



**A Practical
Guide
to Bar/Bat
Mitzvah**

5777

**At Congregation B'nai
Tikvah-Beth Israel**

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LIST OF IMPORTANT SYNAGOGUE CONTACTS

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B'RUCHIM HABA'IM - WELCOME!

Shalom Parents,

Welcome to our *B'nai Mitzvah* Handbook! We are so thankful to partner with you in this sacred journey through the *Bar/Bat Mitzvah* experience. We are here for you every step of the way and we are looking forward to a fantastic experience with you.

Becoming a *Bar/Bat Mitzvah* is all about your child developing more into him/herself by recognizing their greatest potential. You are about to embark on one of the most exciting and rewarding experiences in your family's Jewish life, the *Bar/Bat Mitzvah* of your child. In this handbook, you will find suggestions for ways in which you can enhance and enrich the *Bar/Bat Mitzvah* experience for your child, yourself and your entire family. The *Bar/Bat Mitzvah* is a ceremony with so many levels of meaning. For your child, it represents a coming of age, and a moment to shine in the presence of family and friends. For you, it is a time of reflection on thirteen years of parenthood, and an opportunity to anticipate new adventures in your child's future.

All of us at CBTBI want to help you to make this most beautiful time in your life everything you want it to be. Please feel free to call upon our staff for advice, support and counsel.

If you have any questions or concerns, please don't hesitate to contact us at your earliest convenience. The Executive Director is your first contact regarding anything related to the *Bar/Bat Mitzvah* process at CBTBI.

All our best to you for a simchah full of great meaning and joy!

Rabbi J. Gendra, Ph.D.

BECOMING A BAR OR BAT MITZVAH

BACKGROUND

Bar/Bat Mitzvah (literally: Son/Daughter of Commandment) is the term the Talmud uses to denote those who have reached the age of legal majority; that is, they are adults in the eyes of Jewish law and are now responsible for their own actions (much like turning 18 in the United States today). The rabbis of the Talmud decreed that boys become Bar Mitzvah at the age of 13, while girls become Bat Mitzvah at the age of 12. At CBTBI, because we treat boys and girls equally, we consider 13 to be the age of mitzvot for everyone.

Traditionally, one becomes a Bar/Bat Mitzvah simply by reaching the age of 13, whether or not that moment is marked by a celebration in a synagogue. All Jews over the age of 13 are Bar/Bat Mitzvah, even if they never had a ceremony! That is why we speak of “becoming” a Bar/Bat Mitzvah; having reached age 13 one is a Bar/Bat Mitzvah for the rest of one’s life. Bar/Bat Mitzvah is a state of being, not an event. It is, therefore, incorrect to speak of “having a Bar/Bat Mitzvah” or of “being Bar/Bat Mitzvahed.”

The idea of celebrating becoming Bar/Bat Mitzvah as a life-cycle event began in the Middle Ages, when a boy (in those days, it was only boys) was called to the Torah in front of his synagogue community on the Shabbat after his 13th birthday. This served two functions: it announced to the community that the young man was now an adult and it gave the family an opportunity to celebrate.

As time went on, the educational component of becoming Bar/Bat Mitzvah grew in significance. With Judaism’s emphasis on studying Torah, it was quite natural that demonstrating one’s learning became part of the celebration.

Two specific skills were emphasized. First is the ability to read or chant from the Torah and to help lead a congregation in worship. Second is the ability to grapple with a text from the Torah. Jewish responsibility is expressed not only in the synagogue but in the home as well. The young person who becomes a Bar/Bat Mitzvah stands at an important crossroad between childhood and being an adult. It can be a bewildering time for a child as well as for his/her parents. The B’nai Mitzvah program at CBTBI strives to address not only the mechanics of reading from the Torah, but also how to navigate this period in the life of one’s family

informed by Jewish values and Jewish tradition. As part of the B'nai Mitzvah program, we also offer occasions for parents and children to learn together. This not only supports the idea of lifelong Jewish learning, but also provides opportunities for parents and children to explore their relationship and the concept of responsibility at a time when young people are testing both their own individuality and the authority of their parents. We are privileged to be part of the life of your family at this momentous time.

In addition to Jewish values, history, and holidays, which our students learn in our Religious School, B'nai Mitzvah students learn basic synagogue skills including reading Hebrew, becoming familiar with the basic components of Jewish worship, and learning how to write a *d'var Torah* (literally, “a word of Torah,” a brief speech based on the weekly Torah portion).

The person who becomes a Bar/Bat Mitzvah is at the beginning of a special period in his/her life of significant intellectual growth. It is a time when the capacity to apply Jewish values to important life decisions emerges. Curtailing Jewish education at the age of Bar/Bat Mitzvah contradicts the central meaning of becoming a responsible Jewish adult. The process of becoming Bar/Bat Mitzvah helps to form a strong Jewish identity, a mature understanding of the meaning of Judaism on a deep, personal level, and a lifelong connection to the Jewish community. We ask that each Bar/Bat Mitzvah makes a commitment to ongoing participation in the life of the Jewish community, and will continue his/her Jewish learning in our Confirmation and BBYO program through 12th grade graduation.

B'NAI MITZVAH TEAM

THE RABBI

Each student and his/her family will work closely with the Rabbi who will guide them through the Bar/Bat Mitzvah process. The process begins a year prior to the date of the Bar/Bat Mitzvah. This means that at the initial meeting the rabbi and the family will discuss the Torah portion as well as the Mitzvah Project. The Rabbi and the family will continue meeting throughout the year to discuss logistics of the events. Additionally, the Rabbi will work with the student to choose verses for Torah and Haftarah and check in with the student at regular intervals to ensure his/her progress.

THE SCHOOL DIRECTOR

The School Director oversees the Religious Education experience for our students and provides support to students and families throughout the Religious School experience. The School director works with families, the Ritual Committee and with the Rabbi to ensure a successful Bar/Bat Mitzvah experience, to provide the best educational experience possible and to find a path for students to continue being a part of the CBTBI community.

THE TUTOR

Each student is assigned a tutor who is selected by the synagogue and is familiar with the specific requirements of our program. Please contact the tutor and arrange for one 45-minute session/week or whatever works best for your child.

- We recommend that the student have an initial meeting with the tutor shortly after receiving the tutor assignment so that the tutor can assess the student's Hebrew skills.
- Regular lessons should be scheduled with the tutor (taking into account vacations and the like) so that the 50 lessons conclude just before the ceremony.
- In some cases, remedial instruction may be necessary;
- If a student has to miss a scheduled lesson, both the tutor and the Executive Director's office should be informed 24 hours in advance (See below in Section *Timeline, the Torah tutor's*

role).

Payment arrangements

While there is no official pay scale, please refer to the following rates as a guideline:

High School Students: \$10 per session

College Students: \$15 per session

College Graduate: \$20 per session

The family is responsible for paying the tutor at the time of each lesson. Tutors will be maintaining a log of their meetings with each student, and will be asking you to initial the logbook upon payment. If you have any questions, please feel free to contact the office.

TIMELINE

PREPARING TWO OR MORE YEARS OUT

The Jewish journey begins long before Bar/Bat Mitzvah and continues for a lifetime! Everything you do as Jewish parents helps prepare your child to mark the first 13 years of his/her Jewish journey by demonstrating leadership and celebrating with confidence.

Below are two important guidelines to follow to lay a solid foundation of educational background for the Bar/Bat Mitzvah experience:

1. For the greatest success of each student, we request that the student attend and successfully complete a structured program of formal Jewish education for at least 5 years prior to the Bar/Bat Mitzvah, either through our Religious School, a Jewish day school, or approved private tutoring. Families of students with less than 5 years of formal Jewish learning prior to the Bar/Bat Mitzvah year should consult with our School Director to develop a plan for gaining the skills and knowledge needed to become Bar/Bat Mitzvah at CBTBI.
2. During the year in which the Bar/Bat Mitzvah ceremony occurs, the Bar/Bat Mitzvah student must be enrolled in and complete a Jewish educational program in our Religious School, a Jewish Day School, or an equivalent program.

Please contact the School Director with any questions about the following information or

how we can help your family during this special time.

Regular Shabbat attendance supports a student's preparation for a leadership role as a Bar/Bat Mitzvah. The goal is for students to become familiar and comfortable with the flow and content of both the Friday evening and Shabbat morning services. Students in 3rd – 5th Grade will have experiences leading the congregation in selected prayers and the order of the service that will complement and supplement the classroom curriculum. Additionally, students will become comfortable speaking in front of others when they participate in these programs. Regular classroom and Shabbat School attendance will support and enhance a student's Bar/Bat Mitzvah experience.

B'nai Mitzvah dates are generally assigned during a student's 5th Grade year. Due to holidays, synagogue events, and other calendar limitations, only a selected number of Shabbat dates are available for a Bar/Bat Mitzvah celebration. After your family completes the Bar/Bat Mitzvah application, a date will be assigned by the Rabbi.

6th Grade:

The 6th Grade class centers on prayer leadership, not only learning the prayers, but mastering them so students feel comfortable walking into any Jewish service. The entire 6th grade year is spent focusing on the students' responsibilities on the day of the Bar/Bat Mitzvah ceremony while also preparing them to participate in Shabbat services throughout their lives. Students learn what the prayers mean and how they might be relevant to their lives during this class.

7th Grade:

The Bar/Bat Mitzvah ceremony marks the beginning of our lives as a member of the Jewish community. This part of our curriculum attempts to provide students with the necessary tools to fulfill the mitzvot, our most sacred obligations. This year we extend the focus to other aspects of Jewish life with this component of our program. Many of the students will become a Bar/Bat Mitzvah during the year, and by focusing this aspect of the class on life after the Bar/Bat Mitzvah year, we are aiming to make the learning relevant and meaningful so that students will continue to attend class after their ceremony.

On Shabbat mornings, we focus on prayer leadership and an in-depth study of the weekly Torah portion. Developing a personalized relationship with the liturgy is what 7th grade is all

about. The students spend time dissecting and learning the prayers they will be responsible for when they become B'nai Mitzvah at CBTBI. To further help prepare them, students in their bar/bat Mitzvah year are strongly encouraged to practice prayer leadership and participate in our in-depth study of the weekly Torah portion during our regular Saturday services. Students and their families are encouraged to stay for *Kiddush* after services, have a light nosh and schmooz. Appropriate Shabbat attire is most appreciated so our students feel comfortable joining the traditional service. All learning activities on Saturday are Shabbat compliant.

PREPARING TO LEAD THE CONGREGATION

ONE YEAR OUT AND COUNTING

When a Bar/Bat Mitzvah leads the congregation in prayer, s/he is serving as *Shaliach Tzibbur*, one who represents the community before G-d. This is an honored responsibility requiring respect, competence and commitment. The skills and values which our B'nai Mitzvah gain as each becomes a *Shaliach Tzibbur* stay with them long after the day of the Bar/ Bat Mitzvah celebration.

The section below tells you more about the role of our clergy and staff, and details what happens when you and your child meet with them.

One year before the ceremony the Rabbi will meet with the student and parents for a general orientation and an opportunity to begin developing the Mitzvah Project. At this important family meeting, your son/daughter will receive a copy of the appropriate Bar/Bat Mitzvah Parashah Book.

About one year out

The Parashah book contains a copy of the full Torah reading, both with vowels and trope and without vowels and trope (as it appears in the Torah). The book also includes a copy of the appropriate *haftarah* (with translation), Torah and *Haftarah* blessings, and other useful information about the *Parashah* which may provide a resource for the Bar/Bat Mitzvah student's *D'var Torah*. The Rabbi will also provide any special *maftir* or *Haftarah* copies.

In addition, the Rabbi will work with each family and student to develop a comprehensive and on-going *Bar/ Bat Mitzvah* social action or mitzvah project that fits the interests of each

student. The 7th Grade will develop a list of mitzvah projects, using www.jchoice.org as a resource, and will distribute the list in class. While a list is provided in this handbook, students will add to this list as the year progresses.

12 months out -- Torah Tutor's Role--

The Rabbi will meet with the student to assess his/her learning progress and to develop the Mitzvah Project, in an effort to create a sustained and meaningful difference in the life of the Bar/Bat Mitzvah student, as well as within the greater community. The Rabbi will be in touch with parents regarding any concerns, and is available to address your questions at any point in the process.

Each Bar/Bat Mitzvah is assigned a Torah Tutor, who works with the student to prepare the reading and chanting of the Torah portion(s), and who can serve as a role model and mentor. This experience can be positive for both the Bar/ Bat Mitzvah and the Teen, making a lasting impact on their Jewish journeys. The School Director will work with families and available Torah Tutors to find an appropriate match for each Bar/Bat Mitzvah student. Parents and Torah Tutor can then arrange for regular appointments to meet for the 50 sessions. For each Bar/Bat Mitzvah student to be successful, at-home practice will be assigned.

11-10 months out

Torah tutoring lessons begin and are generally held at the synagogue. Exceptions may be made for having lessons at the home of the tutor, especially if the tutor has transportation issues or if the tutor's home is geographically close to the student's home.

1 Bar/Bat Mitzvah students will keep any appointments made with the Torah Tutor. We will do everything that we can to ensure a successful experience for your child. However, in the event that the family cannot commit to the lessons, the school cannot assume liability for the child being unprepared for his/her Bar/Bat Mitzvah.

2 Please recognize that our tutors are generally high school students with busy schedules. Cancellations or changes must be confirmed with the Torah Tutor 24 hours ahead of time, except in the case of an emergency or sudden illness.

3 Bar/Bat Mitzvah students are expected to bring their parasha book and other

materials to their sessions.

4 Bar/Bat Mitzvah students will also be expected to have completed practice or homework as assigned by the Tutor.

5 Special Needs: Adult Torah Tutors can be provided to help students who have special needs, to enhance and support their learning.

Starting at about 9 months out, --Rabbi's Role--

The Rabbi will meet with parents to craft a meaningful *Bar/Bat Mitzvah* experience for your child. Over the months to follow, the Rabbi will work with each student several times to help develop the student's *D'var Torah*, or words of wisdom related to the specific Torah or *Haftarah* portion of each student. The Rabbi will be the point of contact to work with students on developing a *D'var Torah*. The Rabbi is available to meet with parents and students throughout the process for counseling and special assistance.

Approximately 6 months

The Rabbi continues to meet with each student for about 30 minutes every week. Starting a month before the event, for the last three lessons, the Rabbi and the Bar/Bat Mitzvah student begin working in the sanctuary. This is an opportunity for hands-on training and getting accustomed to being on the *bimah* (the pulpit). At this point, we concentrate on the skills of projecting, focusing, and fine-tuning all the skills they have acquired, and getting ready for the Bar/Bat Mitzvah day. This is an excellent time for parents to come and watch.

--THE EXECUTIVE DIRECTOR--

The Executive Director is the person at CBTBI who helps families organize the Kiddush luncheon, or other arrangements at the synagogue, after the Bar/Bat Mitzvah service. Also the Executive Director sends out all the important mailings and forms, and does the scheduling for Rabbi. Please contact the executive director to schedule appointments with the Rabbi.

The Bar/Bat Mitzvah Student's Role

Think of this as a four-part process:

1. **Learning *T'filot* (prayers)**- Students generally lead Friday night *Ma'ariv* and Shabbat morning services at Shabbat School and also are invited to co-lead with the rabbi when

present at the synagogue. These skills are taught in the Religious School and fine-tuned by the rabbi. Sometimes it is necessary for parents to pay for private tutoring during the *Bar/Bat Mitzvah* year, in order to meet the student's learning needs and prepare him/her to lead the *t'fillot* (prayers) with competence and confidence.

2) **Torah Trope** - This is taught in the 6th Grade class and includes practice readings for the parents. The goal is to help prepare students for #3 below and to teach them a skill that they can continue to use post *B'nai Mitzvah*.

3) **Torah Reading** - Teaching the specific *Bar/Bat Mitzvah* portion. Each *Bar/Bat Mitzvah* student is matched with a teenage Torah tutor, who works one-on-one to teach the specific Bar/Bat Mitzvah portion. For paired Bar/Bat Mitzvah ceremonies (in case of siblings), the Rabbi and the School director determine which student gets the *maftir* and which the *acharon* readings. Additional readings will be chosen by the Rabbi or by the Torah Tutor with agreement from the Rabbi.

4) **Haftarah Reading** - This is the primary teaching responsibility of the tutor.

Additional Bar/Bat Mitzvah Tutoring or Support Requirements

If the Rabbi, the Torah Tutor, or student/parent feels that additional sessions are needed for any aspect of Bar/Bat Mitzvah preparation, the parent may hire the assigned Torah Tutor for additional lessons. The School Director is also available for consultation on other alternatives.

If the child has extenuating learning needs or social challenges, funds may be available for additional tutoring at CBTBI. Please consult the Director of Education about this possible option.

BRIEF OVERVIEW OF BAR/BAT MITZVAH TIMELINE

January of 5 th grade year	B'nai Mitzvah Family Meeting - for parents and b'nai mitzvah students to look at dates for the celebration.
1 year before	1 st Family Meeting with the Rabbi.
1 year before	Begin regular attendance at Shabbat Services – 8 Friday Nights and 8 Saturday morning.
1 year before	Begin regular attendance at Synagogue/Community programs: at least one per month (In addition to services).
About 1 year before	Begin weekly meetings with the Rabbi.
9 months before	2 nd Family meeting with the Rabbi. Submit proposal of Mitzvah Project to the Rabbi for approval.
6 months before	3 rd Family meeting with the Rabbi.
3-6 months before	First session with the Rabbi discussing the Parashah.
1 month before	Complete the Mitzvah Project.
1 month before	4 th session with the Rabbi.
1 month before	Meeting with the Executive Director.
2 to 3 weeks before	Review of <i>D'var Torah</i> (or other project) with the Rabbi.
2 weeks before	Submit completed Aliyah Form to the Rabbi.
2 weeks before	Submit Parental Blessing to the Rabbi for approval.
1 week before	Rehearsal in Sanctuary.
Beginning of 8 th grade	Confirmation Class!

OUR PROGRAM

על שלושה דברים העולם עומד: על התורה ועל העבודה ועל גמילות חסדים

The world stands on three things: on Torah, on Worship and on Acts of Loving Kindness
-*Pirkei Avot*

תורה | TORAH

TORAH READING

Each Shabbat morning we read from the weekly Torah portion. The *Bar/Bat mitzvah* reads the 7th aliyah and *Maftir* (final) reading and recites the appropriate blessings. Some students choose to read additional portions. If parents, other relatives, or friends wish to read a portion, the Rabbi or Torah Tutor will be happy to provide copies of readings, recordings, and instruction.

HAFTARAH READING

Each Torah portion is accompanied by a selection from the Prophets known as the *haftarah*. The *Bar/Bat mitzvah* chants the *haftarah* as well as the introductory and concluding blessings.

D'VAR TORAH (*TEACHING*)

As the *Bar/Bat mitzvah* joins the adult Jewish community s/he adds a new voice to our study of Torah by teaching the congregation something s/he has learned from the *Torah* portion and/or *haftarah*. The Rabbi will meet with each student and his or her family several times to study the student's Torah portion together and to facilitate the writing of the student's *d'var Torah*. These study sessions provide a unique opportunity for parents and children to engage in Jewish learning together. The study sessions also prepare parents to assist their child as s/he writes his or her *d'var torah* (teaching/speech).

עבודת | AVODAH

THE BAR/BAT MITZVAH SHABBAT SERVICE

Students prepare to become adults in our community by learning not only how to participate fully in a worship service, but how to lead the congregation in prayer. In addition to their *Torah* and *Haftarah* readings, students will conduct portions of the service based on the skills they have developed in religious school, and reinforced during individualized instruction. The extent of students' service leading will vary – our goal is to challenge students to learn new skills, while tailoring expectations to each student's abilities and learning style.

SERVICE ATTENDANCE

One of the privileges accorded a young person as they become an adult in the Jewish community is the ability to lead the congregation in prayer. In order to feel comfortable leading the congregation, students must be familiar with the service, understand CBTBI customs, and feel at home with members of our *davenning* (prayer) community. For these reasons, students and parents are expected to attend Friday evening and Saturday morning services frequently during the weeks leading up to the event. Please do not drop students off at services without attending yourselves. Engagement in services is a powerful example to set for your child and often helps parents experience their child's Bar/Bat Mitzvah, not as an isolated family event, but as a milestone in the life of the entire CBTBI community.

During the Bar/Bat Mitzvah year, students must attend a minimum of eight (8) Friday night and eight (8) Saturday morning services. Those who have not completed attendance requirements from previous years must add their "make-up" services to the current year's requirement. Please refer to the Religious School Handbook for further details.

A record of each child's service attendance is kept in the school office. We will be in touch with any parent whose child's attendance has fallen behind so that the service attendance can be made up. If you are not sure of your child's status, please contact the office immediately so you can plan accordingly and avoid misunderstandings.

Failure to meet service attendance requirements may result in the postponement of your child's bar/bat mitzvah.

גמילות חסדים | G'MILUT CHASADIM

THE MITZVAH PROJECT

Students learn what it means to be part of a community by finding ways to contribute to it. Many students volunteer their time while others raise funds or collect items to donate. While there is no specific requirement for this project, we ask that students:

1. Choose a topic that is meaningful to them, and
2. Set a specific and achievable goal to be reached (i.e. a number of hours to volunteer, an amount to be raised, etc.)

The specific nature and scope of the project will be determined in consultation with the Rabbi. A brief description of the *mitzvah* project is included in the *D'var*.

Each student is required to spend at least 10 hours volunteering for the synagogue or for a community organization. The project may be done prior to the Bar/Bat Mitzvah year or during it, but must be completed (30) thirty days before the actual Bar/Bat Mitzvah date unless special circumstances exist. A written account of the project is also required, which can be as short as an outline or a complete diary and pictorial account. These are saved in a binder for future reference and teaching.

10 TIPS FOR VOLUNTEERING WISELY

1. Research the cause or issues important to you. Look for a group that works with issues about which you feel strongly.
2. Consider the skills you already have to offer. This way you do not have to invest time in training. Skills include such things as writing, computer expertise, communication, athletics, musical, acting and artistic talent, carpentry and landscaping work.
3. Consider learning something new. In addition to the fulfillment that comes with giving to others, you can also improve on current skills or learn new ones.
4. Combine your goals. Look for opportunities that will also help you to achieve your personal goals.
5. Don't over-commit your schedule. Start slowly and commit to more time later.
6. Non-profit organizations may have questions for you, too. You may be asked to fill out an application or come in for an interview. It is in your best interest as well as that of the organization and the people it serves, if you have the skills needed, the commitment, and the interests that match those of the non-profit agency.
7. Consider volunteering as a family. This provides a wonderful message to the family about the value of giving, and creates lasting memories.
8. How about virtual volunteering? Yes, it exists! This could take the form of word processing papers or reports for someone with a disability or keeping in touch with a shut-in who uses e-mail. This provides an avenue for volunteering if you do not have transportation or you have limited time to give.
9. I never thought of that! There are all kinds of organizations that could use a lending hand. They include, but are not limited to: day care centers, public schools, civic clubs, museums, theaters, after school programs, soup kitchens, and homes for the elderly.
10. If you choose to raise money for a charity, check with a charity regarding the percentage of donation money that goes to administrative costs and the percentage of donation money that goes to the beneficiaries.

Bonus Tip: Give voice to your heart through your giving and volunteering! Bring your heart and sense of humor and enthusiastic spirit to your service. These are priceless gifts. What you get back will be immeasurable!

GETTING STARTED

PREREQUISITES

To participate in any aspect of the *Bar/Bat Mitzvah* program:

- The family must be a member of CBTBI.
- All financial obligations, which include full payment of the current year's Membership Dues, and all Bar/Bat Mitzvah fees, must be paid at least 60 days prior to the Bar/Bat Mitzvah celebration.
- The Bar/Bat Mitzvah must be enrolled in and attending our Religious School with a pledge to continue through graduation/confirmation, or enrolled in a Jewish day school.
- Students who enter our program later than 3rd grade must provide evidence of having been in a Jewish education program prior to their enrollment at CBTBI, or arrange for remedial tutoring prior to the start of the B'nai Mitzvah program. Students who begin our Hebrew program later than 3rd grade may not be able to complete the requirements of the program in time to become Bar/Bat Mitzvah at age 13.

CHOOSING A DATE

At CBTBI we invite families to choose a date for their child's *Bar or Bat Mitzvah* in the year he or she turns 13. This process takes place three years before the child's 13th birthday. (For example, if your child was born in 2007 and will turn 13 in the year 2020, your date selection process will happen in January of 2017).

- Families are asked to indicate three possible dates for their child's *Bar/Bat Mitzvah*.
- Every effort is made to assign each child to one of the dates selected by the family, though given the number of *B'nai Mitzvah* that need to be scheduled each year, this may not always be the case.
- Generally, children celebrate becoming a *Bar/Bat Mitzvah* in the year of their 13th birthday.

LEARNING DIFFERENCES

If the student has any learning issues, please be sure to communicate these to the Religious

School office when returning the Bar/Bat Mitzvah contract so that the student can be matched with the appropriate tutor, and so that adjustments to the timeline and/or the expectations can be made well in advance. This way we can work together to insure that this is a positive and rewarding experience for the student and his/her family. In cases where a student has an IEP, we request for that information to be shared with us.

PLANNING FOR THE CEREMONY

TIME

Services on Friday evenings are held from 7:00 – 8:00 PM (unless otherwise announced). Saturday morning services are held from 10:00AM – 12:00 noon (unless otherwise announced). The Bar/Bat Mitzvah participates in the entire service. Family and relatives should be advised to arrive promptly and remain throughout the service.

HONORS

You will be provided with a *Shabbat Honors worksheet* when you meet with the Rabbi at your six-month planning meeting. The Rabbi will answer any questions you may have while planning for these honors. Please bring your worksheet with you to the planning meeting with the rabbi, which occurs one month prior to the Bar/Bat Mitzvah date.

The following Honors are available (*Aliyot* at the Torah service are given to the Bar/Bat Mitzvah family and close friends. If you have a Kohen or Levi in the family, please inform the Rabbi. The Hebrew names of those individuals to receive honors and their specific *Aliyot* must be given to the Rabbi for review two weeks before the celebration. (A Hebrew name consists of a person's Hebrew name and his/her parents' Hebrew names. Non-Jews are not called up to the Torah for an *aliyah* (blessing over the Torah).)

INCLUDING NON-JEWISH FRIENDS AND RELATIVES

Each of the above honors are reserved for Jewish friends and relatives. We do invite non-Jewish parents to come up with their Jewish spouse for the parental *aliyah* as a way of publicly honoring the support in the Jewish identity of the child. The Jewish parent is called up by his/her Hebrew name and the other parent accompanies him/her to come up to the *bimah*

but does not recite the blessing.

We want to provide opportunities to honor close non-Jewish relatives and friends as well. There are English readings, poems, etc. – for details, please speak with the Rabbi.

TALLIT PRESENTATION

If your child opts to wear a *Tallit* (*prayer shawl*), there is an opportunity for a family member to present the *Tallit* at the beginning for the Service.

HANDING DOWN OF THE TORAH

The “Handing Down of the Torah” is a ceremony that demonstrates the continuity of the Jewish generations within the family. Parent(s), grandparent(s) and great-grandparent(s) are welcome to participate in this ceremony. Please indicate on the Honors sheet whether or not you are interested in having a “Handing Down the Torah” ceremony, and if so, who will be participating. Non-Jewish parents and grandparents may participate in this ceremony if they are comfortable doing so.

TORAH BLESSINGS

The honor of reciting the blessings that are read before and after the Torah reading is called an Aliyah (literally, “going up” to the Torah). There are (6) six Aliyot for each Bar/Bat Mitzvah.

- The last Aliyah is reserved for the parents of the Bar/Bat Mitzvah.
- The family may select Jewish adults to recite or chant each *Aliyah*.
- The final Aliyah is chanted by the Bar/Bat Mitzvah.

TORAH CARRIERS

Generally, our B’nai Mitzvah serve as Torah carriers during the *Hakafah* (procession) around the Sanctuary.

In some circumstances there may be an opportunity to honor a guest with this responsibility.

TORAH DRESSER (S)

One or two person(s) may be chosen to lift (*hagbah*) and to dress (*gelilah*) the Torah.

PARENTAL BLESSING

We invite the parent(s) of the B'nai Mitzvah to offer a blessing. At the six-month meeting with the Rabbi, you will receive a copy of several "Parent(s) Prayers," from which we invite you to choose one. You may read the selected prayer at your Bar/Bat Mitzvah Service, or you may write your own with prior consultation with your Rabbi. There are several English passages that can be read by family and friends. Please consult with your Rabbi.

TRADITIONS

KIPPOT AND TALLITOT

One of the privileges and responsibilities of becoming a Bar/Bat Mitzvah is wearing a Tallit. As an egalitarian Jewish congregation, both men and women have the option of wearing kippot (yarmulkes or head coverings) and tallitot (prayer shawls) during the service.

Before entering the sanctuary, all men are required to cover their heads as a sign of respect in our House of G-d. Women may do so at their discretion unless called up to the Torah, when it is then obligatory. Jewish men and women can wear a tallit on Shabbat morning as well and men are required to do so if called up to the Torah.

PROGRAMS

If your family chooses to create and print a special individual program for your Bar/Bat Mitzvah, that serves as an explanation of the Bar/Bat Mitzvah ceremony, Shabbat practices, and personalized comments on their son/daughter, the Rabbi must approve the copy before the family prints the program. Only programs approved by the Rabbi will be distributed to the congregation. Sample programs are available upon request.

DISPLAYS

Some families choose to have a personalized display in the foyer of the sanctuary to mark this important event in their lives. Examples include: An artistic poster, creative writing, musical composition, baby pictures, photography, scrapbooks and more. Please contact the office to ensure proper set up.

Becoming a Bar/Bat Mitzvah is a happy and festive occasion for our young people and their families. It is, of course, an event that has a major religious significance as well, and appropriate reverence is required. It is important that we have respect for our synagogue and for those worshiping with us on this important day in the life of your family. Please remember that this is a *House of Worship*.

Also Shabbat is the Jewish day of rest and a time to put the week's ordinary activities aside. Traditional Shabbat observance includes a number of restrictions that enable the creation of an appropriate spiritual atmosphere.

We ask that you and your guests exercise good judgment in behavior, language, and dress, and to remain in the area of your event.

- We request that those participating in the service be dressed modestly and in such fashion as would be deemed appropriate for the Shabbat (i.e., jackets and ties for men, or for women dresses that cover the shoulders or their equivalent). In addition, for the Bat Mitzvah girl, low-heeled dress shoes (not backless) are suggested for the ceremony because the Bat Mitzvah will carry the Torah around the sanctuary.
- No photographing, videotaping or audio recording may take place on Shabbat at any religious service or ceremony in the synagogue or at any place on the synagogue grounds.
- For your convenience, rest rooms are located at the back of the Sanctuary as well in the basement and are handicapped accessible.
- Out of respect for services and Life Cycle events taking place in the Sanctuary, use of cell phones and electronic devices is not permitted in the synagogue grounds.
- The Synagogue does not permit smoking anywhere in the building or on its premises (including the parking lot).
- Writing is prohibited on Shabbat.

Kippah and *Tallit*: Before entering the sanctuary, all men are required to cover their heads as a sign of respect in our House of G-d. Women may do so at their discretion unless called up to the Torah, when it is then obligatory. Jewish men and women can wear a tallit on Shabbat morning as well and men are required to do so if called up to the Torah.

CONVERSATION DURING SERVICES

Please respect the dignity of the service and refrain from engaging in unnecessary conversation. Worshipers are asked to remain seated until services are completed.

REFRAINING FROM APPLAUDING

As the purpose of prayer is the praise of G-d, applause is not appropriate in the synagogue during a worship service.

CELEBRATING AT CBTBI

Guidelines for Reserving Space at CBTBI

The Bar/Bat Mitzvah family is responsible for making arrangements for setting up and cleaning up from the Friday night *Oneg* and Saturday *Kiddush*. This includes the all-purpose room (i.e. setting up chairs) as well as the kitchen.

Dishes, serving pieces, silverware, etc. - wash and put away.

Refrigerate food in tightly closed containers or take home.

Paper goods and plasticware should be stored neatly in pantry.

The entire synagogue should be returned to its proper condition, including any other rooms that are used. If you are planning a large kiddush or luncheon, paid servers should be hired. Please be in touch with your volunteers and paid staff ahead of time to agree on responsibilities.

A \$50 fee will be charged to all B'nai Mitzvah families to pay the synagogue maintenance man for the extra hours needed for set up and clean up. Though you are still responsible for the basics, he will take care of any heavy cleaning (floors, excess trash, etc.) and for closing.

CATERING AND FOOD

CBTBI has a Kashrut policy. All foodstuffs brought into the Synagogue must be certified Kosher. We have at your disposition a list of certified kosher caterers and bakeries (see attached appendix).

Pre-packaged cakes, cookies and other food may be brought in, as long as they have a kosher symbol on the packaging (see attached appendix). Please note: A plain K is not a valid Kosher certification. Fruit trays without dip may be purchased from Acme as well.

Caterers are responsible for clearing tables; leaving the kitchen neat and clean; and disposing of refuse in plastic bags and depositing them in the dumpster outside the kitchen. Catering/rental trucks may load and unload on either the XX or the XX side of the building.

All approved catering must be delivered prior to the Sabbath. Arrangements must be made ahead of time for delivery and synagogue availability. Delivery personnel must sign in at the security XX before loading or unloading. Wine, champagne and beer may be served at any events held at the synagogue. Hard liquor may be served at adult life cycle events and/or adult synagogue-sponsored activities, but may not be served at B'nai Mitzvah and any other underage/youth synagogue-sponsored events.

For more details, please refer to the Kitchen Manual available on our website. Further information may be obtained from the Rabbi and/or the office.

DECORATIONS

Event hosts are responsible for setting up any decoration of their event space. We recommend having a designated person responsible for setting up any centerpieces, flowers, tablecloths, etc.

In order to be sensitive to those in our community and guests with environmental allergies and respiratory difficulties, we ask that fresh flowers not be brought into the sanctuary. Silk arrangements are welcome. If you would like to beautify the synagogue, please inquire in our office about ways to do this. Baskets of nicely wrapped food, books, clothing, etc. have been used to beautify and then become a charitable contribution as well.

No decorative candles are allowed in the Sanctuary or social hall. Decorations may not be attached to the walls, ceiling or furnishings of any of the rooms, and may not obstruct any hallways or exits.

Helium balloons, glitter, confetti, Styrofoam chips, hard bouncing balls or other like decorations may not be used during celebrations. Decorations are limited to 5 feet below the ceiling for purposes of fire safety. CBTBI does not provide linens. Please contact your caterer, party planner, or private linen company to rent linens for your event.

DELIVERIES

We ask that neither food nor equipment be delivered more than two days prior to an event. CBTBI is not responsible for the security of food or equipment. All deliveries must take place between 10:00 a.m. and 3:00 p.m. on Friday before the beginning of Shabbat.

PARKING

Our parking lot has 56 parking spaces, (3 handicapped) which you and your guests may use. Guests may not park in reserved spaces. Let us know in advance if you anticipate the need of a parking lot attendant and/or overflow parking

MAINTENANCE STAFF

Our maintenance staff is here to help you make your event as successful as possible. At least one member of the maintenance staff will be in the building during your celebration. Our staff will clean the room(s), set up tables and chairs, accept deliveries, store equipment, adjust temperature and lighting, and attend to any maintenance problems that might arise.

SECURITY

The building will not be open until 15 minutes prior to the event.

GRATUITIES

CBTBI events are successful because of the combined efforts of all of our synagogue staff. Should you wish to give a gratuity to our maintenance staff, please give it to our Executive Director. Please do not give gratuity directly to a member of our maintenance staff on the day of your event.

EQUIPMENT

Synagogue Equipment may not be removed from the building.

ELEVATOR

Let the office know in advance if one of your guests will need the elevator since it requires a special key.

APPENDIX A: FIRST MEETING WORKSHEET

So that your initial clergy meeting can be as positive and productive as possible, we ask that you please carefully consider and discuss these questions at home with your family beforehand. Providing us the most specific answers possible will help us design the most personal and meaningful Bar/Bat Mitzvah experience with you. For some, this worksheet will be a bit of a challenge.

However, exploring and discussing these questions will not only help move your family toward a more personal and meaningful Bar/Bat Mitzvah experience, but it may also help facilitate beautiful conversations in your family about why Judaism matters to you. Feel free to use additional paper.

Remember, be as specific as possible in your answers. Saying, “I want to have a bar/bat mitzvah because my parents and grandparents did” is not as specific as: “I want to follow in the footsteps of my parents, grandparents, and great-grandparents, who all had their B’nai Mitzvah at CBTBI and who all loved Judaism and were very involved in the synagogue. I want to find out what made them so excited about Judaism and I want to carry on their tradition.” Digging deep to get the most thoughtful answers you can will allow us to build your Bar/Bat Mitzvah experience around what matters most to you.

For Parents

If you could have designed your own Bar/Bat Mitzvah experience, what would it have looked like? What would you have done the same? What would you have done differently?

What do you hope becoming a Bar/Bat Mitzvah will mean to your child?

For Kids

Aside from having a fun party, what is most important to you about becoming a Bar/Bat Mitzvah?

What would you most like to accomplish in the process of becoming a Bar/Bat Mitzvah?

What social issues/causes are you passionate about?

For Both

What are your greatest fears about the Bar/Bat Mitzvah experience?

What are you prepared to commit to and/or sacrifice in order to achieve your personal Bar/Bat Mitzvah goals?

APPENDIX B: PLANNING YOUR *D'VAR TORAH*

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

Recommended outline for a theme-centered D'var Torah

- I. Introduction (Attention Grabber related to your theme or plot of your parashah (need not be Judaic in origin), such as: a joke, anecdote, quotation, classic Jewish story, something in the news)
- II. Summary of portion & introduction of message that you want to teach (“What does my parashah talk about”)
- III. Application of your message to life today (“What does my parashah have to do with my life or something going on in the world today?”)
- IV. Application of your message to becoming Bar/Bat Mitzvah (“How will this information lead me to be a better person, or help us make the world a better place?”)
- V. Paragraph about your Mitzvah Project
- VI. Conclusion, thank you's, and “Shabbat Shalom.”

Your D'var Torah should be about 750 words maximum. Once the D'var Torah is written, you should adjust the font size to make it easier for you to read on the Bimah.

APPENDIX C: RECOMMENDED READING

BAR/BAT MITZVAH LITERATURE FOR PARENTS

A Spiritual Journey: The Bar Mitzvah & Bat Mitzvah Handbook by Seymour Rossel. West Orange, NJ: Behrman House, 1994. This handbook helps to answer basic questions of Bar/Bat Mitzvah ritual. It is meant to be read together by students and their parents, and is presented in clear and concise question and answer format. A leader's guide accompanies the short text.

Putting God on the Guest List: How to Reclaim the Spiritual Meaning of Your Child's Bar or Bat Mitzvah by Jeffrey K. Salkin. Woodstock, VT: Jewish Lights Publishing, 1992. This book stresses the performance of mitzvot in the Bar/Bat Mitzvah life cycle event. It also contains a resource list for places to send Tzedakah and a list of resources for Jewish parents.

The Bar/Bat Mitzvah Planbook by Jane Lewit & Ellen Epstein. Chelsea, MI: Scarborough House, 1991. A family guide for planning both the ceremony and celebration as Jewish religious occasions. A step-by-step approach.

Bar/Bat Mitzvah Basics: A Practical Family Guide to Coming of Age Together edited by Cantor Helen Leneman. Jewish Lights Publishing, 1996. A wonderful collection of articles that answers many questions people have about a bar or bat mitzvah.

Bar Mitzvah—Its Observance and Significance Mesorah Publications, Ltd., 1991. A beautiful coffee table book, it has space to paste in your own lists or to write in. It has everything you need to know. Not an inexpensive book, but it has excellent illustrations. It leans more towards the Orthodox.

Treasury of Jewish Folklore by Nathan Ausubel, Random House. An older book with good information.

What Does Being Jewish Mean? by Rabbi E.B. Freeman, Jan Greenberg, and Karen A. Katz, Fireside, 1991. Read-aloud responses to questions Jewish children ask about history, culture, and religion.

While Standing on One Foot by Nina Jaffe and Steve Zeiflin, Henry Holt & Co., 1996. Eighteen stories from Jewish tradition challenge you to answer a question or solve a puzzle connected to each story.

BAR/BAT MITZVAH LITERATURE FOR AGES 9-12

The Bar Mitzvah Lessons by Harry Squires from *World Over*, Vol. 41, No. 9, 1980. A short story about the Bar Mitzvah of a refugee who was trained for his Bar Mitzvah by U.S. Army soldiers.

A Bar/Mitzvah of a Different Kind by Esther Adler. New York: Jewish National Fund, 1990. A story about an American boy's Bar Mitzvah celebration in Israel.

Bar Mitzvah: An Anthology on Tefillin and Bar Mitzvah edited by Yechezket Rittenberg. Israel: Netzach, 1974. A collection of essays and short stories on the meaning of Bar Mitzvah and Tefillin for young men about to become Bar Mitzvah.. The stories are written by rabbinic leaders throughout Jewish history.

Mitzvah by Jacob Neusner, Behrman House, 1981. Teaches young adolescents about mitzvah. It is for the bar mitzvah age child to read about God's love and how we respond to that love by doing the right thing.

Bar Mitzvah, Bat Mitzvah: How Jewish Boys and Girls Come of Age by Bert Metter, Ticknor and Fields-Clarion Books, 1984. This book is very good for children to read. It is written at a level that a pre-teen can understand.

Bat Mitzvah: A Jewish Girl's Coming of Age by Barbara Diamond Goldin, Viking Press, 1995. This is the history of the bat mitzvah. It is a spiritual resource to provide a girl with a connection with other prominent Jewish women throughout history. Puff Books publishes the 139 page paperback edition.

A Bat/Bar Mitzvah by Linda Schwartz and Beverly Armstrong, The Learning Works, 1995. This 56-page journal keeps together all the events surrounding a bar or bat mitzvah. It includes places to paste your speech, photos, important events and family tree.

Coming of Age: Your Bar/Bat Mitzvah by Benjamin Efron and Alvan D. Rubin, New York: UAHC, 1977. A slim text for students age 11-13 introducing the ritual of Bar Mitzvah: history, customs, and significance.

Bar Mitzvah by Howard Greenfield. New York: Holt, Reinhart, & Winston, 1981. A short book describing the origins and customs of Bar Mitzvah.

King of Seventh Grade by Barbara Cohen. New York: Lothrop, Lee, & Shepard, 1982. When a Bar Mitzvah class student learns that his mother is not Jewish, his soul searching becomes a positive Jewish experience towards a conversion and Bar Mitzvah.

Does Anyone Here Know the Way to Thirteen? by Stephen Kaufman. Boston: Houghton Mifflin, 1985. A novel about the trials and tribulation of a pre-Bar Mitzvah adolescent.

About the B'nai Bagels by E.L. Konigsburg. New York: Atheneum, 1975. The adventures of a Jewish little league team and its teen members. Told with humor and insight.

Bar Mitzvah Lessons by Martin Elsant. Los Angeles: Aleph Designs, 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.

Good If It Goes by Gary Provost & Gail Levine Provost. New York Alladin Books, 1990. A humorous novel about one boy's efforts to cope with the pressures of Bar Mitzvah and adolescence (for ages 11-13).

The Narrowest Bar Mitzvah by Steven Schauer. New York, UAHC, 1986. 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. Philadelphia: Jewish Publication Society, 1989. A novel which deals with decision making for a busy, concerned eighth grader right after her Bat Mitzvah.

For Kids—Putting God on Your Guest List by Rabbi Jeffrey K. Salkin. Woodstock, Vermont: Jewish Lights Publishing, 1998.

APPENDIX D: DO'S AND DON'TS FOR BAR/BAT MITZVAH

(Excerpted and edited from an article by Rabbi Samuel Dresner, "Beineinu", December 1976)

Bar/Bat Mitzvah Don't think of Bar/Bat Mitzvah as a once and for all ceremony. One doesn't become Bar/Bat Mitzvahed. It is not a verb. Do think of Bar/Bat Mitzvah as a noun. It is a certain kind of child whom parents, Rabbi, and teachers strive to nurture and develop. Thus, paradoxically, one can be Bar/Bat Mitzvahed and still not be a Bar/Bat Mitzvah.

Milestone - Not Terminal Don't consider this occasion as the conclusion of your child's Jewish education. Do think of it and speak of it as a milestone in his/her life as a Jew. One of the major mitzvot, which the Bar/Bat Mitzvah is committed to fulfill, is the study of the Torah. There is no "graduation" from that task, which continues throughout our lifetime.

A Year of Opportunity - Don't think of this as just another year. Do consider this year as a unique opportunity of taking advantage of your child's interest in all that surrounds the synagogue and school. Synagogue attendance is required so that he/she will be completely familiar with the service. This should be seen as an opportunity to make a commitment to family worship.

Adult Study - Do take advantage of this period to engage in Judaic study yourself. If you do not know Hebrew, learn to read it. Participate in the Adult Education Program. Study, just as your child is studying this year, as an example to your son or daughter.

The Ceremony - Do place emphasis where it is appropriate, on the religious ceremony of becoming Bar/Bat Mitzvah.

Tzedakah - Don't allow your child to think that all the gifts he/she receives are for him/her. The children attach all too much attention on the gifts they receive. Do teach your child the Mitzvah of Tzedakah, discussing what portion of the gifts will go to charity and let him/her share in selecting the particular charity or charities.

APPENDIX E: GLOSSARY OF HEBREW TERMS

Aliyah.....	to be called up to the Torah (literally: to go up)
Avodah.....	worship
Bar	son
Bat	daughter
Beit Sefer.....	school
Bimah.....	elevated platform in sanctuary from which the service is conducted
B'nai.....	children (plural of Bar/Bat)
D'var.....	word
Gelilah.....	dresser
G'milut Chasadim.....	acts of loving-kindness
Haftarah.....	a reading from the book of Prophets corresponding to the weekly Torah portion
Hakafah.....	procession
Kavod.....	respect
Kippah/Kippot.....	head covering(s)
Mitzvah.....	commandment
Shabbat.....	Friday sundown–Saturday sundown
Simchah.....	happy occasion
Tallit/Tallitot.....	prayer shawl(s)
Torah.....	scroll containing the 5 books of Moses

APPENDIX F: INSTRUCTIONS FOR USE OF CBTBI FACILITIES

SANCTUARY GUIDELINES

- Please inform your guests that cell phones, photography, and electronic devices are not permitted in the sanctuary on the Sabbath.
- Please let your guests know that proper attire is expected in the sanctuary on the Sabbath. No bare shoulders, no midribs showing and no shorts.
- If you have any ritual inquiries and or should you want ritual changes, please speak to the Rabbi.
- Torahs cannot be removed from the Ark without the Rabbi present.
- Please speak to the Rabbi or Executive director to coordinate pictures at rehearsals.
- All decorations, programs, kippahs are to be brought to the Temple before Friday night services start.
- A Wheelchair is available upon request one week prior to your simhah.

CATERING POLICIES

- An up-to-date certificate of insurance is required from your caterer.
- Kashrut must be observed at all times throughout the facility. All food products brought into the Temple for an event must be sealed and kosher certified except for fresh fruits and or vegetables. A member of the staff has to be on premises at time of delivery. If there is a concern or question, the Rabbi will make all final decisions regarding Kashrut at CBTBI.
- CBTBI does not maintain an Alcoholic Beverage License. It is the caterer's responsibility to maintain and manage any and all dispensing of alcoholic beverages. With the exception of Shabbat wine, any person not of legal drinking age may not be served any alcoholic beverages on our premises.
- Please arrange for your caterer to remove all leftover food and materials from the kitchen. You can donate your leftover food to the homeless. Please let the office know in advance if you would like to do so.

KITCHEN USE GUIDELINES

- All cooking and food preparation must be done in the CBTBI kitchen under appropriate supervision. We require one of our kitchen committee to be present. If the caterer needs to be in the kitchen not during regular kitchen hours (Friday from 10:00 a.m. to 3:00 p.m.) the cost

is expected to be paid by the caterer to CBTBI.

- Hours for the kitchen is Friday 10:00 a.m. until 3:00 p.m.
- CBTBI may request copies of menus or lists of all food being served at an event.
- Storage including refrigeration and freezer space is available during the week of an event on a space available basis.
- Arrangements for deliveries must be made in advance with the Executive Director (2) two weeks prior to the event.
- Kitchen must be left clean by the caterer.
- Synagogue staff unfortunately cannot be responsible to accept or sign for food or other materials.
- The member needs to supply kosher plastic, paper goods and foil wrap to cover trays.

DECORATIONS

- The Simhah family and/or your caterer are responsible for clean-up at the end of their event. All trash is to be removed to the receptacle outside.
- Confetti or glitter adornments are not permitted.
- The policy of CBTBI does not permit the member or decorator to affix anything to the walls, floors, ceiling or windows with nails, staples, etc. Please take home what you want to keep and all other decorations will be disposed of.

MISCELLANEOUS INFORMATION

- Please inform the Executive Director one month prior to the event your needs and requirements for hardware and set-up time for social hall. Arrangements may be made for changing rooms for musicians.
- CBTBI policy requires all fees for events to be paid prior to the event. Full payment may be made by check.

Appendix G: List of Approved Kosher caterers

Esti's Bestys Kosher Vegetarian Restaurant

2442 Route 38 West
Cherry Hill NJ 08002
856-755-1116

Panache Kosher Catering by Foodarama

4510 Adams Circle
Bensalem Pa 19020
<http://www.foodarama.com/>

Fire Eaters: Wood Fired Vegetarian

Specialty Pizzas and Artisan Breads
(215) 837-3343
www.fireeaters.mobi

Classic Cake

1821 East Sedgley Avenue
Philadelphia, PA 19124
P: (215) 288-7440
F: (215) 533-8993
<http://www.classiccake.com/index.php>

Diane's La Patisserie

Special occasion bakery
405 Bloomfield Dr. Unit 1
West Berlin, NJ 08091
(609) 560-4111
www.dianespatisserie.com

The Bagel Spot

600 Kings Hwy N,
Cherry Hill, NJ 08034
<http://thebagelspotnj.com/>