

Dear Parents,

Mazal Tov! This Hebrew phrase, used to convey congratulations, literally means “good luck”. It is from an ancient idea that the stars, in proper alignment, influence our fortunes for good and for bad. Mazal is the star of fortune or fate or destiny -- and when we wish mazal tov we are wishing good fortune upon each other. And so we begin this journey with a mazal tov, as we will end it. Just as the day of the Bar/Bat Mitzvah is a moment for a congratulatory "mazal tov," so too is this moment, as you begin the journey, a "mazal tov" occasion. We want your journey toward preparing for this momentous day in the life of your family to be filled with good feelings, success, meaningful and enjoyable learning, and even, amidst the hard work, some fun!

But good fortune in such an endeavor does not come magically from heaven. We will create it together. It is our hope and goal to provide advice, direction, assistance and guidance in all ways that will support you and to make the process satisfying and happy and as relaxed as possible. Working together we can put the stars into alignment, making this journey transformative, joyous and holy. I invite you to turn to me, to our Education Director, and to our B'nai Mitzvah Committee Chair, as well as the B'nai Mitzvah Committee for guidance and help. We have tried to thoughtfully and thoroughly consider all aspects of the process of planning and preparing for Bar/Bat Mitzvah in this handbook document. If anything is unclear, incomplete, or problematic, please don't hesitate to let us know. We are committed to a partnership in making this day happen.

Good luck, mazal tov, and enjoy!

Rabbi Amy Joy Small

TABLE OF CONTENTS

The Meaning of a Bar/Bat Mitzvah.....	1
Introduction to the B'nai Mitzvah Process	1
Bar/Bat Mitzvah Expectations	2
Setting the Date	3
The Bar/Bat Mitzvah Service.....	4
B'nai Mitzvah Shabbat Participation – Friday Night and Saturday	
Morning.....	4
Preparation and Timeline.....	5
Materials for the Bar/Bat Mitzvah	6
Attendance at Worship Services.....	6
Up To Grade 5	7
Grades 5- 7	7
B'nai Mitzvah Tutoring	7
Tallitot and Kippot.....	8
Booklets.....	8
Family and Friend Participation.....	9
Family Tzedakah: Honoring Your Child's Life Passage.....	11
Ushering	11
Friday Night Onegs.....	12
Facilities.....	12
Parking.....	14
Photography and Videotaping the Ceremony	14
Flowers	15
Contributions.....	15
Bar/Bat Mitzvah Prayer List.....	16
Appendix A: Torah Honors and Torah Readings.....	17
Appendix B: B'nai Mitzvah Service Set-up.....	19
Appendix C: Contact People	22

The Meaning of a Bar/Bat Mitzvah

Why should your child celebrate becoming a Bar or Bat Mitzvah? Through this ceremony, your child connects with his/her heritage and community, recognition of personal achievement through study, and a sense of self-confidence. Judaism is not only a religion but also a way of living, which enhances our lives. By learning its literature, prayers, and customs, a youngster can share more fully in this tradition. Equally important is the use of ritual to celebrate the transition from one stage of life to another. We recognize, as did our ancestors, the importance of marking life cycle events with a ceremony. A contemporary Bar/Bat Mitzvah ceremony is a link in an unbroken chain of thousands of years of Jewish tradition. Every Bar/Bat Mitzvah can be understood as a symbolic renewal of Abraham's covenant with God.

The Bar/Bat Mitzvah ceremony is multi-dimensional. It is a very personal experience, often having a profound effect on the young person. Becoming a Bar/Bat Mitzvah is also significant for the parents, siblings, and extended family members. And, the Bar/Bat Mitzvah ceremony is not a private moment, but one in which your child publicly acknowledges the importance of this occasion as part of the Jewish community and, in turn, the community celebrates the maturation of a young person.

As the student affirms a commitment to lead a responsible Jewish life, the Jewish people are renewed and strengthened. The celebration takes place because the Jewish community rejoices as another young person chooses to identify with it. This is the fundamental reason for the ceremony and celebration at the time of Bar/Bat Mitzvah.

The term Bar Mitzvah literally means "son of the commandments" and Bat Mitzvah means "daughter of the commandments." The child is entering a new stage in life, one marked with new obligations and new privileges. The child assumes responsibility for observing the teaching of the Torah and gains the right and obligation of taking a full role in Jewish rituals in the home and synagogue.

Introduction to the B'nai Mitzvah Process

Throughout the Bar/Bat Mitzvah process, you and your family will be guided and supported by several key people. The Religious School Education Director is the point person for your child's Hebrew preparation and tutoring concerns. The Rabbi will guide your family through the spiritual understanding and preparation for the Bar/Bat Mitzvah.

The B'nai Mitzvah Committee Chair along with a committee comprised of the

Rabbi, the Education Director, and other congregants with experience with the process, guides and supports those going through this process. The B'nai Mitzvah Committee Chair can help you contact the right person when you are unsure whom to approach with questions.

Beginning in fifth grade, you and your child will attend a series of B'nai Mitzvah Family Education sessions, led by the Rabbi, designed to help the family prepare for this special occasion. In addition to learning about your role in the service, you will have an opportunity to talk to the other families going through the same process, share ideas, and learn ways to support each other. There will also be at least one sixth-grade parent-only meeting, led by the B'nai Mitzvah Committee Chair. This meeting is designed to give you specific logistical information and to provide a question and answer time that benefits all parents.

In addition to group meetings, your family will have individual meetings with the Rabbi. During those meetings, the Rabbi will assess your child's progress and discuss any individual questions or concerns you might have.

Bar/Bat Mitzvah Expectations

1. The student agrees to complete the full year of seventh grade religious school during the Bar/Bat Mitzvah year, even if the Bar/Bat Mitzvah is early in the year.
2. The student must be in good standing at religious school, having maintained acceptable attendance.
3. The student's family must be members in good standing with the congregation, having met all financial obligations.
4. The student is required to have fulfilled the attendance expectations at Friday night Shabbat services.
5. The student is expected to complete a Tzedakah project in honor of the occasion.
6. The student will complete our prescribed course of study in the recitation (reading and chanting) of prayers, Torah, and Haftarah readings.
7. At CBH, we use the triennial cycle for Torah reading as found in the siddur. The Bar/Bat Mitzvah student is expected to chant the seventh Aliyah (Torah reading) and is encouraged to chant more according to his/her ability.
8. Haftarah readings vary in length. Students are encouraged to chant the entire Haftarah according to tradition, but the Rabbi may shorten exceptionally long Haftarah readings.

9. The student prepares and presents a D'var Torah for the service. The Rabbi supervises its preparation.
10. Parents are encouraged to offer personal thoughts and comments to their child during the ceremony.
11. As part of the process the child will meet with a Hebrew tutor outside of religious school beginning in the year prior to the date. Typically the student meets with the tutor once per week for a period of 6 months. CBH will assist in putting you in contact with tutors. There is an additional cost for the tutoring, as this is not part of religious school.

The Rabbi and the Education Director will monitor the progress of your child. If your child is having difficulty completing the requirements, the B'nai Mitzvah Committee will be consulted. The Rabbi will make every effort to work with you and your family to help your child prepare for his/her Bar/Bat Mitzvah. In extraordinary circumstances, the committee may postpone the date.

For a child with identified learning challenges, individual service requirements may be modified. The Rabbi will work with your family to create an appropriate plan, and then she will inform the B'nai Mitzvah Committee.

Setting the Date

Girls and boys become eligible for a Bar/Bat Mitzvah date at age 13.

In order to become eligible for a Bar/Bat Mitzvah, students must complete a minimum of 4 years of religious school or its equivalence. While our formal Hebrew program begins in third grade, students must start no later than fourth grade and complete seventh grade.

If all religious school requirements are current, the Bar/Bat Mitzvah date will typically be set at the beginning of fifth grade year.

Requirements include:

1. Completion of 4 years (or equivalent as determined by the Religious School Committee in consultation with the Rabbi and Education Director). This includes from the beginning of the fourth grade to the end of the seventh grade.
2. New students must complete one year at CBH prior to setting the date for the B'nai Mitzvah. In general, preparation time is at least twelve months from the time the date is set.

At the beginning of fifth grade, you will be asked to provide the Education Director with three possible dates. After consulting with the Rabbi, the Education Director will finalize the date.

Keep in mind when selecting dates that summer months, Jewish holidays, and American holiday weekends are at the discretion of the Rabbi.

The Bar/Bat Mitzvah Service

The Congregation Beth Hatikvah Bar/Bat Mitzvah service includes Hebrew prayers that are the core of the traditional Shabbat liturgy. These prayers are listed near the end of the handbook. Your child is expected to chant or sing the prayers on the list.

Your child will work with an outside tutor, which is paid for by the family, to refine their chanting of the prayers and to learn the Torah and Haftarah readings. During the six-twelve months prior to the Bar/Bat Mitzvah, the Education Director will make an assessment of your child's progress and ability that will define the exact nature of your child's role at the Bar/Bat Mitzvah service.

Even if your child ultimately does not chant/sing every prayer at his or her service, it is expected that:

1. Your child will learn all the prayers even if the Rabbi or someone else chants some of them at the service.
2. Your child will learn and read from the Hebrew text, not the transliteration.

Within the context of these proposed standards each individual service can be personalized in consultation with the Rabbi. See the section about Family and Friend Participation.

B'nai Mitzvah Shabbat Participation – Friday Night and Saturday Morning

Our students are expected to take an active role in both the Friday night and Saturday morning services. Because Friday night services at Beth Hatikvah can vary in both the type of service and time, it is important that you refer to the calendar on the Beth Hatikvah website (www.bethhatikvah.org) to check the kind of service and the time for that evening. Also note if there is a Tot Shabbat that evening in case that impacts your plans for setting up the oneg.

The Friday night of your child's Bar/Bat Mitzvah, your child is expected to chant and/or lead a variety of prayers. (see Prayer List)

For Saturday morning, your child is expected to do the following:

1. Chant the Torah blessing and at least the last aliyah of the Torah reading
2. Chant the Haftarah blessings and the Haftarah reading.
3. Deliver a D'var Torah

4. Chant and/or lead a variety of prayers (see Prayer List)

Preparation and Timeline

Preparation for the Bar/Bat Mitzvah began the day your child entered religious school and formally started religious studies.

The 18 months to two years leading up to your child's Bar/Bat Mitzvah will be a time of growth and learning for your child. Our families have found that the year prior to the Bar/Bat Mitzvah, by necessity, becomes a major force in your family's life. At the end of this process, your child will have led a prayer service, read from the Torah and Haftarah, and presented a D'var Torah. This is truly a cause for celebration.

The following timeline is provided for your convenience.

- I. Early in fifth grade
 - A. The Education Director will contact you to set the date.
 - B. You and your child will be invited to attend B'nai Mitzvah Family Education sessions.
- II. 12-15 Months Prior to Bar/Bat Mitzvah
 - A. Your child will be evaluated by the Education Director for preparedness for the B'nai Mitzvah process. If needed, additional tutoring will be discussed.
 - B. Your family will be expected to attend an orientation with the Rabbi. These sessions will be held four times a year. Dates of these sessions will be given to you when the Education Director evaluates you.
 - C. The Education Director will give you resources from which you will photograph the Torah and Haftarah in our building
 - D. Regular tutoring will be discussed with the Education Director.
- III. 6 Months Prior to the Bar/Bat Mitzvah
 - A. The Rabbi will continue the one-to-one educational process with your family.
 - B. The Rabbi will discuss the D'var Torah.
 - C. Weekly tutoring will begin if it has not already started.
- IV. From 6 Months Prior to Bar/Bat Mitzvah Date
 - A. The Rabbi will continue the one-to-one educational process with your family.
 - B. One month prior, the student will present the prayers, Torah and Haftarah readings to the Rabbi.

Materials for the Bar/Bat Mitzvah

Purchased by the family and presented to the child in 6th grade:

A copy of our Siddur, Kol Haneshamah

Prepared by your child's tutor:

A recording of all the Torah readings for your child and extra readers, and the chanted Haftarah

The family needs to discuss this with the tutor to make sure that the recordings are given to them in ample time, depending of their family's needs and to see if the tutor requires an extra charge for this.

Detailed information about tutoring is explained later in the handbook.

Other materials:

1. CD's of the Torah blessings, along with instructions, provided by the Education Director.
2. The Education Director has a variety of texts pertaining to the Torah and Haftarah parashot. These are materials that your child will need in preparation for writing their D'var Torah. You will need to arrange a time to photocopy the materials.

Recommended:

Families may want to purchase a Chumash, a book that includes the Torah and Haftarah in Hebrew and English. The Rabbi can explain and give you choices

Note: When your child practices the blessings before and after the Haftarah, please make sure your child is using the Reconstructionist version that is found in our prayer book. Many commercial tapes use a different version that changes many words and phrases in this blessing. There are changes in the blessing after the Haftarah.

Attendance at Worship Services

Beth Hatikvah offers many opportunities to join the community in worship and celebration. Attending services is an integral part of the journey, and, we hope a meaningful experience for your family.

Up To Grade 5

Attend as many of the worship services and celebrations as possible in accordance with the age and attention span of your child. Make it a family activity and begin setting the stage for becoming a member of the spiritual community. When appropriate, help your child follow along in the prayer book and participate.

Grades 5- 7

Attend between 9 and 15 services a year in addition to the religious school family services on Saturday mornings. At least half of these should be Friday night services at CBH in order to become familiar with the service that will begin the Bar or Bat Mitzvah weekend. The rest can also be Friday night services or any of the other prayer opportunities the congregation or other Jewish organizations provide. Encourage your child to sit with you, to follow along in the prayer book, and to participate actively along with the congregation. Let the Rabbi know if your child would like to help lead any part of the service.

It is helpful for you to see Beth Hatikvah B'nai Mitzvah services before your event. Attending these services will give you first hand knowledge of the procedures and may give you some ideas to personalize your own ceremony. In seventh grade, your child will attend all their classmates' ceremonies as part of their religious education. It is important that you join your child at as many of these services as possible, both to acquaint yourself with the service and as a sign of support for families in your child's class.

B'nai Mitzvah Tutoring

All students at CBH have tutoring prior to their B'nai Mitzvah. The tutor will work with your child to learn their Torah and Haftarah readings and how to chant them, along with refining the Hebrew prayers. The amount of tutoring your child needs depends on the skill level of your child. Typically, a child needs tutoring once per week for six months prior to the B'nai Mitzvah, depending on your child's progress and scheduling, especially summer schedules. You will discuss your child's tutoring needs with the Rabbi and the Education Director one year prior to the Bar/Bat Mitzvah date. The Education Director can provide names and contact information for approved tutors.

If you wish to find a tutor on your own, that tutor will need to be approved by the Rabbi because of the specialized skills a B'nai Mitzvah tutor must have. Approval will need to be in place no less than nine months in advance of your child's date. The parents are responsible to make certain that the tutor provides monthly written reports to our Education Director, and if those reports are not

forthcoming, approval will be withdrawn.

The success of any tutoring relationship depends on a positive rapport between your child and the tutor. The Education Director will discuss the materials with the tutor and stay in contact with the tutor to determine how your child is progressing. Please feel free to contact the Rabbi or the Education Director to discuss a concern with your tutoring relationship.

Each family is responsible for the cost of the tutoring, which is in addition to religious school dues. Our rough estimate of the cost ranges from \$1,200 dollars to \$1,800 dollars. In cases of financial hardship, please discuss it with the Rabbi.

The tutor is responsible for making the recordings of the Torah readings, both for the child and for the other Torah readers. The family needs to discuss this with the tutor to make sure the recordings are given to them in ample time and to find out if the tutor charges an extra fee for this service.

Tallitot and Kippot

A tallit and kippah are traditionally worn by the Bar/Bat Mitzvah child. These are available at several local Judaic stores as well as the Lower East side, Brooklyn and the Internet. You can ask the Rabbi or Education Director for information.

Often a family purchases kippot for the congregation in honor of their child's Bar/Bat Mitzvah. This is not required. However, if the kippot from the congregation are used, many of them have a name inscribed from another child's Bar/Bat Mitzvah.

It is also customary for anyone having an Aliyah or reading from the Torah to wear a tallit and kippah. The tallitot are already at the synagogue. You do not need to purchase them. A few tallitot and kippot should be put on the table in the front of the sanctuary for this purpose.

Booklets

Most families prepare booklets for their guests. These booklets include two parts. Because there may be people attending the ceremony who are not familiar with Beth Hatikvah or the rituals and significance of a Bar/Bat Mitzvah service, the first part explains the service and provides information about Beth Hatikvah. The B'nai Mitzvah Committee chair has a template with all this information that can be emailed to you. The second part of the booklet includes the Friday evening and Saturday morning English readings, so your guests can follow along. Families have personalized their booklets by including other pieces, such as information about the child's mitzvah project. The B'nai Mitzvah Committee Chair has samples of previous booklets for you to look at or borrow.

Family and Friend Participation

There are many opportunities to honor family and friends by having them participate in your service. While some opportunities are appropriate for any of your guests, others are reserved for only those of the Jewish faith or for those with certain skills.

English Readings/Songs

Family and friends can participate with English readings and songs throughout services both Friday night and Saturday morning. The family needs to provide the Rabbi with a list of ten to twenty readings/songs at least one month before the ceremony, so she can prepare an outline of your service. The readings can include prayers and other readings from the back of the prayer book, commentaries from the service, and poems or readings from other sources, which will need to be approved by the Rabbi. Many of these readings can be given to friends and family members who are not Jewish. The Rabbi has a collection of pre-approved readings. Contact the office to find out the best way to have access to these readings.

Honors (Anyone receiving these honors must be Jewish)

Opening and closing the ark (an appropriate honor for younger family members)

Dress Torah (Gelilah)

Lift Torah (Hagbah) (someone strong)

Carrying the Torah - often given to the Bar/Bat Mitzvah child

Aliyot

An honor that can be given to someone who is Jewish and over the age of 13 is an aliyah. Before and after each Torah reading, blessings are chanted. The person reciting the blessing is fulfilling the honor of the aliyah. There are 7 aliyot at a Saturday morning service, five of which are yours to assign as honors to your guests. The sixth one is traditionally reserved for the parents of the B'nai Mitzvah. The seventh is the one your child will chant. The aliyah can be chanted alone or in a small group. To help your friends and family learn the Reconstructionist version, these blessings are available from the Education Director on CD or by email.

Torah Readers

The public, ceremonial reading of the Torah is the most sacred moment in a Jewish prayer service. It involves deep symbolism of our connection with our history, our ancestors, our covenant with God, and our commitments as Jews.

Therefore, since the fourth century BCE, Jewish communities have been reading Torah aloud in a special ceremony, and we have developed special ways to read the Torah that convey the sacredness of the moment. The Torah is customarily chanted according to the trope, or musical chant, that our ancestors developed. In so far as the sacredness of the Torah reading is such a central moment for us as Jews, we are careful to make sure that only skilled Torah readers come forward to read from the scroll.

There are seven Torah readings on Shabbat and festivals. Your child will read at least the seventh, and probably more of them, based on his/her skill level and the length of the specific reading.

As parents of B'nai Mitzvah youngsters, you are encouraged to chant a Torah reading. If you would like to chant Torah at your child's ceremony and do not yet have this skill, the Rabbi will help you master the Hebrew and chanting, as their tutor does for the child.

Other family members and friends who wish to read Torah should be of sufficient skill, both in Hebrew and chanting. If they have experience as Torah readers, we would be happy to have them as a Torah reader at your child's Bar/Bat Mitzvah ceremony. The Rabbi must approve your Torah readers.

In Jewish tradition, those reading a Torah portion chant directly from the Torah just as your child will do. We want to encourage participation of family, friends, and members of the congregation. If necessary, Torah readers may use a copy of the printed Torah reading, which contains the vowels to assist them in their reading.

Reading from the Torah is a great responsibility, which requires preparation. If you don't have enough people who can commit to that preparation and/or are already fluent Torah readers, the B'nai Mitzvah Committee Chair can find Torah readers for you or provide a list of members of our congregation who are willing and able to be called to read Torah. Please ask them at least six months in advance so that they can set aside the time to prepare. The tutor can provide recording and study materials for them. The Rabbi and Education Director are available for guidance and assistance in this process.

A chart to record Bar/Bat Mitzvah Assignments of Torah Honors and Torah Readings is provided in Appendix A at the end of this manual or can be downloaded from the CBH website, Religious School section.

Family Tzedakah: Honoring Your Child's Life Passage

Tzedakah, the act of giving, is a central theme in Jewish life. It is a Jewish custom to give Tzedakah at each life cycle moment. Families are encouraged to honor this rite of passage through the mitzvah of Tzedakah. We recommend that families consider a personal way to enrich this occasion. While our goal is to have the B'nai Mitzvah students involved in a large Tzedakah/social action project as part of the process of preparing for Bar/Bat Mitzvah, a variety of suggestions are listed below. The Education Director has information about these opportunities.

1. A social action project is done individually, with the family, or other B'nai Mitzvah students.
2. The Bar/Bat Mitzvah child donates a portion of his/her monetary gifts to a charitable organization of his/her choice. The Rabbi can provide ideas for this in your meeting.
3. The Bar/Bat Mitzvah child donates a portion of his/her monetary gifts to the congregation. This money could be earmarked for a particular expenditure, such as buying Chumashim to be used at future B'nai Mitzvah services, or just given as a general donation.
4. Instead of flowers on the tables at the reception, the family makes centerpieces out of collections of books, toys, hats and mittens, food items, or other useful things that are then donated to the needy.
5. The Bar/Bat Mitzvah child donates his/her time as a volunteer. Some suggestions are at a soup kitchen, a day care center, tutoring, helping an elderly neighbor, or at a pet shelter. Be aware that there are age requirements at some facilities. Jersey Cares www.jerseycares.org publishes resources for activities such as these.

Ushering

We want guests to feel comfortable at every ceremony. Therefore, assigned ushers will welcome guests and attend to any needs during the ceremony. Four ushers are needed for each ceremony. Two ushers remain outside the sanctuary and two ushers remain inside the sanctuary. The Education Director will assign one fifth family and one sixth-grade family to usher for each Bar/Bat Mitzvah. Each family must provide **two** adult ushers. If there is only one adult in your family who can usher, you may ask any member of the congregation to become your second usher. If you receive your ushering assignment, and you have a conflict with the date, you may change dates with another family. **These changes are made directly among the assigned parents, not through the committee. However, please let the B'nai Mitzvah Committee chairperson know of any changes.**

These ushers are **ONLY NEEDED** for the Saturday morning service. Ushers should arrive by **9:00 am** in order to meet with the Rabbi. At the end of the service, ushers need to return the Siddurim and Chumashim to the shelves. Specific duties of the ushers will be given out at least a week before the ceremony.

Friday Night Onegs

It is the custom in our congregation, that the Bar/Bat Mitzvah family provides the Friday night oneg in honor of their child's Bar/Bat Mitzvah. The Friday night oneg follows the guidelines of the usual onegs on Friday night. You can make it as simple or elaborate as you wish depending on the number of additional guests you expect.

Your family is responsible for the oneg for the Friday night service of your child's Bar/Bat Mitzvah weekend. However, many families pair up and do the onegs for each other. These partners are arranged on your own, usually with other families in your child's class. Just be sure that you and your partner family have a clear understanding of the responsibilities of each family. If you need suggestions of what partner families have done in the past, talk to the B'nai Mitzvah Committee Chair.

Facilities

Your ceremony

You have several decisions to make regarding the space where your ceremony will take place. Several of those decisions depend on the number of guests you expect at your ceremony. Other decisions include use of the platform and additional microphones. In order to have the arrangement that matches your needs, you **MUST** fill out the Service Set-up Form, which can be found in appendix B of this handbook and on the website <http://www.bethhatikvah.org/> under facility usage, at least one month in advance. This form also gives necessary information to the B'nai Mitzvah coordinator who will organize the ushers according to your setup.

Use of the building for the celebration

You do not have to reserve the sanctuary for the ceremony; that space is reserved for you once you have a date. If you would like to use space at CBH for a celebration that is for invited guests only, you **MUST** reserve the space using the Event Request/Reservation form and pay the fee(s) for the space you want. Many

groups use the building, so you should turn your reservation form in as soon as possible. When thinking about using CBH for a private celebration, please keep in mind that if religious school is in session on that day, use of the teen lounge involves some space and scheduling conflicts that need to be discussed.

You can find all the information on the CBH website under Facility Usage. Please read the Building Use Policy, Pricing Schedule, Facility Diagram and Guidelines for Caterers, if you will be using one. If you have further questions, email the Facilities Chair.

Access to the building

The family is responsible for obtaining access to the building for any vendors, walkthroughs, prep work etc. It is **extremely helpful** to do this during office hours (9 am-2 pm M-TH, 9 am-1 pm F). If access outside those hours is absolutely necessary, contact the Facilities Chair to see if a special arrangement can be made. Please let your vendors know that they **cannot** have access after office hours if this is not pre-arranged, even if the Rabbi or Education Director is in the building when they arrive. This applies to the family as well on the days prior to receipt of the “special key” -- see below.

A “Special Event” key to the building is available for the family on the Friday of the Bar/Bat Mitzvah weekend. The key can be picked up between 9 am and noon on the Friday. It must be returned to the office by Monday morning following the Bar/Bat Mitzvah. You may not give the key to a vendor for access to the building. An adult member of the family must accompany anyone who is not a member of CBH. The family is responsible for staying with their vendor(s). No outside person should be left in our building alone.

If a vendor (caterer/florist/party planner) needs to **deliver** items to the synagogue prior to Friday or at a time on Friday when you cannot be with them, these deliveries must be during CBH Administrative Office hours only (M-Th 9am-2pm, F 9am-1pm). Call the office (908-277-0200) or email (office@bethhatikvah.org) to schedule the delivery. Please make your vendor aware of these time constraints.

Your Responsibilities for Setting Up

Friday night

Make sure the Kiddush cup has wine, which can be found in the refrigerator. If there is no wine there, look in the big storage closet that is in the back of the kitchen. You also need to provide two challahs, which should be placed next to the Kiddush cup on the bimah and covered. We have a cover at CBH or you can bring your own.

Saturday morning

You will need another two challahs for Saturday morning.

The custodian puts kippot and tallitot in front for people to use during a Torah readings and alliyot. Just check to see that they are there.

The custodian also makes sure the bathrooms are in order. However, it is helpful to check that there are paper towels and toilet paper in each bathroom.

The custodian will place the moveable carts with prayer books and a round table outside each of the side entrances. You can place kippot with bobby pins, tallitot, and your booklets on the tables. Some people put these things out on Friday night, as well. If you are putting booklets out on Friday night, make sure you have extra or have the Rabbi announce that everyone should return their booklet, so they can be used on Saturday. Otherwise people bring them home on Friday night.

Parking

Parking is allowed in the 37-space CBH parking lot and in the approximately 64 legal parking spots on either side of the street outside the Synagogue. There are two marked handicapped parking spaces in the CBH lot; a wheelchair accessible ramp runs from the parking lot to the back door. Schechner Lifson, owners of 4 Chatham Rd., will allow CBH congregants to utilize its 85-space parking lot during non-business hours if there is not enough on-street parking.

On days when religious school is in session, please advise your guests to use the front door. The back door accessed from the parking lot is for religious school students. If someone has difficulty walking, the best thing is to let your guest out at the front door and then park the car.

Photography and Videotaping the Ceremony

1. Still photography may only take place at B'nai Mitzvah services of Congregation Beth Hatikvah after the conclusion of the service. Prior to the service, once the service has begun, and through its conclusion, no still photography is permitted, even from the rear with available light.
2. With prior arrangements, the Rabbi can be available to pose for "ceremonial" pictures after the service concludes.
3. We permit the videotaping of the service itself on condition that, during the service, the camera is stationary and not in view of the congregation. This will usually mean that the camera is positioned in back of the congregation. The Rabbi will instruct the videographer concerning the appropriate

location for the camera. The video camera must be **unattended** – it is not permissible for anyone to stand by it, to approach it, or to attend to it in any manner during the service. This would call undue attention to the camera and would inappropriately diminish the sacredness of the service.

Flowers

The family may purchase flower arrangements, real or artificial, for their ceremony if they choose. If you want real flowers, please check with the Rabbi to discuss the type of flowers you have in mind and the placement of the flowers, as the Rabbi is allergic to many kinds of flowers. Beth Hatikvah has some artificial floral arrangements you are welcome to use.

Contributions

Most families make a donation at this special time to the congregation and to the Rabbi's Discretionary Fund. There are several ways to contribute listed in the synagogue directory. Purchasing and donating a Chumash in honor of your child's ceremony in addition to any other contributions is a way to remember your child's ceremony and help build our supply of Chumashim. If you would still like additional information about contributions or what amounts are customary, contact the B'nai Mitzvah Committee chairperson or the congregation President.

Bar/Bat Mitzvah Prayer List

(This is the order in which prayers are to be learned.)

Page 277	Shema	chanted alone	Fri. p.m. & Sat. a.m.
Page 247	Barchu	chanted alone	Fri. p.m. & Sat. a.m.
Page 383, 385	Torah Service	some alone	Sat. a.m.
Page 277	V'ahavta		Fri. p.m. & Sat. a.m.
Page 291	Mi Chamocha	some alone	Sat. a.m.
Page 79	Mi Chamocha	some alone	Fri. p.m.
Page 405	Chatzi Kaddish	chanted alone	Fri. p.m. & Sat. a.m.
Page 399	Torah Blessings	chanted alone	Sat. a.m.
Page 393	Service Holding Torah		Sat. a.m.
Page 409-413	Haftarah Blessings	chanted alone	Sat. a.m.
Page 445-449	Aleynu		Fri. p.m. & Sat. a.m.
Page 119	Kiddush	chanted alone	Fri. p.m.
Page 5	Hadlakot Nerot	chanted alone	Fri. p.m.
Page 295-297	Avot	chanted alone	Sat. a.m.
Page 299	Gevurot	chanted alone	Sat. a.m.
Page 303-305	Kedusha	chanted alone	Sat. a.m.
Page 441	Etz Chayim		Sat. a.m.
Page 443	Eyn Keloheinu		Sat. a.m.
Page 459	Adon Olam		Fri. p.m. & Sat. a.m.
Page 269	Or Chadash	chanted alone	Sat. a.m.
	Yotzer Or	chanted alone	Sat. a.m.
Page 291	Tzur Yisrael		Sat. a.m.
Page 41-47	Lechah Dodi		Fri. p.m.
Page 63	Ahavat Olam		Fri. p.m.
Page 85	V'Shamru		Fri. p.m.
Page 381	Kaddish Titkabel	chanted alone	Fri. p.m. & Sat. a.m.
Page 433	Yehalelu	some alone	Sat. a.m.

Appendix A: Torah Honors and Torah Readings

HONOR	1ST HONOR	2ND HONOR
Open Ark		
Carry Torah		
HONOR	PERSON(S) RECEIVING ALIYAH	HEBREW NAME*
Aliyah One		
Aliyah Two		
Aliyah Three		
Aliyah Four		
Aliyah Five		
Aliyah Six	<i>Parents of Bar/Bat Mitzvah</i>	
Aliyah Seven	<i>Bar/Bat Mitzvah child</i>	
ALIYAH #	TORAH READER	
ONE		
TWO		
THREE		
FOUR		
FIVE		
SIX		
SEVEN		
HONOR	PERSON RECEIVING	HEBREW NAME*
Lift Torah (Hagbah)		
Dress Torah (Gelilah)		

* The Hebrew name includes the individual's first name (and middle name if they feel it is important to use it), then the word *ben* (son of) or *bat* (daughter of); and then their father's Hebrew name; then "v" (meaning: and), and then their mother's Hebrew name; e.g. Miriam bat David v'Golda; Yosef ben Shmuel v'Sarah. Individuals are called up by their

Hebrew names for only the honors of: the *aliyah* (reciting the Torah blessings), *hagbah* (lifting the Torah) and *gelilah* (dressing the Torah.)

Appendix B: B'nai Mitzvah Service Set-up

NOTE: THERE IS NO ROOM USAGE FEE FOR THE SERVICE, OR FOR AN ONEG OR KIDDUSH AFTERWARD, SINCE THE ONEG/KIDDUSH IS OPEN TO THE ENTIRE CBH COMMUNITY.

If you would like to use space at CBH for any celebration that is for invited guests only you will need to reserve, and pay the fee(s) for, the space you want.

1. Your Name:

2. Bar or Bat Mitzvah Name:

3. Home Phone: _____ Work Phone:

Cell Phone: _____ Email Address: _____

4. Date of Event: _____

5. Total # of friends & family (not including normal CBH attendees): Friday _____ Saturday

6. ROOM CONFIGURATION

Note: There are two moveable walls, which allows three possible configurations of the room, listed below

Friday night service (Check space desired)

_____ Sanctuary alone (front wall closed)
120-person capacity

_____ Sanctuary/social hall (front wall open, back wall closed)
220-person capacity

_____ Sanctuary/social hall (both walls open)
320-person capacity

Saturday morning service (Check space desired)

_____ Sanctuary alone (front wall closed)
120-person capacity

_____ Sanctuary/social hall (front wall open, back wall closed)
220-person capacity

_____ Sanctuary/social hall (both walls open)
320-person capacity

7. CHAIR CONFIGURATION (check preference)

Note: These are the three standard set-ups for chairs. If you want a chair set-up that is not listed, you must contact the Facilities Chair.

_____ Theatre style (3 sections of chairs [5-10-4], 2 aisles, one on each side of middle section)

_____ Center aisle setup (2 sections of chairs [10-9] with a center aisle)

_____ U-shape (2 sections of chairs facing toward the middle, 1 large center section)

8. PLATFORM (\$250 fee applies) Yes _____ No _____

Note: Sixteen squares, each 4 ft by 4 ft, are available. Height can be varied from 12 to 30 inches. If a platform is to be used, it needs to be in place before the Friday night service.

Choose dimensions: _____ and height:

9. MICROPHONES

Note: Standard Saturday morning set-up is a free-standing "reader" microphone in the middle of the sanctuary, a microphone at the Torah table, and microphones at each podium.

a) B'nai mitzvah child (check & circle preference): _____ Body microphone Friday/Saturday

a)

_____ Podium microphone Friday/ Saturday

b) Additional microphone(s) for music (circle & fill in information): Friday/Saturday

Number: _____ Location(s): _____

10. FRIDAY ONEG (check space desired)

Note: B'nai mitzvah families are required to provide food, drink, set-up and clean-up for the Friday night oneg. Standard set-up for Friday night is two serving tables.

_____ Front lobby

_____ Back of social hall (wall closed)

11. SATURDAY ONEG/KIDDUSH (check space desired)

Note: If you elect to provide a Saturday oneg/kiddush, then you are responsible for providing food, drink,

set-up and clean-up. If you desire an alternate set-up (that is, different from one of the options below) for

your Saturday oneg/kiddush, please contact the Facilities Chair to discuss. Extraordinary set-up requirements carry a custodial charge of \$30 per hour, 2 hour minimum.

_____ Front lobby (2 tables only)

_____ Large social hall (front wall closed, back wall open) # tables required _____

_____ Small social hall (front wall closed, back wall closed) # tables required _____

_____ Teen lounge (Note: use of Teen Lounge will require permission from Religious School director. Please contact Facilities Chair to discuss set-up.)

12. OTHER SATURDAY MORNING QUESTIONS

a. How many teens are you expecting who will not be accompanied by their parents (don't count religious school classmates)? *Note: Unaccompanied teens are seated together in the back of the sanctuary.* _____

b. Which kippot are to be used? _____ your own _____ CBH

c. What will the ushers need to hand out to your guests in addition to kippot and tallitot?

_____ prayer books and a booklet made by you

_____ prayer books only

The CBH Building Use Policy can be found at HYPERLINK "<http://www.bethhatikvah.org>"

Please consult the CBH Building Use Policy for detailed information about hosting an event at the synagogue.

PLEASE RETURN COMPLETED FORM TO THE CBH OFFICE
36 Chatham Rd., Summit, NJ 07901-1314 or office@bethhatikvah.org
You may want to keep a photocopy for your own use.

Signature _____ Date _____

Appendix C: Contact People

Rabbi	Rabbi Amy Small	rabbiamy@bethhatikvah.org
Education Director	Nancy Hersh	nhersh@bethhatikvah.org
B'nai Mitzvah Committee Chair	Debbie Kaflowitz	kaflowitz@aol.com
Facilities Chair	Myra Cole	mdcole@cbs.com
Building Rental Liaison	Cindy Wetter	coffeehappy@comcast.net
For help finding Torah readers	Amy Rowland	acrowland@mac.com
Office Administrator	Andrea Gelber	office@bethhatikvah.org
B'nai Mitzvah Committee Members		
Debbie Kaflowitz, Chair	kaflowitz@aol.com	
Rabbi Amy	rabbiamy@bethhatikvah.org	
Nancy Hersh	nhersh@optonline.net	
Alice Kiselik	goldrad@gmail.com	
Amy Rowland	acrowland@mac.com	
Lois Turiansky	Lois429429@aol.com	