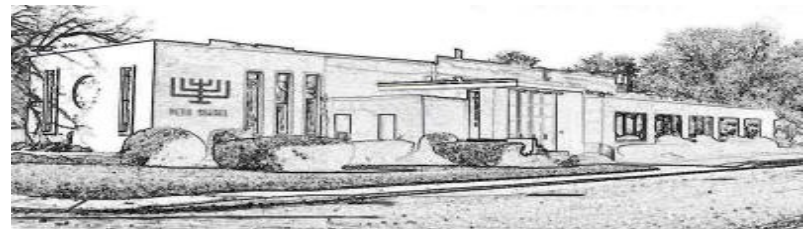


# Beth Israel Congregation

## Bar/Bat Mitzvah Handbook



600 Camden Ave  
Salisbury, MD 21801  
(410) 742-2564  
Fax: (410) 742-2697  
Email: [salisrab@verizon.net](mailto:salisrab@verizon.net)  
Web: [www.bethisraelsalisbury.org](http://www.bethisraelsalisbury.org)



# Beth Israel Congregation Bar/Bat Mitzvah Handbook

Mazel Tov!

Beth Israel Congregation congratulates you on the upcoming occasion as you and your child prepare for your simcha. Becoming Bar/Bat Mitzvah means more than just being taught what to chant and how to chant it. It includes attending and participating in Friday night and Shabbat morning services and learning about our synagogue, the Torah, the aliyot, the meanings of the blessings, and the order of Shabbat services. When your child stands at the pulpit, you can feel confident that he/she will feel as comfortable as possible and will have a clear understanding of the meaning and values of our faith and understanding of our traditions. So in addition to the days of religious school, your child will receive specialized instruction for the Bar/Bat Mitzvah during the week. May God bless you and yours and enable us to celebrate together with your loved ones in this great simcha.

The Beth Israel Family

2



## Planning Checklist

- ( ) Establish a date for Bar/Bat Mitzvah with the Rabbi (12 months in advance)
- ( ) Schedule Use of Building Facilities and Obtain Pricing Schedule and Agreement from Secretary
- ( ) Payment of Fees (Dues, Religious School, Etc.)
- ( ) Invitations
- ( ) Flowers
- ( ) Kiddush/Oneg Shabbat
- ( ) Reception
- ( ) Order Tallit and Yarmulke for Bar/Bat Mitzvah Child
- ( ) Order Yarmulkes for Guests (Optional)
- ( ) Purchase Tefillin
- ( ) Honors and Aliyot
- ( ) Special Donation to the Synagogue
- ( ) Announcements/Usher Lists
- ( ) Notification in Bulletin
- ( ) Program/Pamphlet for Service

11

## Suggestions

Contact the secretary to reserve and confirm date(s) for using various synagogue rooms and fees charged.

Contact the secretary for notices which should be put into the Bulletin (i.e., Kiddush by . . . ).

Notify the Kashruth Chairperson and the Kitchen Chairperson as to the number of days needed for using the kitchen (the contract for the Room reservations has stipulations as to how many days are allowed for use of the kitchen). Additional days may incur additional charges to cover costs.

## Donations of Appreciation

Parents often want their simcha to continue beyond the ceremony held that day. This can be accomplished by purchasing prayer books, Bibles, or other synagogue items and having them appropriately inscribed. The Rabbi will help you with ideas.



## Requirements for Bar/Mitzvah

1. Attendance in Religious School from when the child enters the 3rd grade of public school or its equivalent.
2. During Bar/Bat Mitzvah training, the Student should attend a minimum of three (3) services per month of which two (2) should be Sabbath morning. Parents should attend these services with the child.
3. Participation in Sabbath evening and morning service is required (Friday night and Saturday morning).
4. The child will chant the maftir, haftorah, the accompanying blessings, and deliver a speech. A list of honors (check p. 7) in duplicate should be given to the Rabbi at least one week prior to the Bar/Bat Mitzvah.
5. Any additional parts of the service are at the option of the Rabbi in conjunction with the student and his/her parents.
6. The family of the Bar/Bat Mitzvah child is responsible for sponsoring the Friday night oneq and the kiddush on Saturday morning.
7. Lessons should begin at least 12 months before Bar/ Bat Mitzvah.
8. Parents of special need students should contact the Rabbi to make any necessary special arrangements. The Temple firmly believes that all students are entitled to become Bar/Bat Mitzvah.
9. Any variances of these requirements shall be at the discretion of the Rabbi.

**Family Participation**

Some families like to participate in the Bar/Bat Mitzvah ceremony by taking an active role. Please think about this carefully and let the Rabbi know if you are interested. We encourage participation, such as tallit service for the Bar/Bat Mitzvah student, do a reading, special family blessings.

***Announcements from the pulpit and names of ushers should be turned into the office one (1) week prior to Bar/Bat Mitzvah.***

**Sample Invitation for Bar/Bat Mitzvah**

Our services start at 9:30 a.m. so the invitation should include the following:

“Our son/daughter (name) will become Bar/Bat Mitzvah at Beth Israel Congregation on \_\_\_\_\_, 20\_\_\_\_. Services begin at 9:30 a.m. Please join us for the services and for the kiddush which will follow.“

Again, the above information is to be included but the precise wording is up to you. You may also want to include an invitation/enclosure for Friday night services.

***What time should you and your guests be at service?***

- Friday night you should arrive by 7:15 p.m. PROMPTLY!
- Saturday morning you should arrive by 9:15 a.m. PROMPTLY!

**Agreement for Use of the Facilities**

To insure your reservation, please sign and return all copies. A copy will be returned to you to serve as confirmation. Half the balance is due at the time the reservation is made and the remaining balance is due no later than two weeks prior to the event.

Name of Person Making Reservation:

\_\_\_\_\_

Phone: \_\_\_\_\_ Number Expected: \_\_\_\_\_

Type of Function:

\_\_\_\_\_

Date(s) and Hours of Function

<u>Rooms Reserved</u>	<u>Dates(s)</u>	<u>Hours</u>	

Pay to Beth Israel Synagogue \_\_\_\_\_ Total

I agree to be governed by the rules and regulations outlined in the room Rental Policy of Beth Israel Synagogue, following the rules of Kahsruth and Shabbat.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Confirmed by: \_\_\_\_\_ Date \_\_\_\_\_

7. The kitchen facilities are available to be used two days prior to the affair and one day following. If additional days are necessary, and the facilities are available, the kitchen can be used. The kitchen has to be cleaned and everything put away after each use. You will need to check with the synagogue secretary as to the availability of the kitchen. Facilities include the use of all appliances, silver, china, and serving pieces. No food or drinks are provided. All food must be removed from the freezer and refrigerator two days after the function. Any arrangements for providing and setting out the food are the responsibility of the room renter. All laws of the Sabbath associated with cooking must be observed

8. The room(s) must be left clean with all trash removed to the back yard receptacles. All dishes, utensils, and serving pieces are to be cleaned and returned to their proper places. The renter must make his own arrangements for this, as it is not included in the fees. If the facility is not left in the original rented condition, a cleaning fee will be charged to the renter.

9. Room rental fee: A fee of \$150 will be charged for the use of the facility. This will include the sanctuary and use of the kitchen, library and social halls for a bar/bat mitzvah occurring on Shabbat. Please note that other fees apply for non-Shabbat events.

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***Following is a sample of the Agreement which can be obtained from the secretary at the office. When the Agreement is signed and approved a copy will be returned to you.***

Beth Israel Synagogue  
600 Camden Avenue  
Salisbury, MD 21801

### **Non-Jewish Guests**

Our shabbat services are lengthy. We encourage your non-Jewish guests to arrive at 10:15 a.m.

All male guests should wear a Yarmulke, but a Tallit is not required.

If you are interested in informing your guests about this service, a pamphlet of information is available for you to use.

The holiness of Shabbat is so paramount that we do not want to desecrate it. That is why there is no smoking or lighting of candles. Cell phones are also not permitted.

### **Visual Records**

Since we do not take pictures on Shabbat, please check with the Rabbi for possible options for recording this event.

### **Tefillin**

One of the means Judaism uses to impress upon your son with his coming of age is to bestow upon him the honor of wearing a Tallit and Tefillin. Just as becoming a Bar Mitzvah provides him the privilege of being called to the Torah, so does his wearing a Tallit and Tefillin.

We suggest you present your son/daughter with a Tallit and your son with a Tefillin for his/her Bar/Bat Mitzvah. He/she will be instructed on how and when to use them. If there are any questions, please see the Rabbi.



## **Flowers**

The beauty of your simcha is enhanced by flowers on the Bimah. When making arrangements with your florist, be sure to specify that floral arrangements are to be delivered to Beth Israel when the secretary is in the building. (Please check with the secretary for her schedule).

## **Kosher – Yes!!**

Having a reception in honor of this simcha is a perfect way to celebrate.

All foods served at Beth Israel must be Kosher. When we say Kosher, it means that all foods must be prepared in accordance with the laws of Kashruth. Having Kosher foods is in the tradition promoted by conservative Judaism.

Our experience indicates it is much simpler, and it certainly is in keeping with the significance of the Bar/Bat Mitzvah, to have the reception in the Shul. You may have the kiddush or oneg catered at Beth Israel or you may purchase your own kosher baked goods with a heksher, or consult the Rabbi. Please contact the rabbi or Kashrut Committee for a full list of kosher foods available in our area. Please make sure everything is at the synagogue by 3:30 p.m. Friday afternoon.

## **Fees**

It is a synagogue policy that all fees (Religious School, room rental, membership) must be paid PRIOR to the Bar/Bat Mitzvah and that your financial obligations to Beth Israel are current.

## **Procedure & Policy for Room Rentals**

1. It is understood that all Shabbat Mitzvah families and persons celebrating special occasions will host the oneg Shabbat, kiddush, and/or dinner and have adequate food to serve their guests and all who are present at services. Enough Kosher food should be provided on Friday evenings to prepare a platter for the Saturday morning kiddush.
2. All events and any preparations must conform with the observance of Shabbat.
3. All catering services and families must observe the laws of Kashruth as approved by Beth Israel Synagogue. All food and cooking arrangements must be approved by the Kashruth committee and/or the Rabbi. The Kashruth policy is available upon request.
4. Confirm the date for religious events with the Rabbi, then contact the secretary at 410-742-2564 to reserve the date to be sure there are no conflicting events. A contract and rate sheet will be sent to you. All events must be confirmed with the secretary.
5. A reservation will be considered confirmed when the contract is completed and returned with payment. One half of the total bill is payable at the time the reservation is made. The remainder of the balance is due thirty days prior to the event.
6. All set up and any decorations to the room(s) or the tables are the responsibility of the room renter- this includes all linen and/ or paper goods.