Dear Parents,

Mazel tov!

Whether you are anticipating a Bar/Bat Mitzvah for the first time, the second time or even the third, each Bar/Bat Mitzvah is a wonderful and unique occasion for you and your family. It is the joy and pleasure of our staff, clergy, educators and tutors to train and prepare your child for this important milestone in his/her Jewish life. It is our goal to make the experience of Bar/Bat Mitzvah an enjoyable one for you and a source of great joy and satisfaction for your friends, family, and guests on that very special day.

We hope that you will take the time to carefully read this Bar/Bat Mitzvah Handbook. It contains valuable information about preparations for Bar/Bat Mitzvah for your family and for your child. Although the many different sections may at first seem overwhelming, we will be here throughout the process to explain, to simplify and, hopefully, to infuse the entire process with meaning.

Your child’s Bar/Bat Mitzvah may still be years away. We begin the process of planning early, with the hope that through study, discussion and preparation, you will feel prepared and be able to celebrate your simcha in a way that will be inspiring and create wonderful memories for you and your family for years to come.

We look forward to working together and to celebrating together.

Shalom,

Neil Cooper  Lisa Richman  Eugene Rosner
Rabbi       Education Director       Cantor
Bar/ Bat Mitzvah Time-Line

4th Grade: Attend Orientation and Select Date/s for your service and celebrations. Contact Barbara Schwartz at X118 or bswiftwartz@tbhbe.org if you want to make any changes after that time.

5th Grade: 5th/6th Grade Retreat
Journey to Bar/Bat Mitzvah - Mitzvah Project program - Spring

18 months prior: Deposit is due for any facility rentals – the use of facilities cannot be guaranteed without a deposit at this time.

6th Grade: Journey to Bar/Bat Mitzvah Family Education programs throughout the year, including 5th/6th Grade Retreat

1 year prior: Meet with Cantor Rosner: Confirm child meets educational standards, review expectations, and set up timing for lessons. Work on completing 13 hours of a mitzvah project.

6 - 9 months prior: Most children begin lessons

July 1 prior: Bar/Bat Mitzvah Fee is Assessed

2 months prior: Initial meeting with officiating Rabbi to discuss honors, D’var Torah and any questions, concerns or special circumstances.

6 weeks prior: Draft of D’var Torah is sent to the officiating Rabbi.

1 month prior: Honors sheet sent to the rabbi.

Your Temple Beth Hillel-Beth El Staff Is Here to Assist You

For questions regarding available Bar/Bat Mitzvah dates, fees, planning Kiddush, ordering flowers, booking facilities, and the list of accepted caterers, contact Barbara Schwartz at X118 or bswiftwartz@tbhbe.org.

For assistance with Torah readings or blessings for you or your family, contact Hazzan Rosner at X132 or erosner@tbhbe.org.

For questions regarding who may receive honors at your ceremony and how to include your family in the service, contact Rabbi Cooper at X130 or nswiftcopper@tbhbe.org.
For questions regarding the mitzvah project requirement and general education eligibility for becoming Bar/Bat Mitzvah, contact Lisa Richman at x121 or lrichman@tbhbe.org.
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*(Please note: All fees and policies listed in this Handbook are subject to change. Call the synagogue office for current information.)*
**PHILOSOPHY**

Historically, at the age of 13 (by the Hebrew calendar), a boy was called to the Torah at a public worship service on a day the Torah was read to mark his becoming a Bar Mitzvah, coming of age in the Jewish religion. This meant that, immediately thereafter, the child was afforded all of the rights and responsibilities of any adult member of the Jewish community.

As an egalitarian Conservative synagogue, under the auspices of the United Synagogue of Conservative Judaism, Temple Beth Hillel-Beth El preserves and extends that tradition to all our children. Everyone, regardless of gender identification, is educated together and equally prepared to participate in the Bar/Bat Mitzvah ceremony. This ceremony, usually part of the Congregation’s regular Shabbat morning or Shabbat afternoon services, allows each young person to participate in that service demonstrating his/her skills and abilities as a Shaliach Tzibbur (prayer leader), Torah and/or Haftorah reader, and sharing personal insights into the Readings.

Temple Beth Hillel-Beth El seeks to create an educational environment for the Bar/Bat Mitzvah student and family that will help them to:

1. **Appreciate** what it means for the Bar/Bat Mitzvah student to come of age within our synagogue and the broader Jewish community;

2. **Inspire** the student to take seriously his/her new responsibilities and privileges within Jewish tradition;

3. **Encourage** a sense of connection with his/her Jewish past and fluency in the skills needed to participate in an adult prayer service;

4. **Deepen** the Bar/Bat Mitzvah student’s understanding of his/her role in connecting past and future generations of Jews;

5. **Accept and welcome** the Bar/Bat Mitzvah student’s individuality and particular needs; and

6. **Cultivate** opportunities for the student to continue to practice Judaism in the adult community of Temple Beth Hillel-Beth El and to participate in our teen programs.
BECOMING A BAR/BAT MITZVAH

CONGREGATIONAL STANDARDS

The following standards have been set to meet the goals stated in our philosophy:

1. In keeping with Jewish tradition, a Jewish child reaches the age of Bar/Bat Mitzvah at 13 for boys and 12 or 13 for girls, according to the Hebrew calendar. At this age, the child may be called to the Torah for an Aliyah at a congregational service when the Torah is normally read.

2. Central to the theme of the Bar/Bat Mitzvah is the value of a Jewish education. The child must currently be enrolled in his or her fifth (or more) year of Jewish education, generally in Temple Beth Hillel-Beth El’s Religious School or its equivalent, or a Jewish Day School.

3. The family must be a full and current member in good standing of Temple Beth Hillel-Beth El to be entitled to Bar/Bat Mitzvah privileges.

4. Approximately 6-9 months prior to your child’s Bar/Bat Mitzvah individualized training will begin. At that time all financial obligations must be current. Special arrangements may be discussed with the Executive Director.

5. Shabbat services are a key time when our community gathers each week for reflection, learning, and prayer. It is also the time when we join together in celebration of communal and individual milestones. Families find that attending services regularly helps to:
   - Deepen their own celebration of Shabbat
   - Connect to the Temple Beth Hillel-Beth El community
   - Create more meaningful moments at their own family celebrations (baby-naming, Bar/Bat Mitzvah, etc.)

We look forward to seeing all of our students and their families regularly at Friday evening and Shabbat morning services. **We strongly recommend attending services as a family at least once a month in the years immediately preceding a child’s Bar/Bat Mitzvah** to ensure that everyone is able to participate comfortably on the day of your celebration.

6. During the year prior to the Bar/Bat Mitzvah celebration, the child is required to plan and complete an activity which fulfills a particular Mitzvah (Jewish responsibility). Families often participate in these activities as well. **The Mitzvah Project** is discussed in detail at a Bar/Bat Mitzvah Family workshop during the spring of the fifth grade year.
7. It is a mitzvah to use tefillin during weekday morning services. As an egalitarian congregation, we also encourage young women to wear tefillin. As a part of our Religious School program, beginning in February of 6th grade, all boys are expected, and all girls are encouraged to wear tefillin during the Religious School service each Sunday.

Some families own heirloom tefillin that the children may use. For those who do not own tefillin, we have an arrangement with a Sofer (scribe) to purchase reasonably priced Kosher tefillin. Please arrange for the purchase of tefillin through the Cantor’s office.

ASSIGNMENT OF DATE

Prior to the assignment of a date, the Associate Rabbi and/or Executive Director will verify that the child is enrolled in a Jewish educational program and that the family is a member in good standing.

Approximately three years prior to the Bar/Bat Mitzvah, the Rabbi and Chairs of the Bar/Bat Mitzvah Committee will meet to discuss date assignment. The date will correspond as closely as possible to your child’s Hebrew birth date. Once assigned, any requests to change a date must be made with Barbara Schwartz at X118 or bschwartz@tbhbe.org. (Any changes in date must be confirmed in writing from Barbara Schwartz before the change becomes effective.)

TRAINING OF STUDENTS

Approximately one year before your child’s Bar/Bat Mitzvah, your child’s Jewish educational status and your family’s membership status will be reviewed. The Cantor will send you a letter inviting you to meet with him and discuss your plans for your child’s Bar/Bat Mitzvah. At this time, it will be important to let him know of any special needs your child may have or any special requests you may have for the day of the Bar/Bat Mitzvah. He will also give you a scheduling form for individual training sessions. The scheduling of these private lessons will be mutually convenient for parents, student and teacher. Lessons (for religious school students) will not be scheduled during Religious School classes, or during scheduled school vacations. The Rabbi or Cantor should be consulted regarding outside or non-Temple Beth Hillel-Beth El staff teachers.

Most families will begin individual training approximately six months prior to the Bar/Bat Mitzvah ceremony (or eight months before excluding July and August). These sessions will meet for about one half-hour weekly up to the time of the Bar/Bat Mitzvah service.

If your child has a special educational need, please contact a Rabbi or Cantor in advance and we will try to accommodate this need. Should your child require additional tutoring, we will help to arrange a tutor at an additional hourly fee.
Prior to the ceremony, the child and family will meet with the Cantor for two final reviews in the Sanctuary. The family and student will also be contacted by the officiating Rabbi about 2 months before the service to meet, discuss and prepare for the service.

**FAMILY EDUCATION**

Throughout the two years prior to Bar/Bat Mitzvah, the synagogue offers a series of family workshops called “Journey to Bar/Bat Mitzvah.” The Journey program is designed for both Day School and Religious School families – parents and children are strongly encouraged to participate in these enriching sessions. In addition to the specific topics covered, these sessions help build community among Bar/Bat Mitzvah families and provide an opportunity for the families to spend time with and learn from the Rabbi. A highlight of the program is our 5th/6th Grade retreat, which is attended by students both years.

**ROLE IN SERVICE**

At Temple Beth Hillel-Beth El, a Bar/Bat Mitzvah candidate participates in the service to the extent of his/her ability and level of comfort. The determination of the level of participation will be made by the Rabbi and Cantor in concert with the parents of the Bar/Bat Mitzvah.

The following outline describes the opportunities for a Bar/Bat Mitzvah candidate to participate in leading services:

**Shabbat Morning**

Typically, a student will:
- Receive an Aliyah
- Chant Maffir Torah Reading
- Chant Haftarah and accompanying blessings
- Deliver a D’var Torah

In addition, some students will:
- Chant Additional Torah reading(s)
- Lead Torah service
- Lead Shacharit or Musaf

**Mincha/Ma’ariv/Havdalah**

Typically, a student will:
- Receive an Aliyah
- Chant the Torah portion
- Deliver a D’var Torah

In addition, some students will:
- Lead Torah service
- Lead Mincha and/or Ma’ariv
- Lead Havdalah

Students who have learning difficulties, anxiety or other concerns that may make participation more challenging are encouraged to speak with the clergy to determine an alternative plan. We are committed to working out solutions for each student to be able to celebrate this milestone in a meaningful manner.
MONDAY AND THURSDAY MORNING MINYAN

During the week of the Bar/Bat Mitzvah, the Shabbat afternoon reading is repeated at the morning minyan on Monday and Thursday. Students whose Bar/Bat Mitzvah takes place at Mincha/Ma’ariv/Havdalah are invited to return on the following Monday or Thursday morning in order to read their Torah portion. The Monday service begins at 6:45 AM. The Thursday service begins at 7:30 AM and usually concludes by 8:30 AM. Please coordinate with the Cantor.

FRIDAY EVENING KABBALAT SHABBAT

Students who will celebrate becoming a Bar/Bat Mitzvah on Shabbat are encouraged to attend the Kabbalat Shabbat service on Friday evening. Many families will sponsor light “hors d’oeuvres” at 5:45 PM, followed by services at 6:00 PM, which conclude around 6:45 PM. B’nai and B’not Mitzvah can participate in these services by leading the Kiddush, leading Yigdal, doing a responsive English reading or leading other portions of the service.

BAR/BAT MITZVAH SERVICE PROCEDURES

SHABBAT MORNING SERVICE

1. Shabbat morning services begin promptly at 9:30 AM and end at noon.

2. The Bar/Bat Mitzvah Family receives Torah honors during the service. Five Aliyot (individuals or couples) may be assigned for blessings over the Torah. Additional honors include lifting the Torah (Magbiah) and dressing the Torah (Golel). Also, four people may be honored by opening and closing the Ark. Honorees should arrive at the synagogue by 10:00 AM. TBH-BE reserves two aliyot for congregants.

3. If 2 families decide to share a Bar/Bat Mitzvah service, each family receives 3 Aliyot. The rest of the honors will be divided equally as described above.

MINCHA/MA’ARIV/HAVDALAH SERVICE

1. The time at which the Mincha Service will begin is approximately the same time as Shabbat candle lighting on the evening before. The service will last for about an hour and fifteen minutes. Check with Barbara Schwartz in the office for the exact time for your assigned date.

2. Three people or couples will be called to the Torah (Aliyah) to recite the blessings. Two people may lift (Magbiah) and tie the Torah (Golel). Additionally, 4 people may be honored by opening and closing the Ark.
ALL SERVICES

1. We encourage our B’nai Mitzvah to honor family members by inviting them to participate in the Bar/Bat Mitzvah service. Honors in the service that involve technical skills, such as Aliyot (reciting the blessings before and after each Torah reading) and Magbiah (lifting the Torah), should be assigned to family members who know how to perform them correctly. Family members who you wish to honor who are not familiar with these practices may be given other roles, such as opening the ark or helping to dress the Torah.

   It is important that family members who are given Aliyot practice ahead of time so that they are comfortable reciting them in accordance with our practices. The text and a recording of the blessings are available by contacting the Cantor.

2. If you have family members and/or friends who wish to read Torah, please ask the Cantor to arrange the assignments, and allow plenty of time for preparation. The Cantor will review these readings and it is expected that those who read will be proficient reading the non-vocalized text a week before the simcha. The Cantor will provide readers with texts and recordings for those who need them.

3. The list of honorees (including full Hebrew names, English name, and relationship to the Bar/Bat Mitzvah) is to be reviewed at the meeting with the officiating Rabbi during the month prior to the service.

4. All men should wear a kippah. Each man who receives an Aliyah should wear appropriate synagogue attire as well as a Kippah and a Tallit. Each woman who receives an Aliyah should wear appropriate synagogue attire (shoulders must be covered in the Sanctuary) and a head covering. The wearing of a Tallit by women is encouraged.

5. The front Bimah is equipped with a ramp, making it accessible for those with physical disabilities. A table may also be placed on the floor in front of the reader’s table to allow people with disabilities to read from and have aliyyot to the Torah.

6. The Sanctuary is equipped with a wireless assistive listening system. Ear sets are available from the ushers for congregants and guests to use during services.

7. Immediate family members who are not Jewish may participate in the service. Please contact the officiating rabbi to determine which honors are available for them.
1. **Speech by Bar/Bat Mitzvah (D’var Torah)**

The Bar/Bat Mitzvah student’s delivery of a D’var Torah, a short speech relating to either the Torah or Haftarah reading, is often a highlight of the service. The purpose of this speech is two-fold:

a. To demonstrate an understanding of the Torah or Haftarah for that service. The speech should very briefly summarize the part of the passage on which the student will comment, as a way to introduce the reading for the congregation. (A full “re-telling” of the entire weekly portion should not be given.)

b. To find a personal connection to the passage that relates to the student’s interests or activities and suggests that the student understands the Jewish significance of the day.

The speech is delivered before the Torah or Haftarah reading (depending on which passage the student has chosen.) The speech should be no more than **500 words in length**. We ask students not to include a list of thank you comments and to consider offering such comments at the reception.

In order to assure that the tone and message of the speech are appropriate, the student should send the speech to the officiating Rabbi six weeks before the service. This will allow the Rabbi to review the text and to discuss any necessary revisions when he meets with the family.

There will be a **“D’var Torah Workshop”** held on a Sunday morning during the winter for all 6th graders and their parents. The Rabbis will introduce the process for preparing a D’var Torah at this time. Students will receive materials specific to their parashah at that time.

2. **Parental Blessing: Parent’s Speech and the Shehechiyanu**

One parent may deliver a speech during the service. In the morning, this speech follows the reading of the Haftarah and the Rabbi’s charge. For Mincha/Ma’ariv/Havdalah services, the parent’s speech may be given at the beginning of the service if there is a tallit presentation. Otherwise, the speech will be given directly after the rabbi’s charge.

The purpose of the parental speech is to enable you to bestow a special blessing upon your child. You may share the special meaning that this day has for your family. This is not the time to list the many virtues and accomplishments of your child – such remarks of affection are more appropriate for the reception or some other private occasion. To ensure
brevity and precise wording, speeches must be written and submitted to the officiating Rabbi before the family meets with the Rabbi. Parental speeches should be no more than 250 words.

Following the parent’s speech, the officiating Rabbi will invite the entire extended family to stand at their seats and recite the Shehechiyanu prayer. The purpose of this prayer is to enable the parent/s and family to thank God for the special blessing of their child reaching this day. Parents who are unfamiliar with the words of this blessing may request a copy from the Cantor or Rabbis.

SYNAGOGUE DECORUM

To avoid any embarrassment, please inform your guests regarding the following synagogue policies:

- Out of respect for the sanctity of the synagogue service, all beepers, cell phones, electronic games, etc., must be turned off at all times while in the Sanctuary. The use of cell phones or other electronics anywhere inside the synagogue building (including bathrooms) is prohibited on Shabbat.

- No photography is permitted during Shabbat inside or outside the building.

- Guests are requested not to bring gifts to the synagogue on Shabbat. All guests are requested to dress in appropriate and modest synagogue attire for all services. All males in attendance, Jewish and non-Jewish, are required to wear kippot in the Sanctuary.

- All men and women who will have an honor or participate in the service must wear a head covering. Those who will come in contact with the Torah should also be wearing a Tallit.

- In accordance with synagogue regulations, there is no smoking at any time within the synagogue building. In keeping with Shabbat observance, smoking anywhere on synagogue grounds is also prohibited.

- Young children and invited friends of the Bar/Bat Mitzvah child are requested to be supervised by a parent or a designated adult at all times during the service to ensure proper decorum and safety. It is the responsibility of the parents of the Bar/Bat Mitzvah to designate those supervisors. We welcome guests to utilize our Shabbat morning babysitting and youth services.

- Temple Beth Hillel-Beth El does not permit throwing candy at the Bar/Bat Mitzvah during the service. This prohibition is made in the spirit of proper decorum and safety.
OPTIONS: PERSONALIZATION AND ENHANCEMENT IDEAS

Below is a list of suggestions to make your simcha more meaningful and more personal for you and your family. This list is by no means complete. We encourage you to think creatively and to use our committee members and synagogue staff as resources.

KEHILLAH

In the spirit of Kehillah (Community), we strongly urge you to invite your child’s entire Religious School or Day School class to the child’s Bar/Bat Mitzvah service and celebration. This enhances the children’s sense of connection to each other and avoids the hurt feelings which arise from being excluded from a classmate’s simcha. The only exception to this is if you are planning a smaller celebration, where you are only inviting a handful of close friends.

SERVICE PROGRAM

Each Shabbat the synagogue prepares a standard, folded program which includes scheduling information pertaining to that Shabbat and the following week. You may create a personalized program supplement to distribute with our program. Sample supplement programs are available by contacting Barbara Schwartz in the office. Printed booklets must be e-mailed to Barbara Schwartz for proofreading and then delivered to the office by the Thursday prior to your simcha.

TZEDAKAH

A meaningful and most appropriate way of marking the feelings of blessing associated with a Bar/Bat Mitzvah is through an act of Tzedakah, sharing our good fortune with those less fortunate. We encourage the Bar/Bat Mitzvah to make a personal contribution independent of his/her parents' contribution. Some ideas for tzedakah contributions are as follows:

1. **MAZON: A Jewish Response to Hunger.** For details of how MAZON works and how you can participate, please call (310) 442-0020 or write to MAZON, 1990 S. Bundy Drive, Suite 260, Los Angeles, CA 90025-5232.

2. **A Synagogue Fund:** Contributions can be made to the synagogue or one of its many funds, including but not limited to: Holocaust Torah Education Endowment Fund, Tree of Life, prayer books, Bibles, the Religious School Endowment Fund, Equipment and programming. Contact the Executive Director for further information.
3. **Jewish Federation Mitzvah Food Pantry** and **Jewish Relief Agency**: Contributions of non-perishable foods are distributed to the Jewish community at large. For more information, contact the synagogue office.

4. **Make Centerpiece Baskets of Canned Food.** Following your celebration, you can distribute the baskets to community food banks. You can make your own or arrange through Because We Care, a program sponsored by the Jewish Federation.

## AFTER THE BAR/BAT MITZVAH

The synagogue recognizes that one of the responsibilities of becoming a Jewish adult is the lifelong commitment to continue Jewish study. Becoming Bar/Bat Mitzvah is an important step in the process of lifelong Jewish learning, but is not an endpoint. Rather, it begins a Jew’s obligation to study Torah as an adult. It is our expectation that our children will complete their studies in Religious School or Day School in the year of Bar/Bat Mitzvah, and will continue their studies the following year and beyond in **LMAHH** (Lower Merion Area Hebrew High), the **Saligman Middle School of Jack M. Barrack Hebrew Academy**, or another program in our community. Information pertaining to these (and other) programs is available through the school office.

## CELEBRATION PROCEDURES

### ARRANGEMENTS FOR SYNAGOGUE FACILITIES

Our synagogue is an excellent venue for your celebration. On dates that a Mincha-Havdalah Bar/Bat Mitzvah is assigned, the Bar/Bat Mitzvah family with a Mincha-Havdalah service has first option for use of the Cherry Auditorium and/or Coslov Auditorium on the night of their child's simcha for a private celebration. Please note that the Cherry Auditorium must be available Shabbat mornings for the congregational Kiddush or a morning celebrant’s luncheon.

If you are considering the use of synagogue facilities for a private celebration, you must reserve the room with a non-refundable deposit. (You are required to **pay the fee currently in effect** on the date that you confirm the reservation.) Moreover, if you plan to use the synagogue facilities on Friday evening and/or Sunday, please reserve the desired space. Due to space limitations and the demands of congregational programming, the synagogue is unable to hold an auditorium without your reservation and non-refundable fee.

Your deposit for use of synagogue facilities must be paid 18 months from the date of your child’s Bar/Bat Mitzvah date. If there are two B’nai Mitzvah scheduled on the same date (i.e. Shabbat morning and Mincha-Havdalah), the family with the Mincha-Havdalah service has the first option for evening use of synagogue facilities. However, this priority only lasts until 18 months prior to the event. After
that date, if a reservation and deposit have not been received, the room will become available to other families or groups.

In the event that there is only a Shabbat morning Bar/Bat Mitzvah scheduled, the synagogue facilities may be held for you and the deposit is due 18 months prior to the date. If the payment is not received at that time, the facilities will be made available for other families and/or groups.

When you choose to have a Kiddush lunch for your guests as well as the congregation, there is no fee for the use of the auditorium. (See below.)

Barbara Schwartz at 610-649-5300 X118 or bschwartz@tbhbe.org will contact you at least six months prior to your simcha to discuss your celebration plans for use of the synagogue facilities. If you are having something more than a basic Kiddush, you will need to meet with Barbara Schwartz again about two months prior to the simcha to review all details and to ensure that all rules and regulations pertaining to use of the facility will be followed.

Use of our facilities for a private celebration requires a signed contract, rental fee and insurance certificates from all of your service providers.

Security Guards are required at all private events (see page 18). Temple Beth Hillel-Beth El will make security arrangements for you and assess you the fee.

You may select any caterer from our catering panel. In addition, our house rules require that the caterer, florist, photographer, musicians and any other service providers you hire to work at Temple Beth Hillel-Beth El must have a current Certificate of Insurance on file at the synagogue, for limits not less than $1,000,000.

**BIMAH FLOWERS**

Two floral arrangements adorn the Bimah. Each Bar/Bat Mitzvah family will be charged a Floral Fee (see pg 17). Temple Beth Hillel-Beth El orders these flowers for you, but if you have special requests on colors, types of flowers, etc., you may let Barbara Schwartz know (at least a month in advance). The flowers will remain in the synagogue.

**KIPPOt**

We ask that you provide kippot for your guests. Personalized or plain kippot can be ordered through the Sisterhood Gift Shop.

**KIDDUSH ARRANGEMENTS**

For the Morning Service, the Bar/Bat Mitzvah parents are responsible for sponsoring a Kiddush (refreshments) for the entire Congregation as well as their guests following Shabbat morning services.
Kiddush arrangements and Kiddush options can be discussed with Barbara Schwartz.

Families are encouraged to invite the entire Congregation to a light lunch served buffet-style after the Shabbat morning service. Including the whole community is one way that we honor Shabbat and share the joy of your simcha with our entire congregation. Some families choose to host a private luncheon for invited guests at our facility. In such cases, the family is still responsible to provide a Kiddush for the entire congregation. Please speak to Barbara Schwartz to discuss options – she can help you think creatively about how to plan your special day in a manner that works for your family and your budget.

All foods must be provided from an approved Kosher caterer. (See page 17.)

**TIMING FOR SATURDAY NIGHT CELEBRATIONS**

In accordance with the rules for Shabbat observance in the Conservative Movement, instrumental music and picture-taking may not begin until Shabbat has ended. The ending of Shabbat may be figured by adding one hour to the candle lighting time for that Shabbat. Check with Barbara Schwartz to determine the correct time for your guests to arrive.

No deliveries of food, materials or equipment may enter or exit the synagogue on Shabbat. All pick-up and delivery arrangements should be scheduled with the office in advance. Valet Parking, if desired, may not begin prior to the conclusion of Shabbat.

**INVITATIONS**

The variety of invitations from which you may choose is expansive. Should you choose to create your own in conjunction with your child, you are only limited by your own imagination. Invitations should feature the Bar/Bat Mitzvah as a religious ceremony and the celebratory party as an enhancement. Please make certain that your invitations reflect the proper starting time for the service. The proper wording on the invitation is: "(child's name) will be called to the Torah as a Bar/Bat Mitzvah." or "(child's name) will become a Bar/Bat Mitzvah." or "(child's name) will participate in the service as a Bar/Bat Mitzvah."

Directions to the synagogue are available on our website: www.tbhbe.org

**SISTERHOOD GIFT SHOP**

Ritual items, including tallit, tefillin and kippot, as well as wine, and B'nai Mitzvah gifts may be purchased through our Sisterhood Gift Shop. Special and
personalized items are also available. Contact the synagogue office for Gift Shop hours.

**SHABBAT APPROPRIATE ENTERTAINMENT**

A cappella groups, Israeli folk dancing and group singing at a Bar/Bat Mitzvah luncheon are encouraged because they lend festivity to the occasion. However, no instrumental or electronic music is permitted on Shabbat, from sunset on Friday until one hour after sunset on Saturday. Flames, candle lighting, writing and the like are not permitted on Shabbat.

**PHOTOGRAPHY**

Families may arrange for photographers and/or videographers to come to the synagogue during the week before the Bar/Bat Mitzvah in order to take “set shots” and/or to videotape parts of the service which the Bar/Bat Mitzvah and others may be leading. These arrangements should be made several weeks in advance with Barbara Schwartz.

Photography sessions involving Religious School students should not be arranged during Religious School hours.

Our Torah scrolls may not be removed from the Ark for the purpose of using them in photographs. A fully dressed pasul (not fit for reading) Torah is available for use in the Sanctuary for photo sessions.

Those wishing to videotape the chanting of the Torah reading may use the *Etz Hayim Chumash* as the text. (Red bound Bible found in the pews.) Upon completion of photo-taking or video, the custodian must be contacted so that the premises may be locked and secured.

**Photography, audio taping or videography are not permitted at any time during services or at Shabbat celebrations.** At services which take place on Shabbat afternoon, however, photographers/videographers may come into the Sanctuary for the *Havdalah* portion of the Mincha-Havdalah service only.

**KASHRUT OBSERVANCE**

The reception and celebration of a Bar/Bat Mitzvah following the service is considered a *seudat mitzvah*, an extension of the ceremony itself. For receptions or meals held in the synagogue, all food must be prepared and served according
to the kashrut standards set by Rabbi Cooper. A current list of caterers approved for use in our synagogue, is provided below.

If a reception is to be held away from the synagogue and a caterer is employed who is not under rabbinic supervision, we strongly request that only dairy or pareve food be served, with absolutely no pork, shellfish, or mixing milk & meat.
CATERING AT TEMPLE BETH HILLEL-BETH EL CAN BE PROVIDED EXCLUSIVELY BY ONE OF THE FOLLOWING KOSHER CATERERS. (As of December 2018 - You Must Check with the Office Before Booking a Caterer as This List is Subject to Change)

APPROVED CATERERS

BETTY THE CATERER  215.224.8400
BOSCOV’S A LA CARTE CATERING  610.370.3718
FOOD DESIGNS, INC.  215.843.2292
NANA’S KITCHEN  703-586-3103
MY CATERER KOSHER  215.244.9700
   Paul Spangler
   Toby Weitzman  609.206.3553
OUR KOSHER KITCHEN  610.660.0680
   LESLIE AND LEWIS ROSEN

BAR/BAT MITZVAH RELATED FEES

(As of December 2018 – subject to change)

Bar/Bat Mitzvah Fee  $725.00
B’nai Mitzvah Fee  $1,300.00
(two siblings on the same date)
Kiddush Fee  $650.00
(Basic Kiddush for the congregation and guests includes fancy pastries, challah, wine, herring, and Israeli salad dip and pita bread.)
Flower Fee for Bimah Flowers  $100.00
Room Rentals (includes tables and chairs, use of kitchen, bridal room, coat room, bathrooms) for members of Temple Beth Hillel-Beth El.

- **Cherry Auditorium & Main Lobby (capacity 300 with dance floor)**: $750.00 per event
- **Coslov Auditorium & Foyer (capacity 80 guests)**: $350.00 per event
- **Security Guard – required**
  - $125.00 per guard* (for Mincha-Havdalah service, private Shabbat Luncheon and Friday Night dinner)
  - $225.00 per guard* (all other private events)

(*events with 50 or more children require an additional guard)

Coat Room Attendant recommended for events, November through April (arrange through your caterer)

**RECOMMENDED READING ABOUT BAR/BAT MITZVAH**

**A. BAR/BAT MITZVAH LITERATURE FOR PARENTS**

*Bar Mitzvah, Bat Mitzvah: The Ceremony, the Party, and How the Day Came to Be* by Bert Metter and Joan Reilly, 2007

This book describes a typical ceremony and explains how this custom began for boys during the Middle Ages and how it was adapted for girls beginning in 1922.


Bar and bat mitzvahs mark milestones for Jewish children, but for their families, stressful celebration planning can outweigh the joy. This commonsense guide to the preparation, service and party should ease the process.
Danny Siegel’s Bar and Bat Mitzvah Mitzvah Book: A Practical Guide for Changing the World Through Your Simcha by Danny Siegel, 2004

A great resource to help you consider how to make your celebration into an opportunity to help others.

The Mitzvah Project Book: Making Mitzvah Part of Your Bar/Bat Mitzvah ... and Your Life by Diane Heiman, 2011.

A superb resource for young people and parents beginning preparation for B’nai Mitzvah. This book will help you find an idea for a mitzvah project.


An invitation to all families to link the sacred act of ‘going up’ to the Torah with the sacred process of ‘growing up’ in faithfulness to God and community.


An easily accessible guide for both parents and kids that will help anyone to have a successful Bar or Bat Mitzvah experience with the least stress possible.


A guide to inspiring ceremonies and joyous festivities

B. BAR/BAT MITZVAH LITERATURE FOR AGES 9-12

About the B’nai Bagels by E.L. Konigsburg, 1975.

The adventures of a Jewish little league team and its teen members. Told with humor & insight.

Bar Mitzvah by Howard Greenfield, 1981.

A short explanation of the origins of Bar Mitzvah customs.
**The Bar Mitzvah Lessons** by Harry Squires, 1980.

A short story about the Bar Mitzvah of a refugee who was trained for his Bar Mitzvah by U.S. Army soldiers.

**Bar Mitzvah Lessons** by Martin Elsant, 1993.

A short novel whose hero, David, fears his approaching Bar Mitzvah which causes him to alienate five rabbis who try to help him. However, a deep relationship develops between 12 year old David and his Bar Mitzvah tutor.

**A Bar-Mitzvah of a Different Kind** by Esther Adler, 1990.

A story about an American boy's Bar Mitzvah celebration in Israel.

**Coming of Age: Your Bar/Bat Mitzvah** by Benjamin Efron & Alvan Rubin, 1977.

A slim text for students age 11-13 introducing the ritual of Bar Mitzvah: history, customs and significance.

**Does Anyone Here Know the Way to Thirteen?** by Stephen Kaufman, 1985.

A novel about the trials and tribulations of a pre-Bar Mitzvah adolescent.

**Good If It Goes** by Gary Provost & Gail Levine Provost, 1990.

A humorous novel about one boy's efforts to cope with the pressures of Bar Mitzvah and adolescence (for ages 11-13).


A tale about a Bar Mitzvah ceremony that almost wasn't but turned out to be a very significant event.

**Pink Slippers, Bat Mitzvah Blues** by Freida Wolff, 1989.

A novel which deals with decision making for a busy, concerned eighth grader right after her Bat Mitzvah.