



Temple Ner Tamid Bar/Bat Mitzvah Guidebook

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Dear Parents:

There may be many parties and joyous occasions in a person's life, but the passage from childhood to adulthood occurs only once in the eyes of the congregation of Israel. We are delighted to celebrate with you the joy of your child becoming a Bar/Bat Mitzvah. As a synagogue community, Temple Ner Tamid emphasizes the spiritual aspects of this rite of passage. In the preparation of the student, the involvement of the family, the structure of the service and the guidelines we provide for the celebration, we seek to create a meaningful and inspiring event. Working with you, we will create a lasting impression on your child so that this milestone will be just one step in a lifetime of positive Jewish experiences.

This booklet is intended to assist you in planning your service and celebration in the synagogue. We hope it will answer many of your questions. But don't worry: you will have many opportunities to ask questions of the Rabbi and the Cantor in person. Also, the synagogue administrator is available to help you plan the logistics of your event in the temple.

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SETTING THE DATE

About **three (3) years** in advance of your child's Bar/Bat Mitzvah, the Rabbi will send you a letter suggesting a date. In Jewish tradition, a young man becomes Bar Mitzvah at age thirteen and one day, according to his Hebrew birthday. A young woman's age of majority is twelve years and one day. However, in Conservative and Reform synagogues, it is most common that the ceremony for both be held at age thirteen – we have the exact same expectations for girls that we have for boys. Rarely does anyone become Bar/Bat Mitzvah before the thirteenth birthday.

Additional considerations for setting a date include 1) convenience for the family, 2) weather conditions, and 3) the Torah material for that Shabbat. We are especially sensitive to Bar/Bat Mitzvah dates that fall in the deep winter months – December through March – and will work with you to arrange a suitable date. Please note that dates are rarely assigned in July or August, because of vacation schedules and the ritual restrictions of the month of Av when the ancient Temple in Jerusalem was destroyed and our people went into exile.

At Temple Ner Tamid, Bar/Bat Mitzvah services take place on Shabbat (Saturday) morning. Families are encouraged to be involved in Friday night and Shabbat morning services the weekend of their event, to share the celebration with our congregational family.

If circumstances warrant, the Temple will consider a Bar/Bat Mitzvah on a day other than Shabbat subject to approval by the Rabbi.

PREPARING to BECOME A BAR/BAT MITZVAH

Becoming a Bar/Bat Mitzvah in the synagogue on a regular Shabbat or holiday morning requires a great deal of learning and preparation. To that end, we require each student have a minimum of **five years** of training (5-6 hours per week) in our Religious School (or its equivalent (i.e., Hillel) to be determined by the Rabbi and the Educational Director). Students are required to attend our Religious School or Confirmation program (or a Jewish day school or a Jewish community high school) at the time of the Bar/Bat Mitzvah ceremony, and are expected to remain in religious school for the entire year, even if the Bar/Bat Mitzvah service takes place sometime during the school year. Parents and children will sign a contract ensuring continued participation in Religious School for the entire year.

- Starting a minimum of **seven months** before the Bar/Bat Mitzvah date, students are required to attend Shabbat morning services at least twice a month. This helps the student become familiar with the service and incorporates them into our worship community.
- For **two months immediately prior** to becoming Bar/Bat Mitzvah, students are required to attend services every week. The more services your child attends, the more comfortable and confident he/she will be in the sanctuary, and the less anxious he/she will be at the time of the Bar/Bat mitzvah. Parents and family members will also benefit from a familiarity with the service.
- The candidate's preparation time with the Cantor is usually about **six months** – this may be longer or shorter depending on the student's ability and their aspirations for their Bar or Bat Mitzvah. The candidate receives a special folder of materials from which to practice. The Cantor will set a weekly review session and work diligently with your child, but you must make sure that your child practices between lessons. (As an old joke puts it: "Excuse me,"

asks a visitor to Manhattan. “How can I get to Carnegie Hall?” “Practice, practice, practice!” Your interest and involvement in your child’s preparation shows how much you value this event in your child’s Jewish education, and enhances the pride and importance that they will associate with this great milestone.

- The Rabbi will meet with your family privately several times during the months and weeks preceding your child’s Bar/Bat Mitzvah to prepare together for the event. The amount and frequency of these meetings will depend upon your family’s individual needs. We ask that you work collaboratively with the Rabbi to make this a meaningful event for your family, and that you feel free to initiate communication with the Rabbi or Cantor if you would like more meetings and/or guidance at any time in the preparation process.
- Each student must complete a **community service** or *Mitzvah* Project. The *Mitzvah* Project should be something personally meaningful for the child that demonstrates their readiness to contribute to community as a Jewish adult. The Rabbi and Cantor are available to help you find the *Mitzvah* Project that will best fit your child’s skills and interests. As a guideline, the student should spend between 10 and 20 hours on this project over the course of time.
- If a child was born to a non-Jewish mother, he/she must be formally converted to Judaism (normally a simple procedure) before becoming Bar/Bat Mitzvah. Please consult with the Rabbi for further information.

By cheerfully accepting the work needed to become Bar/Bat Mitzvah, you model dedication to Jewish living for your child. Conversely, if you show resentment or impatience, your child’s attitude will inevitably reflect your feelings, and these negative feelings may persist long after the event itself. Please remember that becoming Bar/Bat Mitzvah is only the beginning of a rich Jewish life, not an end in itself.

A Bar/Bat Mitzvah timeline chart (at the back of this guidebook) will help you understand this process.

BAR/BAT MITZVAH SERVICES: What’s involved

Friday Night Services

The Bar/Bat Mitzvah and parents are encouraged to greet Shabbat with the congregation by attending the Friday evening service, which begins at either 7:00 pm or 8:00 pm. Your child may lead several prayers during the service, including the Kiddush over the wine. You may also assign English readings from the prayer book to be led by members of your family, or to bring out the creative potential of the Bar/Bat Mitzvah and family (e.g., creative writing, musical skills, artistic skills, even mime and dance). Please consult with the Rabbi well in advance of the Bar/Bat Mitzvah date if you wish for your family to participate actively in the service.

Saturday Morning Services

The service begins promptly at 9:30 am. You and your family should arrive at least 30 minutes early – 9:00 am, if not earlier.

The Bar/Bat Mitzvah child may lead parts of the service, according to his/her desire and ability. Before the service begins (at 9:30 am), the grandparents (or parents) may present the Bar/Bat Mitzvah with a *tallit* (an ornamented prayer shawl). Anyone who has difficulty walking up to the *bimah* (pulpit) may make the presentation from his/her seat.

It is the responsibility of the family to see that the child has a *tallit* and a *kippah* that will not fall off. Temple Ner Tamid is an egalitarian synagogue; anyone leading prayers must wear a *tallit* and

kippah, and anyone with an honor on the *bimah* must cover their heads with a *kippah* or other appropriate head covering. The synagogue gift shop sells a wide variety of *tallitot* and can make special orders if requested.

Whether or not your child helps lead parts of the service on Friday night and Saturday morning, certain roles have become customary for a Bar/Bat Mitzvah. These particular ritual roles (an *aliyah* to the Torah, chanting from the *Torah*, chanting the *Haftarah*, and delivering a *D'var Torah*) are central elements of the Shabbat Service. The study that goes into preparing for these roles provides your child with skills and knowledge that will enable him/her to participate in synagogue services throughout their lifetime.

Therefore, at his/her Bar/Bat Mitzvah, your child will be the last person called to the Torah (*maftir/ah*: the one who "breaks off" the reading). He/she will chant the *Maftir* Torah reading (he/she may also prepare additional Torah readings, depending on his/her abilities and interest). He/she will also chant a *Haftarah* (not "half Torah," but rather a concluding portion from the Prophets).

Students are also expected to deliver a *D'var Torah* – a short speech (5-7 minutes) in which he/she teaches the congregation a lesson from his/her Torah portion and reflects upon the process of becoming a Bar/Bat Mitzvah. As a "newly minted" adult Jew, the Bar/Bat Mitzvah's teaching will be the main teaching of the day (i.e. the Rabbi will not deliver an additional sermon). The student will work closely with the Rabbi to prepare and deliver a *D'var Torah* that they are proud of, reflecting serious study and thought and expressing the child's full intellectual potential.

Prior to the Bar/Bat Mitzvah student's *aliyah*, the parents will be invited to recite the *Shehecheyanu* blessing, giving thanks to God for bringing the family to this wonderful occasion. If parents wish, they may also say a few words to their child (a "charge" or a prayer). The Rabbi and an officer of the congregation will also address the Bar/Bat Mitzvah. Please consult with the Rabbi regarding all elements of the service – she looks forward to making the service personally meaningful to your family and welcomes your ideas.

BAR/BAT MITZVAH as a COMMUNITY EVENT

Becoming Bar/Bat Mitzvah is not a private matter. The occasion is marked within the context of the entire synagogue community. This means that the synagogue's regular worshippers are welcome at the services where young people are called to the Torah for the first time. As often as we speak of "community" at home or in religious school, the concept means nothing until children experience it for themselves. They will then discover that even total strangers are proud of them.

Shabbat services often involve the participation of Religious School students and adult congregants. On Shabbat mornings, we reserve one Torah honor for congregants who are celebrating special events such as a baby naming, a birthday, or a wedding. The families marking these happy occasions are entitled to share in the joy and are required to contribute to the expense of the *Kiddush* following the service.

Finally, we note that Bar/Bat Mitzvah children, even if they are exceptionally capable, are not permitted to lead the entire service. We seek always to emphasize the communal nature of our worship, balancing a family's special event with the need to maintain ritual continuity in our weekly services.

TRADITIONAL HONORS

A Bar/Bat Mitzvah is a special day not only for your immediate family, but also for your extended family and friends. On Saturday morning, the following honors are available for you to assign if you wish.

- At the start of the Torah service, Ark Honors for four (4) people to open the ark, put the silver on the Torah, carry the Torah, and close the ark
- Six (6) people (or couples) recite Torah blessings in the course of the reading (*aliyah* means "going up" to the Torah)
- One (1) person to lift the scroll (*hagbah*), and one (1) to dress it (*gelilah*)
- After the Torah readings, Ark Honors for four (4) people to open the ark, carry the Torah, take the silver off the Torah, and close the ark

The Rabbi will assist you in assigning these honors in a way that feels meaningful for your family. Women are welcome to receive any of these honors, but please note that lifting the scroll requires upper body strength as well as skill. Honors involving the recital of Hebrew blessings are restricted to Jewish persons thirteen and older. An *aliyah* may be assigned to an individual or to a married/partnered couple. The blessings can be chanted in Hebrew or read in Hebrew (from Hebrew words or transliteration). Printed copies with the transliterated blessings are available from the Rabbi and Cantor if you want to give these to the honorees ahead of time.

The honors for opening the ark are often given to younger and/or older members of the family. If there is a (great-) grandparent, not participating in any other way in the service, this honor is especially suitable. Similarly, children of four or five years of age enjoy this form of participation. The combination of children and (great) grandparents is often touching. The procedure is supervised on the *bimah*, so there is no need to be nervous about opening or closing the ark.

PARTICIPATION OF NON-JEWS IN THE SERVICE

We strongly believe that non-Jewish parents who support their children's Jewish education deserve public recognition. Although non-Jews are not permitted to receive traditional Torah honors, we are pleased that other means of honoring them are available. Non-Jewish parents of a Bar/Bat Mitzvah may join their spouse on the *bimah* after he/she has recited the Torah blessings. They may recite the *Shehechyanu* (a universal blessing, unlike the Torah blessings, which are specifically Jewish). They may also address the Bar/Bat Mitzvah in a speech. Other non-Jewish family members and friends may also participate in the service by reading English prayers, poems, etc. Please consult with the Rabbi to discuss these matters.

FINANCIAL OBLIGATIONS

Each family holding a Bar/Bat Mitzvah in the Temple is charged a Bar/Bat Mitzvah training fee of \$500. The Bar/Bat Mitzvah training fee is separate from temple dues, Hebrew school tuition, and hall rental fees (described in the "Hall Rental Fee Schedule"). This fee covers lessons from the Cantor for approximately 6 months prior to the Bar/Bat Mitzvah. The Cantor is responsible for supervising each Bar/Bat Mitzvah student throughout their preparations, whether or not you choose to pay for weekly lessons from an outside tutor and forego working directly with the Cantor.

In order for a Bar/Bat Mitzvah to be held, the family's total financial account with the synagogue must be in good standing and approved by the Financial Secretary or President. Any

questions or concerns about the status of your family's financial account should be directed to the Financial Secretary. In cases of financial hardship, there should have been previous communication between the family and the Financial Secretary.

BAR/BAT MITZVAH MEALS and RECEPTIONS

Food has always been an integral part of how Jews celebrate happy occasions. There are several opportunities over the course of your child's Bar/Bat Mitzvah weekend when you may want to celebrate with festive meals or receptions. You are invited to consult with the Rabbi in deciding what type of celebratory meal will best meet the needs of your family.

No family should feel pressure or undue burden to host an affair beyond their means, or worse, to avoid having a Bar/Bat Mitzvah for their child because they cannot afford a fancy affair. The lifecycle ritual is the most important aspect of a Bar/Bat Mitzvah (i.e. the Shabbat Service). If you are concerned with the expense involved in having a Bar/Bat Mitzvah, you are strongly encouraged to consult with the Rabbi and the Financial Secretary; no family will be prevented from having a Bar/Bat Mitzvah because of financial hardship.

Friday Night

In honor of your child, you may want to sponsor the Oneg Shabbat (literally "Sabbath delight") reception following the Friday night service. The Oneg Shabbat is arranged by the Sisterhood and usually consists of coffee, tea, and assorted pastries. You are free to add special items, but all such arrangements must be made well in advance of the date. Note that **Friday Onegs must be Pareve**. The Temple office can put you in touch with a Sisterhood representative for details.

You may choose to have a Friday dinner for your family and guests prior to (or after) Friday evening services. In this case, a Friday Oneg for your family, guests, and the congregation in the Social Hall is included with your Friday dinner.

Saturday Morning of Your Bar/Bat Mitzvah

A *seudat mitzvah* is a meal that immediately follows the performance of an important lifecycle event (e.g. bris, wedding, Bar/Bat Mitzvah). The meal is part of the festive occasion, and includes Jewish ritual elements such as *Kiddush* over wine, *Hamotzi* over challah, and *Birkat Hamazon* –the blessing after the meal. The *seudat mitzvah* allows the whole community to join your family in celebrating this milestone in your child's life.

KIDDUSH POLICY

It is Temple Ner Tamid's policy that families are required to stay following services and host an appropriate first *seudat mitzvah* **Kiddush** for their guests and up to 30 congregants. This Kiddush may be held in either in the Kiddush Room adjacent to the Sanctuary or in the Social Hall depending on the family's additional plans. All functions where food is provided must be by an approved caterer or accommodator. Please contact the office for our current list of approved caterers or accommodators. Your caterer/ accommodator will help you decide on an appropriate Kiddush menu. You may also serve as your own accommodator – see instructions to follow.

ADDITIONAL MEAL OPTIONS

In addition to the first *seudat mitzvah* Kiddush, families may wish to have an additional party or function either the same afternoon or later that evening (or both) or even Sunday. There are two possibilities:

1. **You hire an approved accommodator or caterer and rent the Temple Social Hall in addition to providing a first Kiddush meal/luncheon after services for everyone.** You may wish to host a separate plated meal following the Kiddush exclusively for you family and guests. You may choose to invite the congregants to your plated meal but are not required to do so. You may also wish to combine the first Kiddush meal/luncheon with an optional Friday evening meal that includes an Oneg, or with an optional Saturday evening meal or even with an optional Sunday meal. In each case, you will be charged per additional option and costs differ depending on whether you have an accommodator or caterer. Please refer to the Bar/t Mitzvah Hall Rental Fee Schedule.
2. **You host an afternoon event offsite at a different location (i.e., restaurant, event center, etc.).** While you are having a second function offsite outside the Temple, you are required to first sponsor a stand-up **Basic Kiddush** provided by the Temple for your family, guests and congregants. You may add special meal items at your own expense, but all arrangements must be made in advance with the Temple. A separate fee covers the stand-up **Basic Kiddush**, paper goods, and Social Hall setup/ cleanup. Please do not begin your second event prior to 1:15pm to allow your guests time to enjoy the Kiddush at the Temple before they must leave. Please refer to the Bar/Bat Mitzvah Hall Rental Fee Schedule.

APPLICATIONS AND CONTRACTS FOR TEMPLE USAGE

In the letter you receive from the Rabbi confirming your child's Bar/Bat Mitzvah date, you will also receive an application for use of Temple facilities together with a list of hall rental fees. We realize that your event is three years away and you will have yet to make all your arrangements. But once the date has been finalized between you and the Rabbi, you must complete the application as best you can and send a \$100 deposit within two weeks to reserve your date. The deposit is fully refundable up to one year prior to the date if you decide not to hold your child's Bar/Bat Mitzvah at Temple Ner Tamid. Cancellation within one year of the date will result in forfeiture of the \$100.

Within two months of reserving your date, you will receive a preliminary contract for hall rental from the Temple. This will ensure that there are no conflicts with any other Temple events occurring at the same time as your Bar/Bat Mitzvah. The contract will itemize your Temple facilities request based on your estimated number of guests, choice of approved accommodator or caterer (if known), photographer (if known), florist (if known), and list all the applicable fees. In time, as your plans become finalized, please inform the Temple of any changes so we may issue an updated contract.

Six months before your event, you will receive a final contract. ***It is the Bar/Bat Mitzvah family's responsibility to meet with the House Committee Chairperson and review their plans.*** Upon approval, the House Chairperson will sign off on the contract. This contract will show all your requested function and facility usage based on your number of guests, meal provider, fees, payments, and balances. Your final balance is due two months before your event. We realize that you may not have a final count of the number of guests until 2 weeks before your event. Please call the office with your final count so we may adjust your final contract if necessary. Any adjustments to your balance will be made at this time.

BEING YOUR OWN ACCOMMODATOR

The Temple strongly discourages you from being your own accommodator at an evening function. We strongly encourage you to hire a professional accommodator or caterer so that you can enjoy the Bar/Bat Mitzvah event without worrying about details in the kitchen.

However, if you or any members of your family wants to be your own accommodator – purchasing your own food and using the Temple’s kitchen facilities (refrigerator, oven, etc) - please know that the Temple’s insurance policy does not cover you for your own liability or negligence. This means if your guest or any Temple member becomes ill either from your food or its preparation or if an accident occurs and you or any of your servers are injured or suffer damage to property, then you may be held personally responsible. Please check your personal and homeowners insurance policy for your own protection.

As your own accommodator, you are subject to the kitchen rules the Temple has established for professional accommodators. This means you are allowed one day, prior to the day of your event, for your food preparation. Additional days will be charged at \$50 per day. No more than 2 days will be allowed without prior approval of the House Committee Chairperson. Your use of the kitchen will incur a kitchen usage fee. In addition, an initial kitchen security deposit fee will be required prior to your event. This security fee will be returned to you afterwards assuming no breakage or any other kitchen damage.

The United Synagogue of Conservative Judaism, of which we are a member, expects adherence to the laws of *Kashruth* (kosher food) at all times and at all events, programs, and celebrations. A ***mashgiach*** is a person appointed or approved by a rabbi, whose responsibility it is to prevent mistakes and violations of Jewish dietary laws by supervising the preparation of kosher food. At Temple Ner Tamid, we require a *mashgiach* whenever meat or dairy is being prepared or cooked in our kitchen. This is to ensure that when Temple members and guests sit down at a meal, they know they are having a kosher meal. Because of the time a *mashgiach* must spend with you before, during, and after your Bar/Bat Mitzvah event, you will be assigned and must pay a fee for one of our Temple’s *mashgiach*’s time. This *Mashgiach* fee is required and is paid to the Temple – **not to the person serving as the *Mashgiach***. The exception to this policy is when a family member is an approved Temple Ner Tamid *Mashgiach* and no fee is required.

The *mashgiach* checks and verifies all food items brought into the Temple. This ensures that that every food product brought into the Temple has a reliable *hekhsher* before it is used. A *hekhsher* is a certification symbol found on food packages that have been certified as Kosher. Foods marked as kosher contain only kosher ingredients and have been produced in accordance with Jewish food standards. If a product doesn’t have a *hekhsher*, it cannot be used and must be returned. Not all popular brand names are kosher. The *mashgiach* checks all fresh eggs for blood spots before they are cooked or mixed into batters and dishes. He or she must inspect all vegetables thoroughly for forbidden insects before they can be used. The *mashgiach* must light pilot lights and turn on cooking and heating equipment. He or she must check and open all wine bottles. In addition, the *mashgiach* must also check that all raw meat products brought into the Temple are properly packaged and sealed before cooking.

Our Temple’s *mashgiach* must review your menu well in advance of your event to ensure there is no confusion about prohibited food items. Salad items and other perishables food items (i.e. non-canned goods) must be personally inspected by the *mashgiach* within 1 day of your event. You are responsible for ensuring the kitchen and any other Temple facility you use is returned to the state they were in prior to your event. You should plan to remain at the Temple for at least ½ hour after your guests leave to complete the clean up or you should arrange for someone reliable to do this for you.

In general, clean up requires that used dishes, silverware and serving plates be stacked near the dishwasher. Unused dairy dishes and dairy silverware must be returned to the dairy cabinet. Likewise, any unused meat dishes and meat silverware must be returned to the meat cabinet. The ovens and ranges will be cleaned for you. Any leftover food that you wish to save should be packaged and placed into the refrigerator or freezer. If your function is on Saturday morning you cannot remove the food from the Temple until after the Sabbath is over. You may remove leftovers any other time. Sinks and all kitchen food preparation tables must be cleaned and sanitized, and all garbage placed into proper receptacles or bags. For cleaning the Social Hall, Kiddush Room, or Youth Lounge, all tables must be cleared of all food, dishes, cups, silverware, and tablecloths. A kitchen and hall clean up fee will be applied to your event to ensure proper clean up after usage and to cover the cost of doing dishes and cleaning the ovens.

A trained *mashgiach* must be approved in advance by the Rabbi to provide supervision at one's own event.

INVITATIONS

Your invitations should reflect that becoming Bar/Bat Mitzvah is a religious occasion. The contents should give primary emphasis to the service itself, not the party afterwards. The following are two examples of many that may be chosen from the samples your printer will show you.

Mr. and Mrs. (your name) cordially invite you to participate in the Sabbath services at Temple Ner Tamid at which time their son (daughter), _____, will be called to the Torah as a Bar (Bat) Mitzvah.

or

Mr. and Mrs. (your name) cordially invite you to worship with them at Sabbath services at Temple Ner Tamid, at which time their son (daughter), _____, will chant the Haftarah as a Bar (Bat) Mitzvah.

- It would be a good idea to list the time of the Shabbat morning service at 9:15 am or even 9:00 am instead of the actual 9:30 am. That way, there may be fewer latecomers to disturb the congregation.
- Before you send your final copy to the printer, we request that you let the Rabbi or the Cantor do a final review. After it is printed, please give a copy to the Temple office.
- Printed directions to the synagogue are available from the Temple office to include with your invitation mailing.

INVITATIONS TO THE RABBI AND THE CANTOR

As members of the Temple Ner Tamid community, the Rabbi and Cantor are pleased to celebrate your child's Bar/Bat Mitzvah at Kiddush with our congregational family. Should you choose to have an additional party or meal, you are not obliged to invite the Rabbi or Cantor. Your choice of whether to invite the Rabbi or Cantor should reflect the degree of personal acquaintance.

EXPECTATIONS AND ETIQUETTE

- It is customary to provide flowers to decorate the *bimah* (pulpit) appropriate for the season (summer, fall, winter, spring) – or to provide a decorative food basket (see Tzedakah section below)
- In some synagogues it has become customary to throw candy at one point in the service. This is not the predominant practice at Temple Ner Tamid, but if you would like to discuss incorporating this custom into your child's Bar/Bat Mitzvah, please consult with the Rabbi.
- Since Shabbat is a holy day, photography and tape recording of any kind are not permitted. Cell phones must be turned off so as not to disrupt the holy atmosphere of the synagogue.
- An unattended video camera (set by a clock) will record the service for you, at a minimal extra charge. You may arrange to pose for still photographs (usually the week of the Bar/Bat Mitzvah) or even the week after. Please consult with the Rabbi, Cantor, and Temple office to set an appointment.
- Bringing gifts to the synagogue is contrary to the spirit of the day. Please inform your guests to deliver any gifts prior to or after Shabbat.
- We urge you to ask some of your friends, relatives or fellow congregants to give out prayerbooks and serve as ushers. If your guests arrive after services begin, they will be ushered to seats directly. We ask that exchange of greetings be reserved until the services are over. Please also ask ushers to monitor your child's friend who will be attending, often the kids sit together in a group and may need to be reminded of proper synagogue decorum.
- *Tallitot* (fringed garments) are required for all Jewish men over age thirteen. They will be available as your guests enter the Sanctuary. *Kippot* (head coverings) are required for all males; anyone with an honor on the *bimah* must wear a *kippah* or other appropriate head covering. Many Bar/Bat Mitzvah families purchase *kippot* to distribute to their guests.
- As the synagogue is a place of worship, all guests should be asked to dress modestly (e.g. covered shoulders, skirts at or below the knee).
- All guests are invited to join in the congregational singing, and to follow the Torah and *Haftarah* readings.
- At the reception, please note that no loose candy or gum is allowed on children's tables.
- If you have guests who require the use of a wheelchair, please let the Rabbi and Temple office know in advance. It is possible to conduct the service from the floor of the sanctuary, which you may choose to do if you have honorees that cannot climb the stairs to the *bimah*.
- The Bar/Bat Mitzvah generally invites his/her Religious School classmates. It is proper to invite all classmates and not to exclude any. We do not want anyone's feelings to be hurt.
- Please do not remove food or flowers during Shabbat.
- After a meal where bread is served, it is Jewish law to recite *Birkat Hamazon* (the grace after meals). The Temple will provide laminated cards with the blessings (in Hebrew and in transliteration). If you have family members or friends who wish to lead the communal grace, they are welcome to do so.
- Candlelighting ceremonies are not allowed on Shabbat. Other ceremonies may be substituted – i.e., flags or glasses of wine may be used.

- Only mylar balloons may be used as centerpieces or decorations following a morning service. Any type of balloon is allowed after an evening service.
- The floor plan for the Social Hall must be submitted to the Temple office at least one week before the function.

POLICIES ON INSTRUMENTAL MUSIC FOR SHABBAT

All joyous occasions, such as a Bar/Bat Mitzvah, should be conducted in a dignified manner including appropriate dress attire, music, and dance that fit the spirit of Shabbat.

Live, instrumental music is permitted as an enhancement to a Shabbat/holiday service, and to increase the joy of a simcha. Generally speaking, our Friday night service is more open to variety than Shabbat morning, when the traditional *nusach* (prayer mode) has priority. You are also encouraged to consider the ways in which music can enhance your reception at TNT. The guidelines outlined below serve to bring a feeling of celebration appropriate to Shabbat to your family event.

Please consult with the Rabbi and Cantor regarding musical choices for both your service and reception. They are happy to work with you to help make your Bar/Bat Mitzvah musical and meaningful. The use of musical instruments will be subject to their approval.

- Only traditional Jewish music, Jewish folk dancing music, or traditional Israeli music is permitted on Shabbat. Secular music (eg. hip hop) is not permitted on Shabbat. Secular and ballroom dancing is not permitted, nor is the use of any style of boom box.
- String and reed instruments, limited to violin, viola, cello, bass, guitar, piano and clarinet, plus flute, recorder and accordion, are permissible, providing that they are not electrified. Hand drums are also permitted.
- Musicians are not permitted to bring their own amplification system. However, they are permitted to use the synagogue's microphones if they so desire.
- Musicians are expected to be respectful of Shabbat and the holidays in work, dress and deed. They are expected to refrain from smoking within the synagogue building. They are not permitted to ask for or accept payment on Shabbat and holidays.
- A member of the family or a musician may act as "emcee" in the spirit of Shabbat to encourage singing and dancing and participation.

TZEDAKAH

Parents should discuss the Jewish value of giving *tzedakah* with their Bar/Bat Mitzvah child. No greater lesson can be conveyed to your child than to understand that a certain percentage of money received for a happy occasion should be given to charity. At Temple Ner Tamid, we encourage the Bar/Bat Mitzvah children to make donations to any charity of their choice.

We urge parents to contribute at least 3% of the total cost of their Bar/Bat Mitzvah parties (including flowers, photography, etc.) to MAZON, a Jewish project in response to the scourge of hunger at home and abroad. Small printed cards are available to inform your guests at the reception that a donation is being made to MAZON. Three percent is a small "surtax" on your affair, yet the combined donations of Bar/Bat Mitzvah parents from throughout America adds up to a significant contribution to the struggle against hunger.

The Rabbi will be happy to discuss other opportunities for giving with you and your child.

WHEN PARENTS ARE DIVORCED OR SEPARATED

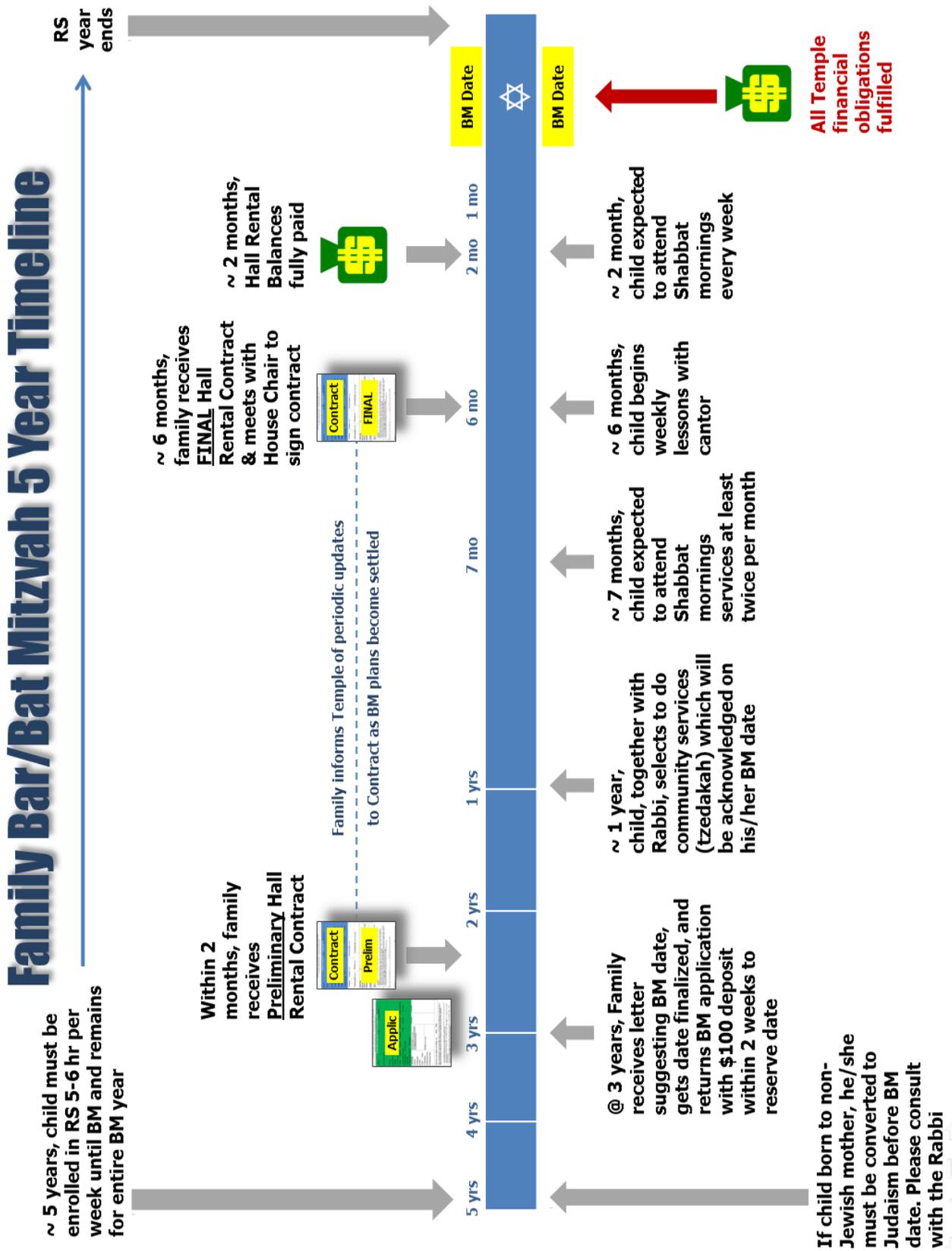
Whatever problems may exist in a family relationship, the synagogue stands ready to give support. We understand that each divorce or separation situation is an individual case. The Rabbi and the Cantor will do everything in their power to orchestrate a harmonious service and celebration, with the understanding that both parents are prepared to behave in ways that will serve the child's best interests.

EPILOGUE

We believe that the deep significance of becoming Bar/Bat Mitzvah makes it unnecessary to hold out a promise of material reward to motivate a student. The greatest motivation is the genuine interest and involvement of the family in the entire Bar/Bat Mitzvah process. This entails everything from attendance at services to inquiry about the student's progress. The loving interest of the family in the Bar/Bat Mitzvah process makes the event a true *simcha*, a joy, for all involved.

Mazel Tov!

Bar/Bat Mitzvah 5 YEAR Timeline



Approved Caterers and Accommodators



Vaad Approved Caterers*,**

Catering by Andrew (Glatt)
402 Harvard Street
Brookline, MA 02446
(617) 731-6585

Dushez Catering (Glatt)
385 Cummings Park
Woburn, MA 01801
(617) 953-2449/ (781) 933-5853

Catering by Motti (Glatt)
29 Brookdale Rd.
Natick, MA 01760
(508) 241-6958

GT Caterers (Glatt)
42 Pine Tree Drive
Worcester, MA 01609
(508) 791-8443

Tova's Catering (Glatt)
253 Mansfield Ave.
Norton, MA 02766
(508) 286-2242
(617) 794-9982

Ora Catering (Glatt)
310 Summit Ave.
Brighton, MA 02135
(617) 566-2147

Provender (Glatt)
P.O.Box 352
Accord, MA 02018
(781) 871-1364
(781) 871-3118

NRM Catering (Glatt)
160 Herrick Road
Newton, MA 02459
(617) 559-8822

SweetberryCafe & Catering
333 Nahanton Street
Newton, MA 02459
(617) 558-6475

In addition, the Temple approves:

Catering by Tevya (Todd Levine)
474 Lowell Street
Peabody, MA
(978) 535-6449

Approved Accommodators

Must cook in Temple kitchen under supervision of our Mashgiachim

<p>Jackie & Glenda (508) 587-9382 (781) 963-0455</p>	<p>Marla Golding (781) 576-4361 mgolding391@comcast.net</p>	<p>Bruce Silverlieb The Party Specialist (781) 592-0988</p>
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ALL CATERERS AND ACCOMMODATORS MUST PROVIDE THE TEMPLE WITH UP-DATED INSURANCE CERTIFICATE EACH YEAR

Bar/Bat Mitzvah Application for Use of Temple Facilities

Family Name		Bar/Bat Mitzvah Child's Name
Home Phone	Work/Mobile Phone	Bar/Bat Mitzvah Day + Date to be Held on
Address (include City, State, Zip)		
Email address		

• Function • Kiddush • check all that apply •

Friday	Saturday Meal After Services
<input type="checkbox"/> Oneg Family • Guests • Congregants <input type="checkbox"/> Dinner + Oneg Dinner for Family • Guests Oneg for Family • Guests • Congregants	Families are required to stay and host an appropriate Kiddush immediately after services for their guests and up to 30 regular congregants. Indicate your plans below <input type="checkbox"/> Accommodated/Catered Kiddush • Family • Guests • Congregants • We are hiring an accommodator or caterer and are sponsoring a Kiddush/Luncheon meal that might include the congregants <input type="checkbox"/> + Separate Plated Meal After Kiddush • Family • Guests • After the Kiddush, our family and guests will sit down to a separate accommodated/catered plated meal. We may choose to invite the congregants but are not required to do so. <input type="checkbox"/> Basic Kiddush (Off-Site Function) • Family • Guests • Congregants • We will be holding our Bar/Bat Mitzvah function Off-Site but are required to first sponsor a stand-up Basic Kiddush provided by the Temple for family, guests and congregants. We may add special meal items at our own expenses, but all arrangements will be made in advance with the Temple. A separate fee covers the stand-up Kiddush, paper goods, and Social Hall setup/cleanup. Our family and guests are free to leave after Kiddush.
Sunday Meal	Saturday Evening Meal
<input type="checkbox"/> Morning Family • Guests <input type="checkbox"/> Afternoon Family • Guests <input type="checkbox"/> Evening Family • Guests	<input type="checkbox"/> Dinner • Family • Guests •

Other Days/Usage – Subject to approval by Rabbi

Temple Facilities Requested

Please give the # of your family and guests who will be attending so we may setup the sanctuary and social hall <input type="checkbox"/> Social Hall includes Kiddush Room	Estimated # Guests	Day + Date(s) Needed	Time(s) Needed, AM/PM
For seating purposes, please give the # of Tables Needed - All final table set-up instructions should be submitted to Temple office at least 5 days prior to the your event date <input type="checkbox"/> Tables & Chairs Seating	# Round Tables <input type="checkbox"/> 8 chairs <input type="checkbox"/> 10 chairs	# Long Tables 8 chairs	# Food Tables

Kiddush and Meal Provider

<input type="checkbox"/> Accommodator (Name, Phone) Self You must include up to 30 regular congregants for your Kiddush meal in the final count given to your Accommodator. You are allowed one day in kitchen prior to the day of your function. Additional days are charged. Refer to Fee schedule. Days/Dates of Kitchen Usage Requested <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Caterer (Name, Phone) You must include up to 30 regular congregants for your Kiddush meal in the final count given to your Caterer.
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I would like my function videotaped for an additional \$35 **Yes** **No**

Please return application to the Temple Office within two weeks along with a \$100 deposit to secure your date. A preliminary contract will be mailed back within 2 months of receipt of this application.

- I have the following tentative plans, which are subject to change. I will inform the Temple as my plans become finalized.
- I understand that the contract I will receive within 2 months will be based on my initial estimates above.
- I understand that I am expected to host an appropriate Kiddush for congregants and have chosen one of the Kiddush options above

Signature: _____ Date: _____

Bar/Bat Mitzvah Fee Schedule

(NOTE: ALL RATES SUBJECT TO CHANGE WITHOUT NOTICE)

Sanctuary	
Bar/Bat Mitzvah	No Charge
CLERGY FEES FOR ALL LIFE CYCLE EVENTS	No Charge

Host families are required to stay and sponsor an appropriate Kiddush immediately after services for their guests and up to 30 regular congregants

● Catered Meal ● ● Custodial Fee of \$75 ●	Social Hall
● Saturday Kiddush Meal/Luncheon After Services ●	
Host family hires approved caterer and sponsors the Kiddush/Luncheon for family, guests and congregants	\$150
● Combined with Optional Separate Plated Meal ●	
After Kiddush, host family and guests sit down to a separate catered plated meal. Host family may choose to invite congregants but are not required to do so.	\$100
● Combined with Optional Friday Evening Meal + Oneg ●	
Host family has Friday evening catered function before or after services – includes Oneg	\$150
● Combined with Optional Saturday Evening or Sunday Meal ●	
Host family has Saturday evening or Sunday catered function	\$150

● (Self) Accommodated Meal – Mashgiach and Kitchen Use Fee Required ● ● Custodial Fee of \$125 ●	Social Hall
● Saturday Kiddush Meal/Luncheon After Services ●	
Host family hires approved accommodator and sponsors the Kiddush/Luncheon for family, guests and congregants	\$150
● Combined with Optional Separate Plated Meal ●	
After Kiddush, host family and guests sit down to a separate accommodated plated meal. Host family may choose to invite congregants but are not required to do so.	\$100
● Combined with Optional Friday Evening Meal + Oneg ●	
Host family has Friday evening accommodated function before or after services – includes Oneg	\$150
● Combined with Optional Saturday Evening or Sunday Meal ●	
Host family has Saturday evening or Sunday accommodated function	\$150
(Required) Mashgiach	
Mashgiach	\$150
(Required) Kitchen Use Fee	
1 day prior to Function - Covers cost of using and cleaning kitchen cooking and serving utensils to include ovens, range tops, refrigerator, and freezer for either meat or dairy meal. Host family responsible for supplying paper/plastic dishes, silverware, and beverage cups. Host family allowed one day, prior to the day of event, for food preparation.	\$100
Additional Kitchen Use Day - Additional Kitchen use beyond 1 day prior to function. No more than 2 days allowed without prior approval of the House Chair.	\$50

● Basic Kiddush After Services ● Combined with Off-Site Function ● ● Custodial fee of \$50 ●	Fee
Host family is holding Bar/Bat Mitzvah function off-site outside the Temple but is required to first sponsor a stand-up Basic Kiddush provided by the Temple for their family, guests and congregants. Host family may add special meal items at their expense but arrangements must be made in advance with the Temple. Fee covers Kiddush, paper goods, and Social Hall setup and cleanup. Host family and guests are free to leave after Kiddush but please do not begin your second event prior to 1:15pm to allow your guests time to enjoy the Kiddush.	\$175

Function Security Deposit	
Security deposit due upon contract signing will be returned after Function assuming no breakage or any other kitchen damage. An itemized accounting of the security deposit funds will be sent within 7 days if any damage has been determined as a result of the affair/event. Damage in excess of the security deposit will be invoiced and due upon receipt.	\$200

- **Payment of 25% of the contract fee is due upon contract signing.** All contracts and fees due must be signed and paid within 60 days of the affair/event date or the affair/event is subject to cancellation.
- When both a Kiddush and evening function are being held, the Kiddush must be paper goods only (if accommodated) and the hall must be vacated by 3:00 pm to allow for proper setup for the evening reception.
- All accommodators and Caterers must be approved by the Rabbi. Any person or organization using the temple facilities must coordinate the times of setting up the respective function with the temple office.
- \$100 service fee will be charged if the celebrant desires to bring in rental chairs for the function

Bar/Bat Mitzvah Contract

Family Name		Bar/Bat Mitzvah Child's Name
Home Phone	Work/Mobile Phone	Bar/Bat Mitzvah Day + Date to be Held on
Address (include City, State, Zip)		
Email address		
Date BM Application Received at Temple	Date Contract sent to Family	Final Contract Date: 6 months before Bar/Bat Mitzvah

• Function • Kiddush • check all that apply •

Friday	<p style="text-align: center;">Saturday Meal After Services</p> <p>Families are required to stay and host an appropriate Kiddush immediately after services for their guests and up to 30 regular congregants. Indicate your plans below</p> <p><input type="checkbox"/> Oneg Family • Guests • Congregants</p> <p><input type="checkbox"/> Dinner + Oneg Dinner for Family • Guests Oneg for Family • Guests • Congregants</p> <p><input type="checkbox"/> Accommodated/Catered Kiddush • Family • Guests • Congregants • We are hiring an accommodator or caterer and are sponsoring a Kiddush/Luncheon meal that includes the congregants</p> <p><input type="checkbox"/> + Separate Plated Meal After Kiddush • Family • Guests • After the Kiddush, our family and guests will sit down to a separate accommodated/catered plated meal. We may choose to invite the congregants but are not required to do so.</p> <p><input type="checkbox"/> Basic Kiddush (Off-Site Function) • Family • Guests • Congregants • We will be holding our Bar/Bat Mitzvah function Off-Site but are required to first sponsor a stand-up Basic Kiddush provided by the Temple for family, guests and congregants. We may add special meal items at our own expenses, but all arrangements will be made in advance with the Temple. A separate fee covers the stand-up Kiddush, paper goods, and Social Hall setup/cleanup. Our family and guests are free to leave after Kiddush.</p>
Sunday Meal	<p style="text-align: center;">Saturday Evening Meal</p> <p><input type="checkbox"/> Dinner • Family • Guests •</p>
<p><input type="checkbox"/> Morning Family • Guests</p> <p><input type="checkbox"/> Afternoon Family • Guests</p> <p><input type="checkbox"/> Evening Family • Guests</p>	

Other Days/Usage

Temple Facilities Required

Please give the # of your family and guests who will be attending so we may setup the sanctuary and social hall	Estimated # Guests	Day + Date(s) Needed	Time(s) Needed, AM/PM
<input type="checkbox"/> Social Hall includes Kiddush Room			
For seating purposes, please give the # of Tables Needed - All final table set-up instructions should be submitted to Temple office at least 5 days prior to the your event date	# Round Tables <input type="checkbox"/> 8 chairs <input type="checkbox"/> 10 chairs	# Long Tables 8 chairs	# Food Tables
<input type="checkbox"/> Tables & Chairs Seating			

Function Provider

<input type="checkbox"/> Accommodator (Name, Phone) + 30 Congregants for Kiddush Days/Dates of Kitchen Usage <input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Self	<input type="checkbox"/> Caterer (Name, Phone) + 30 Congregants for Kiddush
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<input type="checkbox"/> Photographer (Name, Phone)	<input type="checkbox"/> Entertainment (Name, Phone)	<input type="checkbox"/> Florist (Name, Phone)
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Catered Kiddush Meal/Luncheon			
Social Hall Fee	\$	# Guests:	Please call the office with your final numbers

(Self) Accommodated Kiddush Meal/Luncheon			
Social Hall Fee	\$	# Guests:	Please call the office with your final numbers
Kitchen Use Fee	\$	# Days of Kitchen Usage: <input type="checkbox"/> Self <input type="checkbox"/> 1 <input type="checkbox"/> 2	Dates of Kitchen Usage:
Mashgiah Fee	\$	Assigned by the Temple	

• Optional Meal Functions •			
Separate Plated Meal After Kiddush	\$	# Guests:	Please call the office with your final numbers
Friday Evening Meal + Oneg	\$	# Guests:	Please call the office with your final numbers
Saturday Evening Meal	\$	# Guests:	Please call the office with your final numbers
Sunday Meal	\$	# Guests:	Please call the office with your final numbers

Basic Kiddush (Off-Site Function)			
Stand Up Kiddush	\$	# Guests:	Please call the office with your final numbers

Custodial Fee	\$	
Security Deposit	\$200	Will be returned assuming no breakage or kitchen damage
Video	\$	<input type="checkbox"/> Yes (\$35) <input type="checkbox"/> No
Deposits Received to date	\$	

TOTAL BALANCE	\$	Final Balance Due Date: 2 months before Bar/Bat Mitzvah:
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NOTE: The Temple reserves the right to cancel this reservation without notice if a member's financial obligations are overdue or final contract payments are not made by the time specified.

You are required to get House Committee Chair approval 6 month prior to your event

House Committee Approval Required (6 months prior to event)	Date
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- I acknowledge that I have read the attached rules and regulations of the Temple and do hereby agree to abide by said rules and regulations.
 - I acknowledge that aforesaid premises are now in good repair, order and clean condition and will not permit the premises to be damaged or abused. Should they be damaged or abused in any way, I agree to pay for necessary repairs or extra custodial hours required to return the Temple premises to their original condition prior to my affair.
 - I acknowledge the final count I give to my Caterer or Accommodator for my Kiddush will be the number of my guests + up to 30 regular congregants. Please call the office with your final number so we may adjust your contract accordingly.
 - I agree to make timely payments of all monies owed.

Please sign and date this contract and return it with your payment to the Temple office. Any final balance is due 2 months before your event date.

I agree to make a minimum of \$_____ to **Temple Ner Tamid** for the use of above premises.

Signature	Date
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TWO KIDDUSH MEAL OPTIONS

1. You hire an **approved accommodator** or **caterer** and rent the Temple Social Hall in addition to providing a **first Kiddush meal/luncheon after services** for everyone ...
 - You may wish to host a **separate plated meal** following the Kiddush exclusively for you family and guests ... You may choose to invite the congregants to your plated meal but are not required to do so
 - You may wish to combine the first Kiddush meal/luncheon with an **optional Friday evening meal** that includes an Oneg, or with an **optional Saturday evening meal** or even with an **optional Sunday meal**
 - In each case, you will be charged per additional option and costs differ depending on whether you have an accommodator or caterer
2. You host an afternoon event **offsite** at a different location (i.e., restaurant, event center, etc.)
 - While you are having a second function offsite outside the Temple, you are required to **first sponsor a stand-up Basic Kiddush** provided by the Temple for your family, guests and congregants
 - You may add **special meal items** at your own expense, but all arrangements must be made in advance with the Temple
 - A **separate fee** covers the stand-up Basic Kiddush, paper goods, and Social Hall setup/cleanup
 - Please do not begin your second event prior to 1:15 pm to allow your guests time to enjoy the Kiddush at the Temple before they must leave

Please refer to the Bar/Bat Mitzvah Hall Rental Fee Schedule