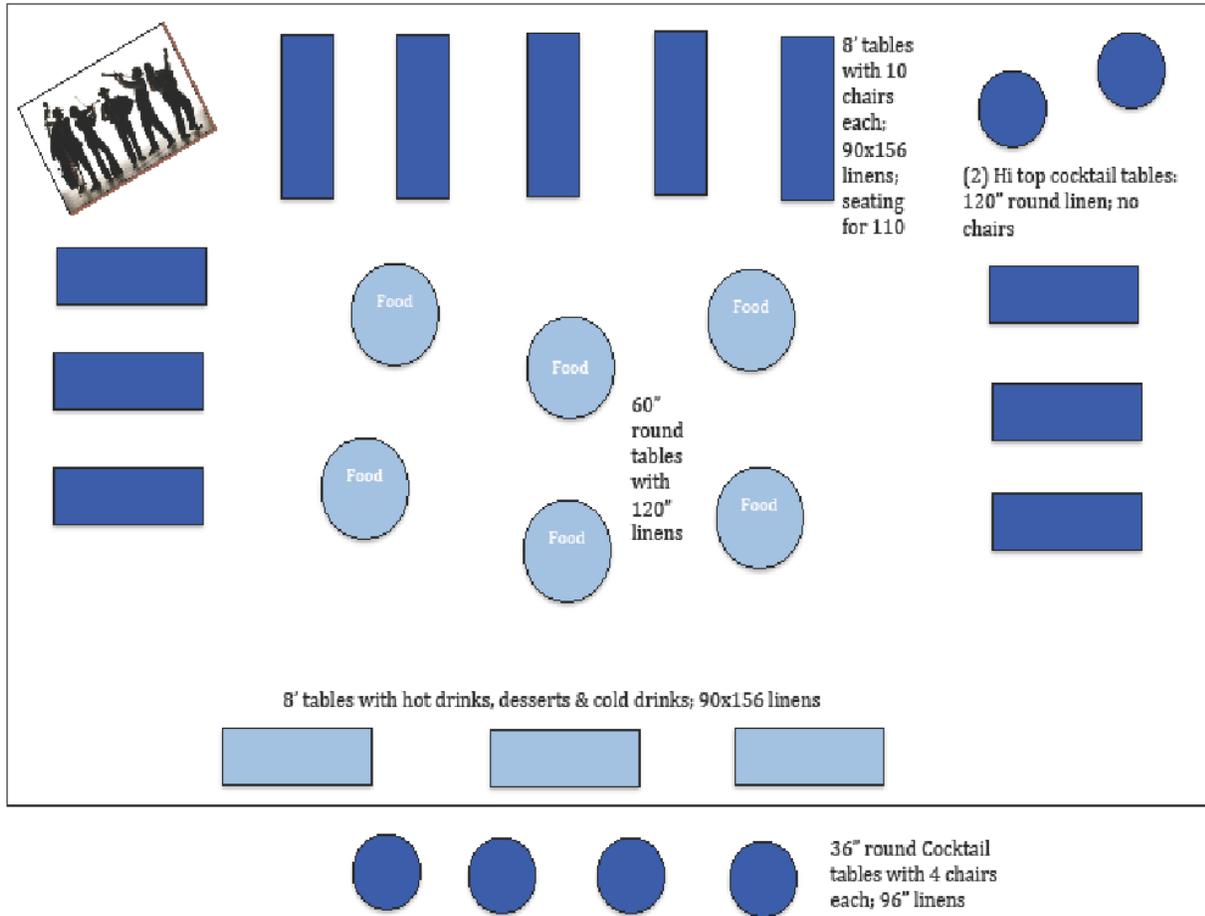
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL BY THE TEMPLE ADMINISTRATOR:**

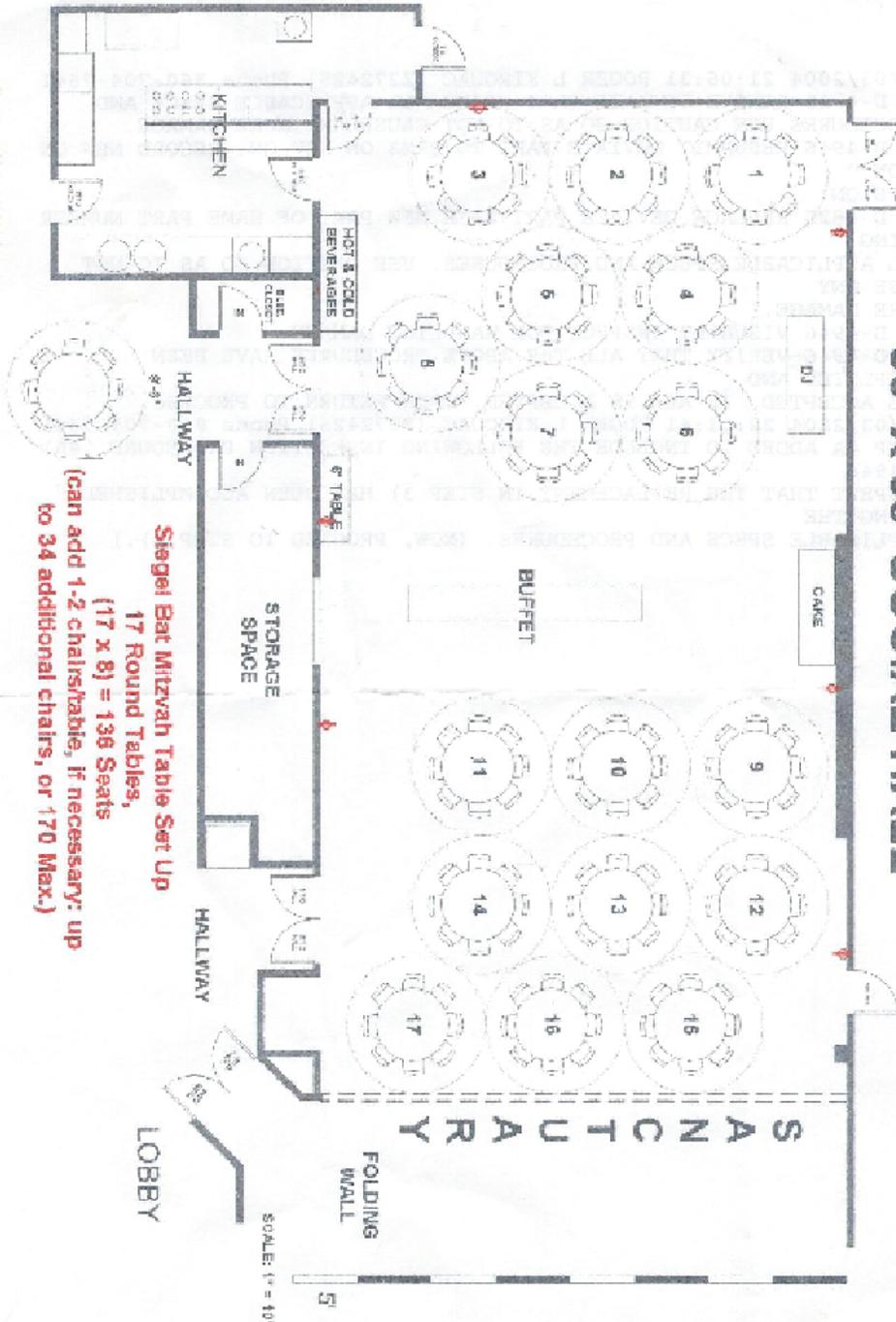
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Social Hall Layouts

Need to rent 7 banquet tables and 6 cocktail tables for this layout



# 36' X 68' SOCIAL HALL

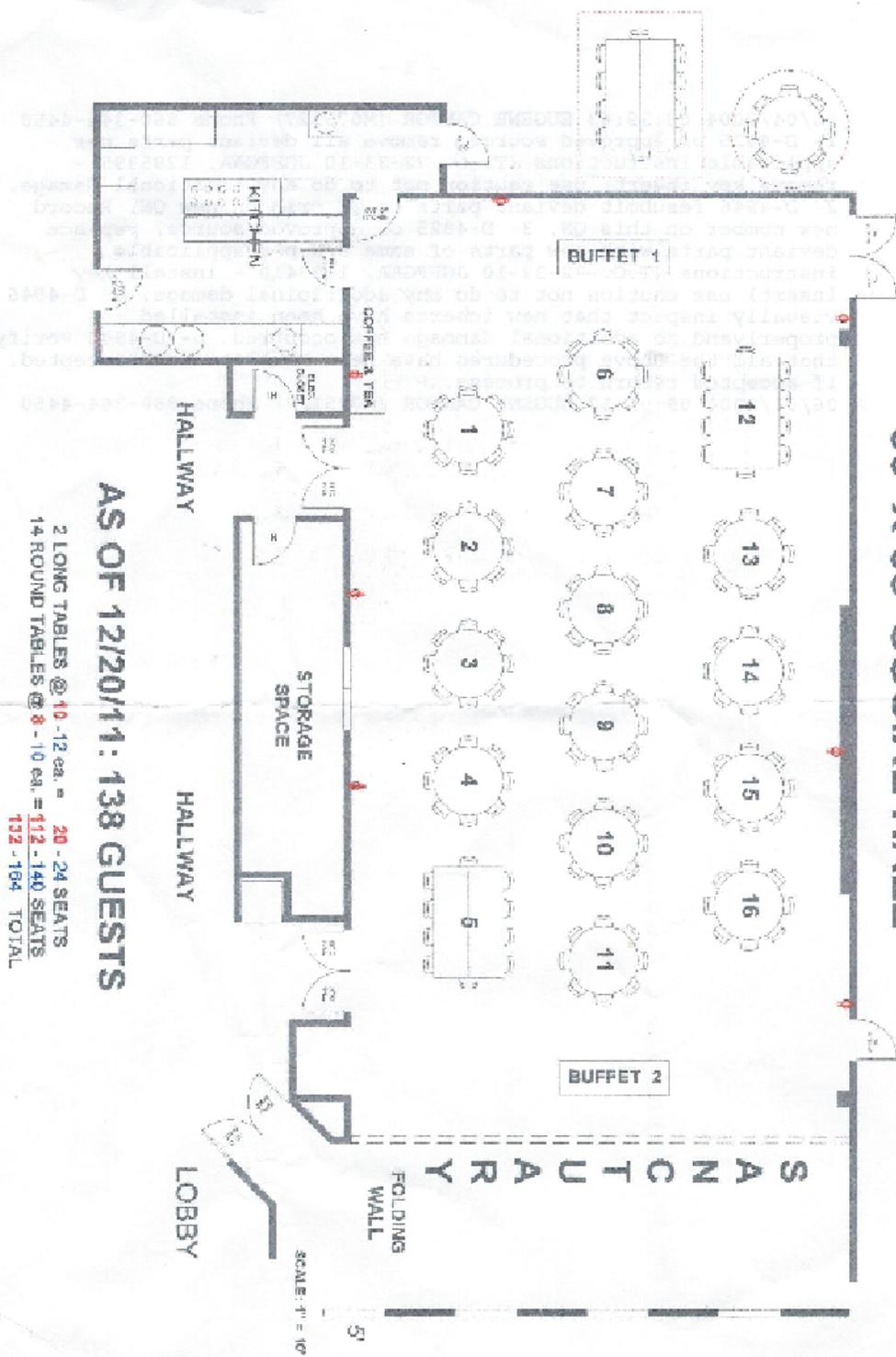


Siegel at Mitzvah Table Layout  
revised 6/27/11

**Siegel Bat Mitzvah Table Set Up**  
 17 Round Tables,  
 (17 x 8) = 136 Seats  
 (can add 1-2 chairs/table, if necessary: up  
 to 34 additional chairs, or 170 Max.)

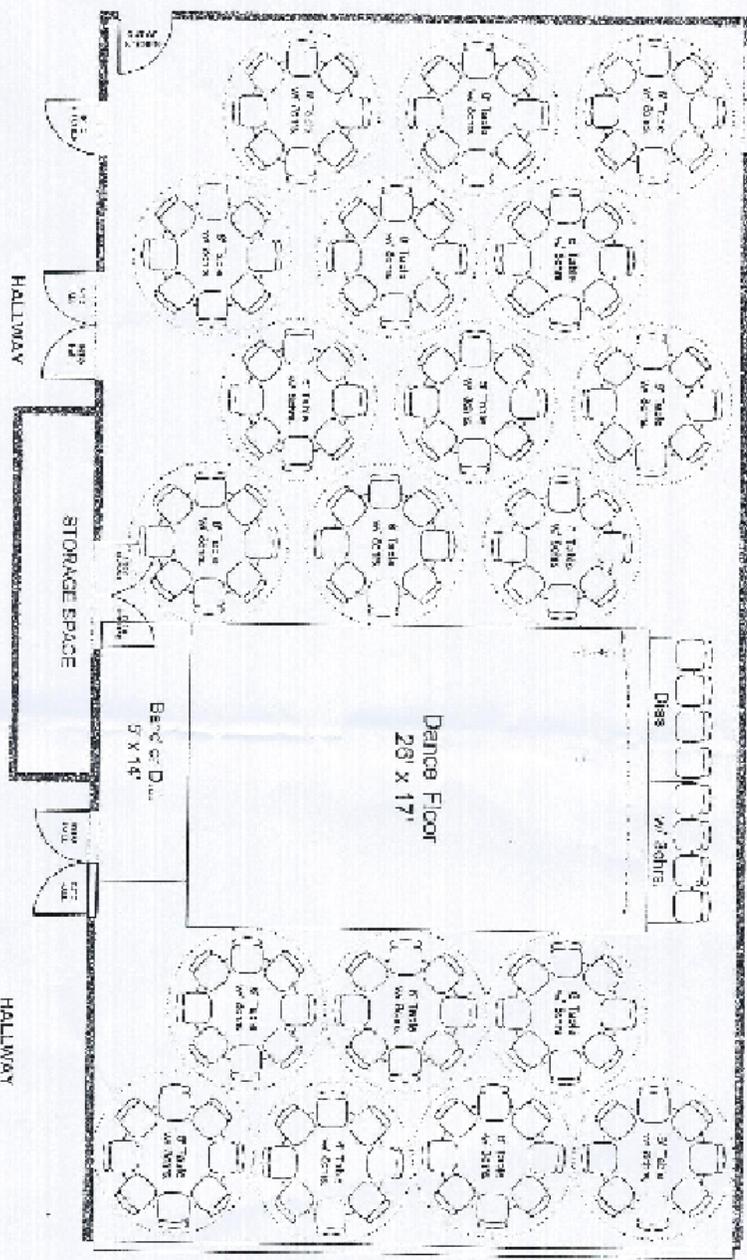


# 36' X 68' SOCIAL HALL



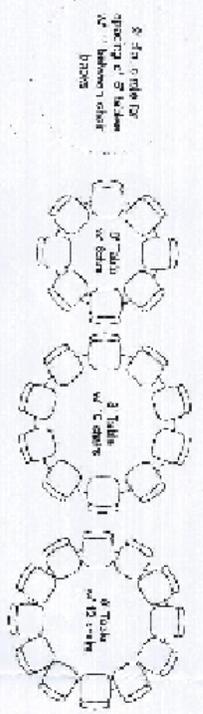
2011 Charukhah Diner Floor Plan v5d created: 12/20/11

36' x 68' SOCIAL HALL



SANCTUARY

SOCIAL HALL TABLE SET UP



8 Tables w/ 8chrs  
40' x 60' x 10' H  
10' x 10' x 10' H

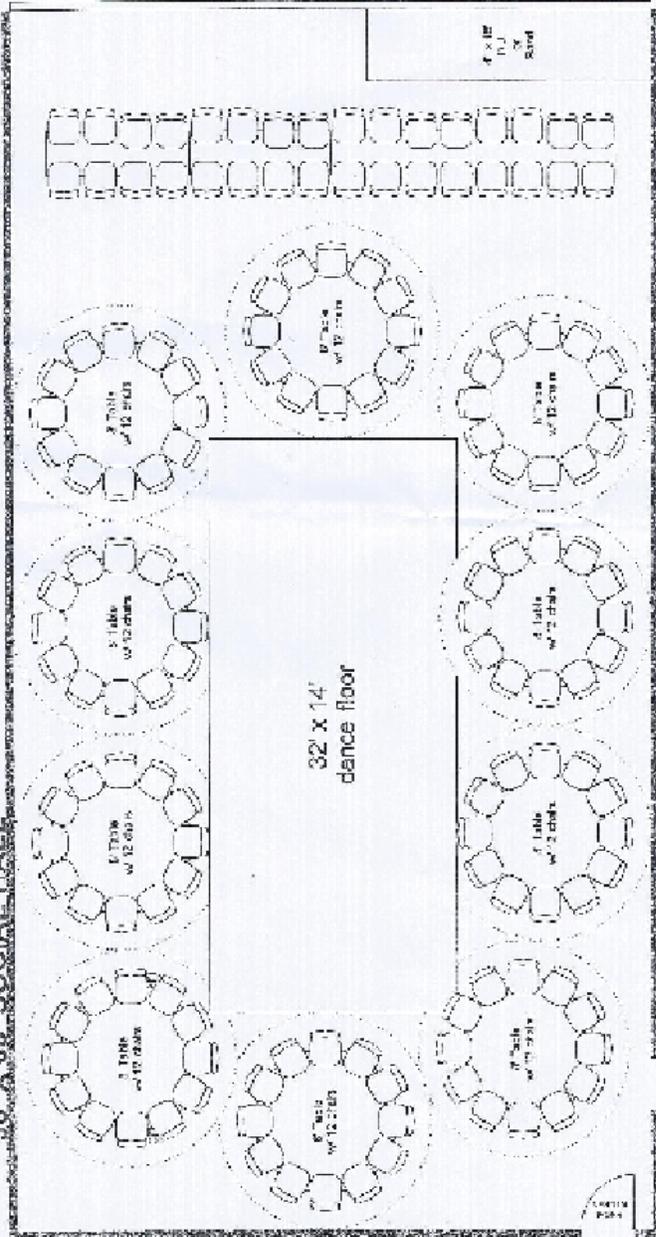
3 Tables w/ 8chrs  
10' x 10' x 10' H

4 Tables w/ 12chrs  
10' x 10' x 10' H

19 8' tables w/ 1' min. space when  
chairs are halfway under table  
8 per table = 152 people  
plus 8 people @ dias  
total = 160

10-11-1984 rev 2228W

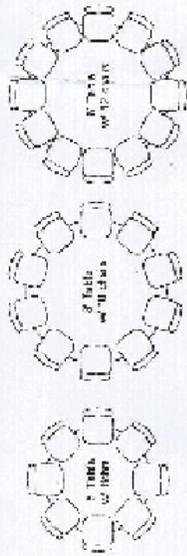
**36' X 60' SOCIAL HALL**



**SOCIAL HALL TABLE SET UP**

10 8' tables w/ 2' space when chairs  
are halfway under table  
10 per table = 100 people  
12 per table = 120 people  
32 people @ dias  
total = 132-152

table used rev 02/05/07



12 circles  
2' between tables w/  
chairs 1/2-way under

2 1/2' dia w/ 12 chairs  
14' dia w/ 12 chairs  
16' dia w/ 12 chairs

## Taylor Rental Certificate

**Taylor Rental**  
***Congregation Kol Haverim***  
***10% Linen Rental Certificate***

Bring this certificate in to Taylor Rental, Manchester to receive a 10% price accommodation for your linen rentals for any special event held at your temple

860-643-2496  
274 Broad Street  
Manchester, CT 06040  
Taylorrentalpartyplusct.com  
info@taylorrentalpartyplusct.com