

Congregation
B'NAI ISRAEL
בני ישראל

Bar/Bat Mitzvah Guide

2009-2010

**Congregation B'nai Israel
40 Whitenack Road
Basking Ridge, NJ 07920
www.cbibr.org**

TABLE OF CONTENTS

INTRODUCTION	1
EDUCATION.....	2
Religious Education.....	2
Mitzvah Project.....	2
B'nai Mitzvah Invitation Guidelines.....	3
Bar/Bat Mitzvah Training (Religious School)	3
Gifts.....	3
Study Timetable	3
Tutoring (Individualized)	4
FINANCIAL OBLIGATIONS.....	4
Current Schedule of Obligations (Effective 7/1/09).....	5
FACILITY & CATERING	6
Facility	6
Oneg and Kiddush.....	6
Floral Arrangements.....	8
Candy.....	8
Program Guides	8
Directions	8
Announcement in the "Sunrise"	8
Photography and Videotaping	9
Gifts.....	9
Music.....	9
THE SERVICE	10
Overview of the Bar/Bat Mitzvah	10
Selecting the date	10
Chanting the Torah	10
Aliyot & Honors	10
G'lilah.....	11
Honors Form.....	11
Kippot	14
Dress	14
Electronic Devices	14
Supervision.....	14
Friday night before the Bar/Bat Mitzvah.....	14
Saturday morning	14
Role of the parents	15
Parents' Speech	16
Ushering	16
Dual Faith Families.....	16
FAQ's concerning non-Jewish family and friends:.....	17
KASHRUT POLICY FOR CONGREGATION B'NAI ISRAEL.....	18
Delivery of Food	19
Passover	19
Congregation B'nai Israel's Kitchen.....	19
Preparation of Food in the CBI Kitchen (old galley kitchen)	20
BAR/BAT MITZVAH RESOURCES	21
Judaica (Kippot, Tallitot (plural of Tallit), Kiddush Cups, Mezuzot, etc.).....	21

Selecting a Tallit for your Child and Kippot for your Guests.....	21
Approved Bakeries	21
Approved Delicatessens.....	21
Approved Caterers	21
Florists.....	21
Invitations	22
Printers/Program Design	22
Servers and Wait Staff	22
Bus Service	22
Limo Services.....	22
Rentals	22
Photography	22
Music.....	23
Party Planners.....	23

INTRODUCTION

The Bar/Bat Mitzvah ceremony marks the entrance of a young person into Jewish adulthood by the acceptance of the obligations and privileges of the community. Our goal is to make this ritual a positive Jewish experience, one filled with joy and thanksgiving for the entire family. This manual has been prepared in the hope of making your child's Bar/Bat Mitzvah day a meaningful, comfortable, and memorable experience.

As we approach your child's Bar/Bat Mitzvah we urge you to begin planning for specific ways in which you, your family and your friends may become involved in our Shabbat services. In order for you to become more familiar with the order of the service, we require that you and your family attend many Shabbat morning services at CBI prior to your child's Bar/Bat Mitzvah. If your child attends our religious school, he or she is required to attend the mandatory and scheduled Friday night and Saturday morning Shabbat services listed in the Religious School handbook during grades 3-6. **In your child's seventh grade year, all B'nai Mitzvah will be required to attend a minimum of eight services each year, with the requirement to be fulfilled two months prior to the scheduled Bar/Bat Mitzvah date.** To maximize your child's readiness and comfort at the Bar/Bat Mitzvah service, we strongly recommend that the services attended be Shabbat morning services. We believe that attending services together as a family will convey to your child the significance of the Bar/Bat Mitzvah in the ongoing life of the synagogue community. We know that your experience will be enhanced by familiarity and comfort with the flow of the typical Shabbat service.

As you prepare for this event, your full participation becomes critical. This booklet will take you through the key aspects so that you can prepare for this milestone event. We have learned that successful events are those which are properly planned. Our Executive Director is available to answer any overall questions you may have, including facility and catering matters; please contact Rabbi Schechter or Cantor Onigman regarding ritual matters. All of these people can be reached through the synagogue office at 908-204-1412 or as follows:

Carole Klein, Executive Director	Extension: 106 E-mail: cbiadmin@cbibr.org
Rabbi John Schechter	Extension: 105 Email: schechterj@aol.com
Cantor Shana Onigman	Extension: 113 E-mail: cantorshana@cbibr.org
Maureen Joachim, Office Manager	Extension: 104 E-mail: office@cbibr.org

Please note that these policies have been approved by Congregation B'nai Israel's Board of Trustees and are subject to revision.

EDUCATION

Religious Education

Our religious school begins with Sunday School in the Kindergarten year and moves to a two day per week schedule when the children reach third grade. Third through seventh graders attend Religious School twice a week and are exposed to a curriculum teaching a full perspective on living as a Jew. This includes Hebrew, ethics, prayer and community participation. When there are mandatory services, we urge you to attend as a family so that you become better acquainted with the full scope of your child's religious education.

Students who come to our program in fifth grade with no prior Judaic Studies will require tutoring in Hebrew and basic Shabbat prayers at parental expense. A Bar/Bat Mitzvah date will be assigned shortly after enrollment in the program. Students who come into our program in the 6th or 7th grade without prior Judaic studies will require private tutoring at parental expense for Hebrew, Shabbat prayers, and holiday readings. These 6th and 7th grade students will receive B'nai Mitzvah dates upon approval by the Rabbi and the Cantor.

Students in the 5th, 6th and 7th grade who attend another Jewish institution's religious school must be studying there on a twice a week basis with a formal curriculum if they are to be considered eligible for a Bar/Bat Mitzvah ceremony. We will have a short proficiency test in Hebrew reading and Judaic topics for those students whose education took place elsewhere before they can begin the Bar/Bat Mitzvah training process with our staff. By doing so, we can insure the best usage of our Cantor's and Rabbi's time. Any remedial work will be the responsibility of parents, not the synagogue, and at parental expense. These students will receive B'nai Mitzvah dates upon approval by the Rabbi and the Cantor. The Rabbi will also encourage your family to attend the same number of mandatory services as your child's classmates at CBI to ensure that your child is comfortable with the prayers of our Friday evening and Saturday morning services.

Mitzvah Project

One year before the Bar or Bat Mitzvah we urge you and your child to set as a priority either the creation of an individual mitzvah project that expresses your family's sense of obligation to better the world through service to an area of her or his interest; or, you may choose to participate in a larger synagogue-run program that will include signing up for helping with our annual clothing drives, food collections, blood donation drive or senior citizen dinners. The goal is to enable your child to see himself or herself as accepting the responsibility of caring for the larger world. We will provide you with lists of contacts and websites for successful projects managed and run by other teens and their families.

B'nai Mitzvah Invitation Guidelines

It is the policy of Congregation B'nai Israel that parents be encouraged to invite all classmates to the Bar/Bat Mitzvah ceremony and to any celebrations that occur. If financial issues are a consideration, all classmates should be invited to the service and to the Kiddush that follows.

Bar/Bat Mitzvah Training (Religious School)

The Religious School curriculum and Service Attendance Policy are designed to provide our students with a confident sense of participation in our congregation's worship services and familiarity with Jewish services anywhere in the world. Our goal is for your child to be able to lead Shabbat services in any congregation, college setting or retreat. At the Bar/Bat Mitzvah the child will share in the leading of Friday night services, and lead the Torah service on Saturday morning. The child will learn to sing the congregational melodies, to read from the Torah (the first five books of the Bible), to chant from the Prophets (the Haftorah), to recite the sets of blessings that precede and follow this sacred chanting, and to speak on the themes and issues of the Torah and Haftorah.

Of course, we are responsive to the needs of those with documented learning disabilities, and we provide special tutoring and arrangements for such B'nai Mitzvah.

Gifts

Though not required, many families would like to do something to express their thanks and acknowledge the hard work and commitment by both the Rabbi and the Cantor in helping to prepare their child. We would like to suggest a donation be made to their individual discretionary funds honoring their work toward the success of the day. Other options include donations to the capital campaign, specific naming opportunities or creation of an endowment. Please speak to the congregational president for assistance. Of course, it is customary for the B'nai Mitzvah, as a demonstration of their appreciation, to send a hand-written thank you to the clergy following the event.

Study Timetable

Bar and Bat Mitzvah dates are assigned two-three years in advance of the actual date. **All ritual is taught as part of religious school. Children who do not attend CBI's religious school are responsible for mastering this on their own without tutorial help and at the family's expense. (See previous section on Religious Education.)**

Your child's individualized training will commence at 7 months in advance of the actual date. In these sessions (some with the Rabbi, some with the Cantor), your child will study his or her own Torah and Haftorah portions. The student will

master the blessings, study the background of the stories of the Torah and Haftorah, learn the chanting of the musical patterns, and understand the rituals of Tallit and Tefillin.

If you would like to have Jewish family members or friends share in the ceremony by reading from the Torah, please speak to the Cantor six months before the ceremony.

Tutoring (Individualized)

All B'nai Mitzvah students will be provided with the printed materials and musical CD's for the study of their Torah and Haftorah portions, as needed. If you wish to arrange additional private tutoring, beyond the sessions, which are provided by CBI, you may make your own arrangements directly with a tutor. Rabbi Schechter and/or Cantor Onigman can assist you with these arrangements.

FINANCIAL OBLIGATIONS

We look forward to working with you as you plan for your child's Bar/Bat Mitzvah. The financial obligations are outlined below. If you are not be able to meet the requirements, please come forward proactively to either Nancy Stupay, Treasurer, or to Carole Klein, the Executive Director. The Special Arrangements Committee will then work with you, confidentially, to arrive at an appropriate arrangement.

In 2002, the following Financial Policy for a Bar/Bat Mitzvah was adopted by the Board of Trustees of Congregation B'nai Israel.

"In order to become a Bar or Bat Mitzvah, the parent(s) or guardian of the child must be a member in good standing in our congregation." That means:

The B'nai Mitzvah Tutoring fee (\$1000) will be billed a year before the B'nai Mitzvah date; this fee must be paid 30 days before tutoring begins. (Tutoring begins 7 months before the B'nai Mitzvah date.)

All financial obligations, except for capital campaign pledges, must be paid in full 6 months before the B'nai Mitzvah date. Any charges incurred less than 6 months before the B'nai Mitzvah date must be paid within 30 days of incurring the charge.

During the course of the year, statements indicating your current obligations to the synagogue will be sent to you. If you have any questions please do not hesitate to contact Nancy Stupay, CBI Treasurer (niscpa@optonline.net).

Current Schedule of Obligations (Effective 7/1/09)

These fees are required of all B'nai Mitzvah families and are directly related to the event itself. B'nai Mitzvah Fees are subject to change and are intended to reimburse the synagogue for the cost of providing these services.

B'nai Mitzvah Fee:	\$1000
Security (for luncheons/evening events where >25 children are present):	Approximately \$60 per hour per security person
Oneg (Friday night dessert reception following services for entire congregation):	\$250-\$425 depending upon option chosen*
Kiddush (Saturday noon reception following services for entire congregation):	\$425 (for <75 people), or CBI catered luncheon*

*Please contact the Executive Director to discuss the Oneg and Kiddush arrangements at least two months in advance of the B'nai Mitzvah.

The final Oneg, Kiddush and Security fees will be billed 4-8 weeks prior to the Bar/Bat Mitzvah with payment expected at least three weeks before the event with payment due upon receipt. Oneg and Kiddush fees will be adjusted as appropriate where families have chosen other arrangements.

Optional Fees, which are subject to change, include:

New Catering Hall and Lobby Space	\$250 (Friday dinner, up to 2 hours) \$500 (afternoon party, up to 4 hours) \$1000 (evening party, up to 5 hours)
Community Room: (if Lobby is used while community room is set up, there is no charge)	\$250 (for two hours) \$500 (afternoon party, up to 4 hours) \$1000 (evening party, up to 5 hours)
Lobby:	\$200 additional to those costs above
Patio:	\$200 additional to those costs above
Classroom Rental	\$150
Security Deposit:	\$1000 (typically paid by the congregant)

FACILITY & CATERING

Facility

All B'nai Mitzvah are held as part of our regular Shabbat morning service (or at a Saturday afternoon mincha or Sunday morning minyan) in our sanctuary. Parents sponsor the Oneg and Kiddush for the services. If more than one family is celebrating a Bar/Bat Mitzvah over the course of the weekend (e.g., one on Saturday morning and one on Sunday morning), both families share in the cost of the Friday evening oneg. Additionally, you may want to consider hosting your celebration in Catering Hall. All celebrations need to be planned well in advance of the Bar or Bat Mitzvah. To maximize your choices, we recommend discussing the options with the Executive Director as soon as you receive your date from the CBI Office.

There may be additional events that share the date of your child's Bar/Bat Mitzvah. For example, religious school class Shabbat events or baby namings may coincide with your event. Sharing the simchas of multiple events is a wonderful way to be part of the community of our Congregation. The cost of the Oneg or Kiddush will be apportioned as appropriate between the sponsoring groups. The CBI staff will do everything to insure that the appropriate infrastructure is in place to support multiple events, but it is the policy of our Congregation that a Bar/Bat Mitzvah family cannot request that a particular date be held exclusively for them.

Oneg and Kiddush

All food brought into the building must be consistent with standard kashrut policy. The family of the Bar/Bat Mitzvah provides a kosher, pareve (non-dairy) Oneg Shabbat (literally "a sharing of the delight of the Sabbath") following the Friday evening service for their guests and the entire congregation so that all feel welcome to stay and celebrate together. On Saturday morning the family provides the simple Kiddush reception, which follows all of our Shabbat services. The Executive Director will provide all the necessary information regarding arrangements, caterers and costs. The Executive Director will also outline the option of having CBI provide a Kiddush luncheon or the hiring of an approved caterer. See the chart following for details.

Celebration Options for Bar or Bat Mitzvah

Celebration	Time Allotment	Description/Pricing
Erev Shabbat Dinner	1.5 to 2 hours directly prior to Friday Night service	Family hires caterer from approved list. \$250 room rental
Oneg Shabbat	After Services on Friday Night	<u>Option 1:</u> Ceremonial Challah, beverages, cookies. \$250 <u>Option 2:</u> Ceremonial

		Challah, beverages, tablecloths, wait staff, fruit, cookies, chocolate tray. \$425
Kiddush/Luncheon in the Catering Hall	After Services on Saturday Morning up to 4 hours.	<u>Option 1:</u> Ceremonial Challah, beverages, tablecloths, wait staff, fruit, cookies, chocolate tray. \$425 for up to 75 guests. Over 75 guests, additional \$125. <u>Option 2:</u> Lunch buffet (food provided by Lox, Stock and Deli) includes all food, wait staff and supplies. \$20 per person, \$500 room rental, Bar Mitzvah bouncer fee, (\$60/hr/bouncer), security deposit (\$1000). <u>Option 3:</u> Family hires caterer from approved list. \$500 room rental, Bar Mitzvah bouncer fee (\$60/hr/bouncer), security deposit (\$1000).
Evening Party in the Catering Hall	Saturday evening-start time varies by time of year (sundown schedule) up to 5 hours.	Family hires caterer from approved list. \$1000 room rental, Bar Mitzvah bouncer fee (\$60/hr/bouncer), security deposit (\$1000).

Please note that all food and decorations must be delivered to the synagogue and in place prior to the observance of Shabbat (which occurs at sundown on Friday). Out of respect to our fellow congregants and observance of Shabbat, we cannot accept the delivery of food, equipment, flowers, etc. during Shabbat. You should leave sufficient time prior to sundown, so that food deliveries, chair rentals, etc. can be arranged. We expect all deliveries to be received no later than 12PM on Friday afternoon. Other arrangements may be necessary if your event coincides with a holiday. It is recommended that the parents of the Bar/Bat Mitzvah meet with the Executive Director at least four months in advance of the

date to coordinate the event and review any special needs. At that point, the Executive Director will be in a position to review fees, options, etc.

There are no exceptions made to these policies which are designed to maintain the sanctity of Shabbat.

Floral Arrangements

Floral arrangements are completely voluntary. Those families who wish to provide a small floral arrangement that sits in front of a lectern at the front of the sanctuary may do so provided that the arrangement rises no higher than 2 ½ feet, and, does not extend beyond 22 inches in width. Boxes, baskets of objects, photos and posterboards are not acceptable. Centerpiece arrangements for the Kiddush tables may be provided at the family's discretion. Flowers must be delivered and in place by 12PM Friday. Other arrangements may be necessary if your event coincides with a holiday. If you wish to provide a food basket or a floral arrangement for the table in the foyer, it too must be of similar size and width to the lectern flowers, and must be delivered by 12PM on Friday.

Candy

We prefer that no candy is thrown in the sanctuary. A festive alternative to candy allows for the tossing of ribbons or soft sachet packets if you so choose. If you choose to toss candy, CBI provides the candy and the associated clean-up for an additional fee of \$75.

Program Guides

Although it is not a necessity, some families prepare program guides for family and friends to follow along and to keep as a memento. If you have prepared a program for your child's service, the Rabbi must approve a draft two weeks in advance (and before you have it printed). If you need direction in this endeavor, begin attending B'nai Mitzvah services now and collect samples. A sample template is available electronically from the Executive Director. Please note that we do not permit Torah and Haftarah portions in the program booklet. Since we cannot guarantee that all extra booklets will be collected and buried in a geniza or that guests will not eventually discard into the trash booklets they have brought home, we cannot permit the practice.

Directions

Directions to CBI are available in the office. They are small sheets, measuring 4" x 5", printed on one side and are available in pads of 100.

Announcement in the "Sunrise"

Parents are responsible for providing a short bio and picture (if desired) for publication in the "Sunrise." Articles are due the previous month for the following month's issue. For example, if a child is having a Bar/Bat Mitzvah in January

2009, the article must be submitted to the editor, Amy Jones (AmyJones@optonline.net), by the beginning of December 2008.

Photography and Videotaping

Photography and videotaping are not permitted in the synagogue on Shabbat (from sundown Friday through sundown on Saturday). If you wish to have your child photographed with the Torah on the lectern in front of the ark you may make arrangements through the synagogue office. In most cases, the time for photographs will be at 5PM on the Thursday afternoon preceding your child's date. Please call the synagogue Office Manager at least one month in advance to arrange the date and to confirm attendance with the Rabbi and the Cantor.

Gifts

It is the custom of our congregation that a member of the Board or Sisterhood presents gifts to your child on behalf of the congregation. If you desire, you may request that a specific board member or congregant make this presentation. Please notify the Executive Director of your wishes at least two weeks prior to the date.

Music

Congregation B'nai Israel's music policy is designed to encourage the use of Jewish music at a Bar/Bat Mitzvah luncheon or Kiddush, while maintaining a Shabbat standard that allows all Jews to feel comfortable in our congregation. We follow the majority practice in the Conservative movement in terms of music and entertainment on Shabbat in our building.

Only live acoustic music may be played in the building or on our grounds. This may include a piano, string instruments, wind instruments, even brass instruments. It does not include CD's, electronic keyboards, DJ's, and computer arranged techno-music. We expect that your music will be of Jewish content in keeping with the celebration of the educational achievements of the Bar/Bat Mitzvah and the spirit of Shabbat.

You may have live acoustic (non-amplified) music at your reception starting forty five minutes after the end of the Shabbat morning service. This buffer time accommodates the needs of any mourners who may be present and who observe the tradition of refraining from listening to entertainment during their days of mourning. This forty five-minute period allows mourners to share in our Kiddush before any music is played. An evening event at the synagogue held after the end of Shabbat may include any kind of instruments, sound systems, DJ's and amplification, which you provide. Please remember that all dance floors, lights and other paraphernalia must be delivered either by 12PM on Friday, or after Shabbat on Saturday night.

If you have engaged a caterer or party planner, please inform them of these rules before contracts are signed with musicians.

THE SERVICE

Overview of the Bar/Bat Mitzvah

Selecting the date

Your child's date has been carefully selected, allowing seven months for family and student preparation. During this time, please discuss with your Jewish family members the following ways in which they can share in our service. These include: opening the ark at the beginning of the Torah service; reading (chanting) from the Torah; G'lilah (wrapping the Torah in its covering and ornaments); opening the ark for the adoration prayer; and reciting the HaMotzi prayer over the challah at the conclusion of the service.

Chanting the Torah

Chanting from the Torah is a special way for you and your family or friends to honor the Bar/Bat Mitzvah child and the congregation. It is also a serious, yet doable, mitzvah, which requires preparation and the ability to read Hebrew. If you are having family and/or friends chant from the Torah, please notify the Cantor well in advance. The Cantor will provide you with marked portions of the Torah in photocopy as well as a practice CD. You are then responsible for distributing the portions and tapes to your readers. She will ask you to read to her two weeks before the event so that all mistakes can be corrected. In our congregation, if you are the Torah reader, you read directly from the Torah and not from a photocopy or book.

Aliyot & Honors

The member(s) fills out the honors sheet; you will receive 5 of the 7 regular aliyot (being called to the Torah to recite the blessings) that take place on a standard Saturday morning, not including your child's aliyah. It is customary that the Bar/Bat Mitzvah parents take the last of their five slots, with the first two slots reserved for the congregation. The Bar/ Bat Mitzvah child reads the Maftir (concluding verses of the week's entire portion) aliyah, in addition to your family's five aliyot. You may assign your remaining four aliyot to any Jewish relatives or friends that you like. In our congregation, we do call more than one person to the Torah for an aliyah so you may ask that the honor be shared by two people who are immediate relatives to one another (married, parent/child, or sibling). If a family is called to the Torah with a child younger than Bar/Bat Mitzvah age, the child may accompany parents to the Torah, but should refrain from reciting the blessings as that is reserved as an honor for the day of his or her own Bar/Bat Mitzvah. Please make sure you give the completed honors form to the Rabbi at least one month in advance of the service. The honors form follows at the end of this section. This list should include your honorees' full Hebrew names (example: Shlomit bat Avraham v'Shoshana – Susan the daughter of Abe and Rose). The Rabbi is happy to assist you in finding your Hebrew names. A non-Jewish spouse may accompany the Jewish one to the aliyah, but does not recite the

blessings. We make every effort to include them in the ceremony within the bounds of Jewish law-Halakhah. It is important that those you wish to honor in the service be familiar with their roles in the service. The Torah blessings are written in transliteration (English letters) in large print on a card to the right of the Torah. Please rehearse these blessings in advance so they are familiar to you on that morning. CDs are available if needed.

G'lilah

This honor may be offered to one or two Jewish people who will be assisted by the helper (gabbai) of our Torah service. Your honorees do not need to practice this in advance.

Honors Form

Honor	English Name	Hebrew Name (Example: Shirah Bat Avraham v'Sarah: Suzie the daughter of Abe and Sarah)	Relationship to Bar/Bat Mitzvah
Parents Present Tallit page 240	Student leads Schocheyen Ahd with the Cantor	(Hebrew name not necessary)	
First Opening of the Ark pg. 312 (called Petichah)		(Hebrew name not necessary)	
Holding the Torah for the Processional middle of pg. 320 (called Hakafah)		(Hebrew name not necessary)	
Aliyah #1	Congregant	Designated by Rabbi	
Aliyah #2	Congregant	Designated by Rabbi	
Aliyah #3			
Torah Reader: Aliyah # 4			
Torah Reader: Aliyah # 5			
Torah Reader: Aliyah # 6			
Torah Reader:			

Aliyah # 7 is YOU, the Adult Parent(s)!!			
Torah Reader:			
The Bar/Bat Mitzvah reads the MAFTIR portion of the Torah: Give his or her full Hebrew name, please. It goes on the certificate.			
Torah is lifted	Congregant	Designated by Rabbi	
Wrapping of the Torah (G'lilah) can be 2 people.		(Hebrew name is not necessary)	
Honor	English Name	Hebrew Name (Example: Shirah Bat Avraham v'Sarah: Suzie the daughter of Abe and Sarah)	Relationship to Bar/Bat Mitzvah
Speech	Bar/Bat Mitzvah		
Haftarah	Bar/Bat Mitzvah		
Sermon	Rabbi		
Optional Readings:* <i>Prayer for Congregation</i> pg. 331		(Hebrew name is not necessary)	
<i>Prayer for our Country</i> pg. 332		(Hebrew name is not necessary)	
<i>Prayer for Israel</i> Pg. 332		(Hebrew name is not necessary)	
<i>A Meditation on Peace</i> pg. 333		(Hebrew name is not necessary)	
Opening of the Ark for the return of the Torah Pg. 340		(Hebrew name is not necessary)	
Carrying of the Torah for the Recessional Pg. 340		(Hebrew name is not necessary)	
Return of the Torah Pg. 347		(Hebrew name is not necessary)	
If there is more than one Torah for a			

<p>Holiday morning, the Rabbi & Cantor will instruct you on how to designate additional honors for that day.</p>			
<p>Gifts are presented after the Kaddish on Pg. 410, followed by Announcements and Adon Olam Pg. 412.</p>			

*Optional readings available to non-Jewish family and friends.

Kippot

Congregation B'nai Israel is an egalitarian synagogue, which encourages women to participate fully in our services. All men who enter the synagogue are asked to wear a kippah (yarmulke). All men who are called up to the bimah are required to wear a kippah and if the man is a Jew, a tallit. Women who are called up to the bimah are required to wear a head covering of their choice – kippah, lace covering or hat and may wear a tallit if desired. CBI will provide simple kippot and head coverings with bobby pins. You may wish to purchase custom kippot and accessories.

Dress

A Bar/Bat Mitzvah is a religious service, and all dress should be respectful and modest. For Bar Mitzvah boys, their male relatives and male guests should wear jackets, ties and dress shoes. For Bat Mitzvah girls, their female relatives and their female guests should always have their shoulders covered; dresses or blouses should not be low cut (in either front or back); and the length of their skirts should be minimally at their knees. Well-tailored pants suits are also appropriate.

Electronic Devices

Picture taking and video recording are not permitted on either Friday night or on Saturday. Pictures and/or videos can be taken on the Thursday prior to the Bar/Bat Mitzvah by making arrangements with the office. Cell phones and pagers must be turned off or set to silent on both Friday night and on Saturday. **Please include a note in your program that cell phone and pagers are to be turned off.**

Supervision

To protect our sizable investment, outside supervision (“Bar Mitzvah Bouncers”) is required when there is a Kiddush luncheon or evening affair, and there are more than 25 children present. The supervision is provided by middle-school teachers with a three hour minimum. The congregation pays for this service and bills the congregant as appropriate.

Friday night before the Bar/Bat Mitzvah

Please arrive with your child by 7:30pm so you are there to greet guests and the congregation. Services will start promptly at 7:45pm. Seats will be reserved for the Bar/Bat Mitzvah family in the front row. Please make sure your important guests are informed of the service start time to avoid any last minute confusion. Your child will lead, at the minimum, the Shema and V'ahavta prayers, as well as reciting the Kiddush. Other prayers and songs will be led in a shared fashion with the Cantor depending on the child's preparation.

Saturday morning

Please arrive with your child by 9:00am so you are there to greet guests and the congregation. Services will start promptly at 9:15am. However, you

may tell your guests, and the teenage guests of your child, that it would be acceptable for them to arrive at the synagogue by 9:45 am in order that they be there for the Torah service.

Seats will be reserved for the Bar/Bat Mitzvah family in the front row. Please make sure your important guests are informed of the service start time to avoid any last minute confusion. It is most important that your family attend a number of Saturday morning services at CBI prior to your child's Bar/Bat Mitzvah. No amount of written instruction will allow you to be familiar or comfortable with the service. We have found that families who are comfortable and knowledgeable about the service have a greater appreciation of this milestone. Familiarity also helps to avoid embarrassment on this important day.

Role of the parents

When the Torah service starts, the parent(s) will be called forward to symbolically present the Torah to their child. Jewish grandparents may also be included in this honor. The parent(s) and child walk with the Torah around the congregation in the processional. Then the Torah is unwrapped and the first aliyah begins. The first two aliyot are given to members of the congregation who may be in need of the special blessings which accompany the honor of reciting the Torah blessings.

When you come forward for your aliyah, please proceed to the stage on the right side of the reading table. If you are wearing a tallit you touch one set of fringes to the first word to be read from the scroll. (If you are not wearing a tallit, you use the Torah binder to touch the word) By these actions, you demonstrate your physical connection to this symbol of learning, covenant and heritage.

After the Torah portion is read, you recite the second blessing and then turn to face the Rabbi to receive an additional blessing. The Rabbi will address you and your guests by their Hebrew names, hence the reason for the list. After this blessing, you walk to the left side of the table and remain there until the next aliyah is finished.

Since you are the seventh aliyah, you will remain at the Torah until your child is called for the concluding aliyah, the Maftir. Before he or she recites the blessing it is traditional that the parents present a tallit to their child, as a sign of maturing into responsibility for the traditions. He or she will put it on while reciting the blessing, which thanks God for the mitzvah of wearing a tallit. Then your child does the following:

1. Recites the Torah introductory blessing.
2. Chants the Torah portion.
3. Recites the second Torah blessing.
4. Stands while the Torah is lifted by the Hagbah and wrapped by the G'lilah
5. Looks to the Rabbi for the cue to begin his or her speech.
6. Recites the blessings before the Haftarah.
7. Chants the Haftarah.
8. Recites the second blessing concerning the Haftarah.
9. Stands while congregation lightly tosses candy.

10. Returns to sit with you during the Rabbi's sermon.
11. Returns to the Bimah when summoned by the Rabbi.

We strive to complete the Shabbat morning service by noon. Please remember that we "make Kiddush" (recite the blessings over wine and Challah) at the end of the service as one congregation. Then the whole congregation shares in the Shabbat refreshments together. This is an opportunity for members of the congregation to extend their good wishes to you and your child. All CBI activities should be concluded by 12:45pm. Please factor this into your appropriate start time with your catering facility.

Parents' Speech

Some parents speak a few words of blessing and guidance to their child when presenting the Tallit around 9:30AM. Please coordinate this with the Rabbi.

Ushering

In our congregation the family of a Bar/Bat Mitzvah acts as ushers for a B'nai Mitzvah family two or three times during the sixth grade year, so that there are two sets of ushers at each service. This practice provides another opportunity for the family of the Bar/Bat Mitzvah to learn about the service and assist a fellow congregant. Since this is a Shabbat service, appropriate dress is requested. If you cannot make one of your assigned dates, please switch with one of the other B'nai Mitzvah families and notify the office of the change so that all B'nai Mitzvah families can be assured of ushering support. Please arrive at 9:00am to insure that you are there before the family and guests generally arrive. You should expect to stay to the conclusion of the Shabbat Service (approximately 12:00pm, so please plan accordingly).

Responsibilities of the ushers include:

- In the lobby (until about 9:50am, then should join the other set of ushers in the Sanctuary):
 - Welcoming family and guests to CBI
 - Offering kippot and programs (if provided) and tallitot as appropriate
 - Providing directions to the restrooms
 - Acting as support for the parents of the Bar/Bat Mitzvah child
- In the Sanctuary:
 - Greeting the family and guests
 - Maintaining decorum during the service so that talking is kept to a minimum.
 - Providing directions to the restrooms.
 - Acting as support for the parents of the Bar/Bat Mitzvah child

Dual Faith Families

When preparing for a Bar/Bat Mitzvah, some families are unsure at the outset as to how they will negotiate the rituals of the service with their families. When one half of the family and their guests are not Jewish these concerns become more acute. These questions often arise in families where one parent has converted as well. Congregation B'nai Israel is committed to providing meaningful family experiences for every one of our families.

FAQ's concerning non-Jewish family and friends:

How will the non-Jewish friends and family members who attend understand what is taking place?

The ritual committee has prepared a pamphlet, which describes the major prayers of the service and the themes of Judaic prayer. This pamphlet is printed by the congregation and is available at all services for Jews and non-Jews alike. Our Rabbi provides encouraging directions and explanations during the service itself. Additionally, many families prepare a personal "program" for their child's service in which the order of the service and its content and meaning are explained.

How will the non-Jewish family members be able to share in this milestone event?

At Congregation B'nai Israel non-Jewish family members are provided special opportunities to participate in the service through the reading of English psalms and prayers for our congregation and for our country. Individual families will discuss these honors with the Rabbi in advance of the service.

What role will a non-Jewish parent play in the service?

The support, love and encouragement that a parent provides to a child who is preparing for a Bar/Bat Mitzvah is extremely important. We hope that the parent(s) will also discuss with the child what they think it means to be a Jewish adult and how the relationship between parent and child changes as a result of this ceremony honoring their entry into adulthood. Both parents are welcome on the Bimah to address their child with words of blessing and guidance, should they wish.

If you have any additional questions or concerns, please contact Rabbi Schechter.

KASHRUT POLICY FOR CONGREGATION B'NAI ISRAEL

The Rabbi is the final authority on all issues relating to the Kashrut policy.

All caterers are required to comply with all policies and rules of Congregation B'nai Israel.

At Congregation B'nai Israel we view the sharing of food as an important part of being a community. As a center for Jewish life, our congregation should be a place where all Jews feel comfortable coming for a meal, a Kiddush, or a celebration. To encourage participation by all members of our community, it is clearly necessary to establish our Kashrut standards for synagogue events held in our building.

We recognize that members of our community will have different, individually determined standards for the observance of Kashrut. We trust that congregants will accept the policy in the spirit in which it is offered. We aim to strike a balance between maintaining unity within our congregation and respecting members and their guests. The Board of Trustees and the Rabbi have endorsed this policy after many hours of deliberations and discussion. There may be new situations that arise which require clarification. Please turn to the Rabbi for guidance.

1. Any meat meal at CBI must be kosher catered in its entirety (including bread, dessert, condiments and side dishes) from an establishment that is under Rabbinic supervision. The vendor must be on the approved CBI list of acceptable caterers.
2. Dairy or Pareve (neutral – neither milk nor meat, but may include fish) food may be brought into CBI under any one of the following conditions:
 - Commercially prepared foods must come from take-out establishments, restaurants, caterers, etc. under Rabbinic supervision or approved by the Rabbi.
 - Packaged food must carry one of the following symbols of inspection by a Kashrut industry organization: the “OU”, the “OL”, the “Triangle K”, the “KAJ”, the “half-moon K”, the “Square K”, the “Chef K”, or be checked by our Rabbi to see that the ingredients and preparation materials were kosher.
 - Baked goods must come from commercial establishments under Rabbinic supervision or from commercial establishments of which the Rabbi approves. Among the considerations are:
 - a) only pure vegetable shortening, butter or kosher margarine is used in the mixing bowls, baking pans and machinery tracks;
 - b) all of the baking utensils and pans are used for kosher baking only and no other purpose.
3. Uncooked fruits and vegetables as well as non-meat salads may be prepared in the CBI kitchen. All salad ingredients must be checked to see that they are kosher. Disposable pans and containers are to be used for storage.

4. Fresh or smoked fish may be purchased in any market where the handler's knife is washed clean before cutting and paper is laid on the cutting board before the fish is cut.

Delivery of Food

All food that is served at CBI must be cooked on days other than Shabbat or Jewish Holy Days. Food may not be purchased on Shabbat or on Holy Days, nor may it be delivered on those days. All food, drinks, utensils, pans, dishes and decorations must be delivered to the synagogue by 12 pm on Fridays preceding Shabbat and by 12 pm on the afternoon preceding the eve of a holiday.

Passover

All food, drink, wine, snacks, and desserts that are brought into CBI from the day before Passover through the whole week's holiday must be Kosher L'Pesach – Kosher for Passover. These foods are prepared in industries or kitchens that have Passover certification from an established Rabbinic authority.

Congregation B'nai Israel's Kitchen

A word of encouragement:

The description of the rules and procedures of keeping Kashrut will sound difficult to those who have not kept or worked in a kosher kitchen. However, our synagogue kitchen is dairy with abundant labels and explanations posted so that those who wish to prepare a meal for an event will be able to do so simply. The Rabbi and the Ritual Committee will guide you as how to shop, prepare and serve so that all Jews might be able to find a culinary home in our congregation. Please see the Rabbi if you wish to use the kitchen.

All meat and poultry cooked here or brought into the building must be purchased from a kosher butcher or prepackaged under Rabbinic supervision with certification. Only kosher fish is to be served. Swordfish is kosher, but shellfish, octopus, squid, shrimp, abalone and shark are not kosher. All packaged, canned or frozen products are to be certified kosher as described above. These packaged items must not contain non-kosher meat, meat and milk combination, beef tallow or fat in whole or in derivatives, lard, shellfish, non-kosher poultry products, non-kosher poultry or non-kosher fish. Many grocery products such as crackers, cookies, bread, breadcrumbs, cooking wines and dessert toppings do contain these forbidden items or admixtures.

All eggs used in cooking must have been checked for blood spots (indicating fertilization and thus the presence of a meat item) by breaking them into a glass bowl (only) and checking for spots or discoloration before adding the egg to a mixing bowl.

All wines and hard cheeses are permitted. Please check with the Rabbi concerning soft cheeses, cheese products and synthetic cheeses.

Preparation of Food in the CBI Kitchen (old galley kitchen)

The CBI galley kitchen is a dairy kitchen. Only dairy meals and pareve meals are to be prepared and served from the kitchen unless the Rabbi has given approval to the caterer or congregants who are cooking in the kitchen. If a meat meal is prepared in the galley kitchen, then separate utensils, kitchenware, pots, pans, serving trays, dishes, rags, soaking pans, cutlery bins, salt and pepper shakers, drying towels and racks must be used. Items that become non-kosher (i.e., dairy utensils mistakenly used for meat) are to be immediately set aside and not served. The Rabbi will work with you to re-kasher kitchen items and to decide if a dish which contains a mistake can be served within the congregation.

All soaps, scrub pads, scouring agents, food sprays, parchment papers, dessert, decorations and cooking liquors must be kosher.

Dairy and meat pans, utensils, kitchen items, sponges and dishcloths are to be washed separately. No short cuts may be employed. If a dishwasher is used, there must be the running of two cycles between meat and dairy sets of plates and/or cutlery (or vice versa) – one empty cycle with soap, followed by one empty cycle without soap. Any short cuts may invalidate the Kashrut of the whole kitchen.

If you desire to prepare food in the new catering kitchen, please speak to the Executive Director.

BAR/BAT MITZVAH RESOURCES

These businesses have been used successfully by congregants in the past. Congregation B'nai Israel has no formal business relationship with any of these vendors, nor does our listing constitute endorsement. All caterers and bakeries must adhere to the laws of kashrut and must be approved by the Rabbi. We welcome suggestions of other vendors for this list. Please consult the Executive Director for additional information.

Judaica (Kippot, Tallitot (plural of Tallit), Kiddush Cups, Mezuzot, etc.)

Selecting a Tallit for your Child and Kippot for your Guests

During the Bar/Bat Mitzvah ceremony, you will have the opportunity to present your child with a tallit which he or she will wear for the first time on this special day. **The CBI Gift Gallery, operated by the CBI Sisterhood**, has catalogs available should you desire to purchase a stock item or place a custom order. Please allow at least two months for custom orders. All merchandise sold through the Gift Gallery is priced below retail. Additionally, many people choose to provide kippot for their guests on the day of the Bar/Bat Mitzvah. The CBI Gift Gallery can help you in selecting from a variety of kippot which can be personalized for this special occasion. Kippot can be ordered once you have a good idea of the number of guests who will be in attendance. Please contact the office for assistance.

Approved Bakeries

Gaston Avenue Bakery	Somerville, NJ	908-722-0511
Viking Bakery	Denville, NJ	973-627-7333
Village Bakery	Linden, NJ	908-486-1636

Approved Delicatessens

Deli King	Linden, NJ	908-925-3909
Lox, Stock & Deli	Milltown, NJ	732-214-8900

Approved Caterers

Lox, Stock & Deli	Milltown, NJ	732-214-8900
Signature Caterers	Linden, NJ	908-925-3909
Ultimate Caterers	Marlboro, NJ	732-577-0490

Florists

Conroy's	Morristown, NJ	973-267-8662
Crest Flowers	E. Hanover, NJ	973-781-1860

Faith Brenner by Special Arrangement	Englishtown, NJ	732-972-1212
Petals of Pinebrook	Pinebrook, NJ	973-808-2900
Romantic Gardens	Morristown, NJ	973-898-7200
Somerset Hills Florist	Basking Ridge, NJ	908-766-0420

Invitations

Invitations By Andi – Andi Sandelovsky		908-647-4201
Invitations by Sharon Berry – Hillsborough		908-369-8470
Invitations by Meryl		973-366-6668
Paperazzi – Bedminster		908-719-2300
Stationery Susan-(Millburn)		973-376-5510
thestationarystudio.com (paper products)		web site

Printers/Program Design

Bernardsville Print Center		908-766-4073
Karen Ehrenberg		908-647-6366

Servers and Wait Staff

Waiters to Go – Glenn Shalit		908-696-8562
------------------------------	--	--------------

Bus Service

Dealaman Bus Company		908-647-5533/2904
Vogel Bus Company		800-204-7242

Limo Services

Broadway Limousine		800-437-9052
Royal Coachman		800-472-7433
Vogel Bus Company		800-204-7242

Rentals

Ken Rent Rentals and Sales		908-766-7114
----------------------------	--	--------------

Photography

Deborah Gichan		908-237-9718
Carolina Wahnish Rivera		908-432-2122
Linda Stark		973-227-7878

Stephen Taylor
Unlimited Exposures

908-696-1100
732-617-1588

Music

Steve DeFinis www.stevedmusic.com
Shalom Orchestra, New York
Email: music@shalomorchestra.com
EJ the DJ
Beyond Entertainment-Fred Castrovinci
Chris Waryn
Pure Energy Entertainment

973-960-4850
212-410-9854
800-347-4256
800-ejthedj
201-933-7933
908-672-4488
732-536-8991

Party Planners

Susan Wasser, nfwazu@aol.com

732-302-1553