

Appendix A: Glossary

Aliyah (pl. aliyot): Going up to the *shulchan* (reading table) to say blessings before and after the Torah reading.

Ark: The cabinet where the Torah scrolls are kept.

Aufruf: The occasion of a bride and groom receiving an aliyah on the Shabbat before the wedding.

Ba'al Kri'ah: Torah reader.

Bimah: Raised platform in front of the Ark.

Chumash: Book of weekly Torah readings interspersed with associated Haftarah readings.

D'var Torah: Speech or sermon explaining the significance of the weekly Torah portion.

Gabbai (pl. gabbayim): A person who calls people up to the Torah for aliyot and checks the reader's pronunciation and chanting, correcting any mistakes in the reading. This is also the name for the synagogue volunteer who helps with the organization of the services, such as identifying the people called up for aliyot.

Gelilah: The person who binds or dresses the Torah at the end of the Torah service.

Hagbah: The person who displays the open Torah to the congregation at the end of the readings.

Kippah (pl. kippot): Skullcap or small headcovering required for all men and boys in synagogue as a sign of respect; optional for women except when participating in the service. Yarmulke in Yiddish.

Maftir: An additional Torah reading.

Mazon: (Lit., "food" in Hebrew.) A Jewish nonprofit agency that allocates donations to alleviate hunger among people of all faiths and backgrounds.

Mi Sheberach: Prayer for the welfare of a person, whether due to illness or due to meriting a special blessing because of being called up to the Torah for an aliyah. Often said when a person is called to the Torah as part of a life-cycle celebration, such as a naming, aufruf, or Bar or Bat Mitzvah.

Hamotzi: Blessing over bread

Se'udat Mitzvah: A meal associated with a commandment, usually consumed after a religious ceremony or celebration. Considered to be a continuation of the service.

Shaliach/Sh'lichat Tzibbur: Prayer leader.

Siddur: Prayer book.

Simcha: A celebration; a joyous occasion; plural: s'machot.

Tallit: Prayer shawl worn by Jewish men over age 13, and by some Jewish women; plural: tallitot.

Tefillah: Prayer, religious services.

Trope: cantillations or inflections when singing from the Torah

Tzitzit: fringes on tallit

Appendix B: Ritual Sequence of the Service

The following list provides the complete order of the service. Please consult the rabbi with questions.

<u>Service/Prayers</u>	<u>Pages in <i>Sim Shalom</i></u>
<i>Pesukei d’Zimra</i> , Preliminary Prayers and Blessings.....	65, 83, 92–105
<i>Shacharit</i> , Morning Service.....	105–138
Psalm for Shabbat, Mourner’s Kaddish.....	72, 82
Rabbi’s Introduction of Bar or Bat Mitzvah Placing of Tallit, with parent blessing (optional)	
Torah Service.....	139–154
Torah processional.....	141
Torah reading	found in Chumash
Prayers before/after Torah readings	142
Prayer for Healing	144
<i>Chatzi Kaddish</i> before Maftir aliyah	146
Maftir aliyah and reading.....	found in Chumash
Hagbah & Gelilah (lifting/display and dressing of Torah).....	146
Torah Holder seated with Torah	
Rabbi’s Mi Sheberach for the Bar or Bat Mitzvah	144
Candy throwing	
D’var Torah of the Bar or Bat Mitzvah	
Haftarah reading.....	found in Chumash
Rabbi’s remarks to Bar or Bat Mitzvah, with b’racha <i>Shehecheyanu</i> (Rabbi and family).....	provided in Honors section, above
Prayer for our Country.....	148
Prayer for Israel.....	149
Prayer for Peace (optional).....	149
<i>Ashrei</i>	151
Torah recessional	153
Presentation of Congregational Gifts to Bar or Bat Mitzvah	
Musaf service	155–161, 181–187
<i>Amidah</i>	156–161
<i>Kaddish Shalem</i>	181
<i>Ein Keloheinu</i>	182
<i>Aleinu</i>	183
<i>Mourner’s Kaddish</i>	184
Announcements	
<i>Adon Olam</i>	187
Kiddush at wine table	
Prayer over wine	
Handwashing	
<i>Hamotzi</i>	
Kiddush in Social Hall	

Appendix C: Sample Guidance for Guests

The following may be printed as an insert in your invitations to help your guests feel as comfortable as possible at your simcha.

Dear Friends,

We hope that you will be able to join us at CHILD's BAR/BAT Mitzvah. Even if you have attended similar celebrations elsewhere, there are a few things about the service that you might find helpful to know in advance.

What to wear to the service: Modest skirt or dress for girls and women, and collared shirt for boys and men. Many men wear jackets and ties. When inside the building, all boys and men are requested to put on a kippah, a small head covering that shows respect. These will be provided in the lobby.

Length of the service: Services begin at 9:30am and generally conclude around 12:15pm, with a light lunch afterwards. Please try to arrive by about 10:00am and enter the sanctuary quietly. You may go in and out of the sanctuary during the service, except during a few parts when the ushers will keep the doors closed. Please arrange for unaccompanied children to be picked up around 1:00pm.

Things to avoid: Please help our community to preserve the Sabbath atmosphere by refraining from using the following inside the synagogue and on synagogue grounds:

Electronics—cell phones, cameras (including phone cameras and video cameras), recording or playback devices (mp3 players, iPods, etc.), electronic games. Please ensure these items are turned off before entering the building.

Writing/coloring implements. Picture books and toys that do not make noise are appropriate to keep small children occupied.

We look forward to celebrating with you!

Appendix D: Sample Program Wording

If you wish to provide optional programs, you may include what you wish from the following sample. You may also download and edit the sample template, found at <http://www.congbethel.org/bnaimitzvah>. Feel free to omit sections, but if you want to add other explanations, you must check with the Rabbi. Please note that the following has reference to a BAR mitzvah and appropriate substitutions should be made for a girl and her bat mitzvah.

Shabbat Shalom.

We are happy that you have joined us as CHILD celebrates becoming a Bar Mitzvah. Bar Mitzvah literally means “son of the commandment.” Upon becoming a Bar Mitzvah, CHILD is held responsible for his actions and is obligated to observe the commandments of Jewish law. Today CHILD will wear a tallit (prayer shawl) for the first time as a symbol of his new obligations. In addition to being held responsible for his actions, CHILD has now reached the age where he has the right to lead religious services and count in a minyan (the minimum number of people needed to say certain prayers as a community).

The Synagogue: The focus of the sanctuary is the Aron Kodesh, or Ark, located on the eastern wall, directing our attention toward Jerusalem. The Aron Kodesh contains the Torah scrolls, the Five Books of Moses handwritten on parchment. Its beautiful doors depict special ritual items used throughout the year, such as a Menorah, and above the Ark itself is a depiction of the Ten Commandments. Above the Aron Kodesh is the Ner Tamid (eternal light).

The Service: Congregation Beth El is fortunate to have many talented and committed congregants who lead prayers and read from the Torah. You will see several different people participate in today’s service. The Shabbat morning service is divided into four major sections.

Pesukei D’Zimra: The preliminary service consists of blessings, psalms, and prayers of praise and gratitude to God. It establishes the mood for the rest of the prayers that follow.

Shacharit: The morning service includes some of our oldest and most significant prayers to God. The Barchu, a call to prayer, is followed by the Shema, the oldest fixed daily prayer in Judaism, which expresses Judaism’s belief in the oneness of God. Another is the Amidah, a quiet personal series of prayers said while standing and facing east. Congregants sit down as they finish the prayer at their own pace; we stand again when the reader repeats the Amidah aloud.

Torah Service: The public reading from the Torah is the central part of our morning worship. CHILD will lead the congregation in the Torah service. Accompanied by his parents, CHILD will carry the Torah through the sanctuary. Jews show their devotion by reaching out to touch the Torah mantle with the fringes of their tallitot or the edge of a prayer book and then kissing whatever they used to touch the Torah. We remain standing until the Torah is placed on the reader’s table. The Torah has been divided up into 54 parshiyot (portions), one of which is read each week. (We double up portions a few times a year.)

The weekly parsha is divided into short sections, one or more of which is chanted by different Torah readers. Each Torah reader must chant the section accurately without relying on vowels, punctuation, musical notation, or separation of paragraphs, none of which are included in the

Torah scroll. Before the reader chants a section, a person will be called by his or her Hebrew name for the honor of an aliyah (going up) to recite the blessings before and after the reading. After the last section of the Torah is read, a congregant will hold it up for all to see.

The rabbi will pronounce a blessing over CHILD, and the congregation will respond by singing congratulations and tossing soft candy at CHILD, symbolizing the wish for a sweet life of learning.

After the Torah reading, CHILD will speak about the meaning of this week's parsha (portion). CHILD will then chant the Haftarah (additional reading), a selection from the Prophets. When ancient oppressors prohibited Jews from reading the Torah, Jewish leaders read a section from the Prophets' writings containing a theme or lesson that usually echoed the themes of the week's Torah reading. In modern times, we read both the Torah portion and the Haftarah. After CHILD chants the Haftarah and the blessings following it, he/she will carry the Torah through the sanctuary to return it to the Aron Kodesh.

Musaf: The final part of the service, Musaf (additional), includes a repetition of the Amidah prayer. At the end of the Musaf service, CHILD and our family will join the rabbi at the wine table to say the traditional blessings over wine, hand-washing, and bread, that precede the Kiddush (sanctification) luncheon following the service.

We invite the congregation to join CHILD and our family following services at the Kiddush in honor of CHILD's bar mitzvah.

HONORS*

Opening/Closing the Ark
Aliyot – [five, including parents]
Maftir Aliyah – CHILD
Hagbah (lifting Torah)
Gelilah (binding Torah)
Holding the Torah (optional)
Prayer for the Country
Prayer for Israel
(Prayer for Peace--optional)
Opening/Closing the Ark
Candy distribution

*Honors will vary depending on the events of that Shabbat. Please consult with the Rabbi before printing programs.

Appendix E: CATERING RENTAL CONTRACT

Catering Company _____ (the "Caterer")

Address _____ Phone _____

Principal Contact _____

Name of Family _____ (the "Family")

Type of Function _____ (the "Function")

Day _____ Date _____ # Guests _____

The Caterer has been engaged by the Family to provide catering services on behalf of the Family at the Function. In consideration for Congregation Beth El to permit the Caterer to utilize its facilities, the Caterer has agreed to become bound by the terms and conditions of this Catering Contract. Accordingly, the Caterer agrees as follows:

1. A \$250 security deposit must be paid by the Caterers. The \$250 deposit is refundable upon completion of the Function, after inspection by an authorized agent of Congregation Beth El of the areas used. Check will be mailed to Caterer within 10 business days. Additional clean-up will be charged at \$100.00 per hour and will be deducted from this deposit.
2. If on site cooking is required for the event, there will be an additional fee of \$250 per day. Caterer must clear date(s) with Congregation Beth El's office two (2) weeks in advance.
3. The Caterer agrees to indemnify and hold Beth El, and any trustee, officer, or employee thereof (the "Congregation Beth El Indemnitees") harmless for any loss, liability, cost, damage or expense whatsoever (including court costs and reasonable attorney's fees) incident to any claim, action or proceedings against the Congregation Beth El Indemnities arising out of the Caterer's actions and/or omissions in respect of the Function. The Caterer must furnish Congregation Beth El with evidence of insurance liability coverage of at least \$1,000,000, naming Congregation Beth El of Norwalk,

Incorporated as an "additional insured." This insurance certificate must be in the form of an Acord 27, and must be submitted two weeks prior to the Function. If liquor is to be served, the Caterer must provide an endorsement on the certificate that host liquor liability is included also.

4. All Congregation Beth El equipment shall be left in a clean condition, including but not limited to stoves, refrigerator, freezer, sinks, floors and counter tops. The Caterer shall supply its own paper towels, plastic wrap, foil, dish soap and consumables such as coffee, tea, sugar, sweetener and condiments.
5. Chair and table set-up and chair and table clean-up are the responsibility of the Caterer. Congregation Beth El must receive the guest count no later than 72 hours prior to the Function.
6. Kashrut must be observed at all times. A mashgiach or agent (approved by the rabbi of Congregation Beth El) must be on premises during all cooking and prep work. Mashgiach must check all ingredients prior to usage.
7. After each event, the Caterer shall:
 - a. Properly pack all refuse into plastic trash bags and tie securely with twists and deposit into Congregation Beth El dumpster. Bags and twists are to be provided by the Caterer.
 - b. Sweep and wet mop the kitchen floor.
 - c. Complete the Inventory Check List for any lost or broken items.
8. The Caterer agrees to abide by each and all of the Policies and Practices Regarding use of Congregation Beth El Facilities, a copy of which is attached.
9. The Caterer may not assign its rights or delegate its obligations under this Agreement, without the prior written consent of Congregation Beth El.
10. The Caterer agrees that the goods and services it provides in respect of the Function are solely for the benefit of the Family. Therefore, it shall look solely to the Family, and not Congregation Beth El, for payment and/or compensation in respect thereof.
11. Nothing contained in this Agreement shall establish any principal/agent relationship between Congregation Beth El and the Caterer, or cause Congregation Beth El to be responsible in any way for the debts or obligations of the Caterer. The Caterer agrees that it is an independent contractor engaged solely by the Family for purposes of the Function.

12. This Agreement constitutes the entire agreement between Congregation Beth El and the Caterer, thus superceding all other oral and written agreements, express or implied, concerning the subject matter of this Agreement, and applies only to the Function. This Agreement shall not apply to any separate function at Congregation Beth El in which the Caterer is engaged, nor shall it be used or asserted by the Caterer to establish a precedent regarding any future functions at Congregation Beth El.

13. This Agreement shall be governed by and construed in accordance with the internal laws of the State of Connecticut, and Connecticut conflict of laws shall not apply in any manner that results in the application of the internal laws of any jurisdiction other than Connecticut to enforce and/or construe this Agreement. The Caterer hereby knowingly and voluntarily consents to personal jurisdiction in the courts of the State of Connecticut with respect to any legal action, suit or proceeding.

14. This Agreement cannot be changed or modified, except with the written consent of both parties, and no waiver of compliance with any provision or condition hereof and no consent provided for herein shall be effective unless evidenced by a written instrument executed by the party from whom such waiver or consent is required.

15. This Agreement may be executed in a number of identical counterparts, each of which, for all purposes, is to be deemed an original, and all of which constitute, collectively, on agreement. This Agreement may be evidenced by a facsimile copy of the original, signed Agreement.

Agreed and accepted:

Congregation Beth El

Caterer

Authorized Signature

Date

Date

For office use only:

FEE: \$ _____

DEPOSIT RECEIVED: \$ _____

DATE: _____

DEPOSIT REFUNDED: \$ _____

DATE: _____

Appendix F: Friday Night Options

In order for the synagogue to plan properly for the Friday night portion of your child's Bar or Bat Mitzvah, we request that you complete the following:

Child's Name _____ Date of Bar/Bat Mitzvah _____

Caterer _____ # of Guest _____

Please check off your choice:

_____ **OPTION 1**—I will be having a private dinner in the Social Hall on Friday night for my guests. There will be an Oneg* in the Social Hall immediately after services for the congregation and my guests, which I will sponsor. I understand that if I choose this option, there will be a \$250 rental fee for the social hall, which must be paid in full 2 weeks (14 days) prior to your simcha. My caterer will provide at least the equivalent of the Oneg as noted below for my guests and 15 congregants. I understand that Beth El will not provide the Oneg. ***I understand that my child will lead Kiddush and hamotzi in the social hall, with everyone present.***

_____ **OPTION 2**—I will be having a dinner in the Social Hall to which the congregation is invited. I understand that if I choose this option, there will be no rental fee. My caterer will provide 2 challahs, Kosher wine, and grape juice for everyone, but we will not provide a separate Oneg, and we understand that Beth El will not either.

_____ **OPTION 3**—I will not be using the Social Hall for a dinner. I understand that if I choose this option, there will be no rental fee. However, I will have my caterer provide the Oneg* as noted below for my guests and 15 congregants. I understand that Beth El will not provide the Oneg.

*Oneg must include:

- Kosher wine
- Grape juice (Kedem brand)
- 2 challahs
- Fruit and cookies (or other sweets)
- Vegetables or crackers and dip (or other savory foods)

PLEASE NOTE: NOTHING CAN BE BROUGHT INTO OR REMOVED FROM SYNAGOGUE PREMISES ON SHABBAT OR YOM TOV.

Congregation Beth El Signature

Congregant's Signature

Date

12/3/2019

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Appendix G: Social Hall Rental Agreements

3 HOUR NON-SHABBAT ROOM RESERVATION REQUEST

Please note events on Sunday begins after 12:00p.m.

I (we) _____ wish to reserve the facilities of Congregation Beth El (CBE) for the occasion and date described below:

I (we) agree to the fees and charges as set forth by CBE, and further agree to abide by the building rules and regulations set forth by CBE.

I (we) request permission to use CBE's facilities as listed below.

I (we) agree to abide by CBE's rules and regulations regarding use of the facilities and to be responsible for any expense incurred by CBE due to either (a) the failure to abide by CBE's rules and regulations, or (b) any damage to CBE which, in either case is not covered by the insurance of the subcontractors (eg. caterer, photographer, etc.) employed by me (us). I (we) understand that each subcontractor must provide a certificate of insurance to CBE.

Please sign and return one copy of this application with a nonrefundable deposit of half the fee. The remaining balance is due in full 2 weeks (14 days) prior to the date of the event. The deposit must be paid in full before the event is reserved on the CBE's calendar. You will receive a confirmation in writing at that time.

Name: _____

Daytime Phone: _____ Evening Phone: _____ Email Address: _____

Event Day and Date: _____ Number of Guests: _____

Starting Time of Event: _____ End Time of Event: _____

Will Food Service or Catering be required? Yes _____ No _____

Name of Caterer: _____ Telephone: _____

Please see list of approved caterers. If you have another caterer in mind, you must get approval from the Rabbi before booking your event.

Areas of Synagogue Requested and Fees (please indicate):	Member	Non-Member
Social Hall (No food being served)	\$150	\$300
Social Hall (Use of Kitchen by approved outside caterer)	\$300	\$600
Professional Fee, if services required (Paid directly to Rabbi)	--	\$100

Agreed to by Applicant

Date

Accepted by Congregation Beth El

Date

Event up to 6 hours

Please note event on Sunday begins after 12:00p.m.

I (we) _____ wish to reserve the facilities of Congregation Beth El (CBE) for the occasion and date described below:

I (we) agree to the fees and charges as set forth by CBE, and further agree to abide by the building rules and regulations set forth by CBE.

I (we) request permission to use CBE's facilities as listed below.

I (we) agree to abide by CBE's rules and regulations regarding use of the facilities and to be responsible for any expense incurred by CBE due to either (a) the failure to abide by CBE's rules and regulations, or (b) any damage to CBE which, in either case is not covered by the insurance of the subcontractors (eg. caterer, photographer, etc.) employed by me (us). I (we) understand that each subcontractor must provide a certificate of insurance to CBE.

Please sign and return one copy of this application with a nonrefundable deposit of half the fee. The remaining balance is due in full 2 weeks (14 days) prior to the date of the event. The deposit must be paid in full before the event is reserved on the CBE's calendar. You will receive a confirmation in writing at that time.

Name: _____

Daytime Phone: _____ Evening Phones: _____ Email address: _____

Event Day and Date: _____ Number of Guests: _____

Starting Time of Event: _____ End Time of Event: _____

Will Food Service or Catering be required? Yes _____ No _____

Name of Caterer: _____ Telephone: _____

Please see list of approved caterers. If you have another caterer in mind, you must get approval from the Rabbi before booking your event.

Areas of Synagogue Requested and Fees (Please Indicate)

Use of the Synagogue Facilities (Does not include use of School Wing) **(1)** \$1,350

Custodial Fee (required) \$ 150

(1) Includes use of kitchen by one of CBE's approved kosher caterers.

Agreed to by Applicant

Date

Accepted by Congregation Beth El

Date

Vendor List for Social Hall Use

Caterer _____ Phone number _____

Contact person _____

Florist _____ Phone Number _____

Contact Person _____

Decorator _____ Phone Number _____

Contact Person _____

Band/DJ _____ Phone Number _____

Contact Person _____

Photographer _____ Phone Number _____

Contact Person _____

Videographer _____ Phone Number _____

Contact Person _____

Appendix H: Gift and Simcha Shop

Beth El's Judaica Shop – the Gift and Simcha Shop– located in the lobby, has an extensive selection of tallitot and tallit clips. It is an excellent source for simcha gifts such as jewelry, a yad, or a tzedakah box. The Gift and Simcha Shop is open when Navasky Religious School is in session, on Sundays from 9:30am to 12:30pm. If you want to shop at a different time, please be in touch with Nancy Oberst or Hillary Shaefitz to arrange a time.

Please remember that the volunteer-run Gift and Simcha Shop sells tallitot, tallit clips and yads (Torah reading pointers), as well as beautiful hand-made specialty women's headcoverings. All profits benefit Beth El. We encourage you to take advantage of their services and expertise.

Appendix I: Simcha Tree Order Form

Celebrate life's Simcha's with Beth El's
SIMCHA TREE

Inscribe the names of your loved ones on Beth El's beautiful Simcha tree. Located in the lobby, our tree contains generations of our congregation's Simchas. Perfect to Commemorate a Bar/Bat Mitzvah, a Birth, a Marriage, an Anniversary, a Graduation or a high achievement.

**Individual leaves are available for \$100 each;
Large Stones are available for \$500 each.**

Person purchasing plaque (contact purposes);

Name: _____
Address: _____
City/ST/Zip: _____
Phone: _____
Email Address: _____

Plaque information (please print clearly);

Name to be inscribed _____
Hebrew Name (Optional) _____
Date: _____
Type of Simcha: _____
Quantity of leaves: _____ Quantity of Stones: _____

Purchases are fully tax deductible. Get your order in by Dec.31st to take advantage of this deduction for this calendar year. Make Check payable to Congregation Beth El. Payment must accompany this form. Questions: Contact Beth El Office 203-838-2710



Appendix J: Congregation Beth El

FROM I-95, THE CONNECTICUT TURNPIKE

Heading North (from New York & Stamford)

Take EXIT 16 and turn left at the traffic light onto East Avenue. Proceed straight ahead 0.5 mile through 3 more lights. Synagogue is on the right. Parking in rear, entrance at the front of the building, on East Avenue.

Heading South (from New Haven & Bridgeport)

Take EXIT 16 and turn right at traffic light onto East Avenue. Proceed straight ahead 0.5 mile through 2 more lights. Synagogue is on the right. Parking in rear, entrance at the front of the building, on East Avenue.

FROM THE MERRIT PARKWAY (ROUTE 15)

Heading North (from New York & Stamford)

Take Exit 39A onto Route 7 South. After a short distance, the highway ends by leading off in three directions. Follow signs leading onto 1-95 North (Bridgeport. New Haven). After very short distance on 1-95, exit at Exit 16. Turn left at the traffic light onto East Avenue. Proceed straight ahead 0.5 mile through 3 more lights. Synagogue is on the right. Parking in rear, entrance at the front of the building, on East Avenue.

Heading South (from New Haven & Bridgeport)

Take Exit 41 in Westport. At traffic light turn left on Route 33 toward Weston. At first traffic light (the Three Bears Restaurant will be on the far left corner), turn left onto Newtown Avenue. (Newtown will become East Avenue at the 4th traffic light.) At the 5th light (about 3.5 miles from the Three Bears Restaurant). you continue straight, crossing Route 1. The next traffic light is a major intersection. Continue through on East Avenue passing Norwalk Inn on the left.

Synagogue is on the left. Parking in rear, entrance at the front of the building, on East Avenue.

FROM ROUTE 7

Coming "South" from the Danbury & New Canaan direction:

After crossing into Norwalk, follow signs that lead onto the 4-lane section of Route 7. (Turn right opposite the Connecticut Department of Motor Vehicles which will be on your left, go to 2nd light then left onto 4-lane section.) After a short distance, the 4-lane highway ends by leading off in three directions. Follow signs leading onto 1-95 North (Bridgeport/New Haven). After short distance on I- 95, take Exit 16. Turn left at traffic light onto East Avenue. Proceed straight ahead 0.5 mile through 3 more lights.

Synagogue is on the right. Parking in rear, entrance at the front of the building, on East Avenue.

Appendix K: Social Hall Map

Beth Ch Social Hall Dimensions
for table set-up.

