

Shomrei Torah:
Wayne Conservative
Congregation

Bar/Bat Mitzvah Handbook
5775/2014-2015

MESSAGE FROM THE RABBI

Dear B'nai Mitzvah Families,

Let me begin by wishing you a Mazal Tov on your Simcha! Celebrating a child becoming a Bar or Bat Mitzvah is an exciting and an important milestone in the life of a family. I believe very strongly that this is a time of family celebration and that all the members of your family need to educate and prepare themselves to get the most out of this time in your lives. I would recommend that all of you begin coming to Shabbat services NOW on a regular basis, if you are not already doing so. I encourage you to be actively involved in your child's preparation and to lead them by example throughout this process. It is not that you did or did not do this as a child that makes an impression upon them, but rather what they see you do now.

The greatest obstacle to Jewish involvement today is lack of time and lack of knowledge -- if you are willing to work on the first problem, then I am here to help you with the second. Let this be a time of growth and celebration for everyone in the family. Lifecycle events are very exciting, but they can also be very stressful. Try to remember that you are having a religious celebration and that everything else is just trimming to make it nice. Relax and enjoy. Learn, participate and grow Jewishly.

B'simcha,
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THE MEANING OF BAR/BAT MITZVAH

Becoming a Bar/Bat Mitzvah is assuming responsibility for one's own Jewish life. This is first mentioned in the Mishnah. At that time, the father of the thirteen-year-old boy recited a blessing thanking God for relieving him of his religious responsibility for his son. The ceremony as we know it today dates back to the fifteenth century. A boy was called to the Torah, indicating his willingness to participate in Jewish communal life. A kiddush or se'udah, a festive meal, followed. A girl became Bat Mitzvah when she turned twelve years old. Celebrating a Bat Mitzvah in the same manner that we celebrate a Bar Mitzvah is a 20th century innovation by Rabbi Mordecai Kaplan z'l.

Upon becoming a Bar or Bat Mitzvah, a young person joins the fellowship of Jews who study Torah and perform mitzvot. Bar/Bat Mitzvah practices differ from congregation to congregation, even within the Conservative Movement. The philosophy and practices spelled out in this booklet represent those of Shomrei Torah.

To get the most out of this special year, it is important that both the Bar/Bat Mitzvah and their family be a part of Shabbat services here in the Synagogue on a regular basis.

Being called to the Torah for the first time before the Congregation can be a very exciting moment. It is Judaism's way of saying to every young person: You are important to us; what you do matters; we hope and pray that you will continue to make your parents, your synagogue and the entire Jewish people proud by the way that you behave.

The joy in being the parent of a Bar/Bat Mitzvah is highly personal. Only you can appreciate precisely how you feel at that special moment and what your child's affirmation of Jewish tradition means to you. But the joy is also shared with the entire community, for this day is possible only because you are a member of our community.

PREPARATION AND INSTRUCTION

It has become increasingly evident that the significance of the Bar/Bat ceremony is more meaningful when everyone in the family comes to this occasion adequately prepared. The ceremony has greater meaning when the parents and children view it as something more than a ritual carried out in a spiritual vacuum.

Since our children learn more from what we do than what we say, it is important that our actions reflect a concern for Judaism and Jewish education. Therefore, it is a requirement that all students attend a minimum of ten (10) Shabbat morning services and three (3) Friday night services a year, for five (5) years at Shomrei Torah, so that they become familiar with our Shabbat services. *It is highly recommended that in the year leading up to the Bar/Bat Mitzvah celebration that the entire family come to a minimum of 10 Friday night and 20 Shabbat morning services.*

The purchase of kipa, talit and tefilin is required for boys and strongly recommended for girls. They may be acquired through the synagogue gift shop. You can also order kippot for your Simḥa through the gift shop. When ordering do not forget to include extra kippot for members of the Congregation attending services that are not included in the numbers of your invited guests, as all members are welcome to attend any and all synagogue services.

Bar/Bat Mitzvah instruction is supplementary to Religious School education and service attendance. Therefore, the Bar/Bat Mitzvah student may be at the synagogue more often than in the past so as to be adequately prepared for their special day.

It is a much nicer experience when the students in the class feel connected to each other. Signing your child up for Kadima and having them participate in the programs helps to create those bonds. If you have not yet joined Kadima, let me suggest that you do so now. Kadima Shabbatonim is another source of education and help your child prepare for his/her special day.

Each child is unique and so what will be mastered will differ. We encourage every Bar/Bat Mitzvah to do as much as possible. How much material will be covered depends upon the child's background knowledge, learning style, available time, as well as his/her commitment and desire to achieve. We provide the tutor that will take them as far as they are willing to go in the preparation process, *you must provide the time and the motivation.* You are encouraged to look upon this event as a family simḥa. It is nice to see family members get up and read Torah. Members of the family are encouraged to study and prepare those parts of the service that the Bar/Bat Mitzvah will not be doing.

BAR/BAT MITZVAH TUTORING POLICY

1. Bar/Bat Mitzvah students are provided with twelve (12) hours of tutoring which is the equivalent of six months of tutoring. The cost of these lessons is included in the Bar/Bat Mitzvah fee. Some students can prepare in six months, but others need more time; unfortunately we don't know that until the end. Consequently, we recommend that lessons begin nine (9) to ten (10) months in advance of the simcha. The tutor should keep accurate records of your child's attendance at regularly scheduled appointments; and we also encourage parents to keep track as well. As time goes on, either a joint decision will be made to meet less often to stretch the twelve hours over the nine to ten months; or once the twelve hours are over it becomes a private tutoring arrangement between the parents and the tutor. It is recommended that parents choosing to engage the tutor pay for the extra lessons on a weekly basis rather than allow them to accumulate.
2. If your child has a classified learning issue, please notify us as soon as possible and provide us with a copy of their IEP. Children with learning issues may begin their lessons one year in advance of their Bar/Bat Mitzvah date, and receive an additional six (6) hours of lessons at no extra cost to the family; but only if arranged in advance.
3. Tutoring may not be scheduled to conflict with Religious School or services. When a lesson is scheduled for a time when the synagogue office is closed and no one is in the building or a lesson is given off premises, a parent or other responsible adult must remain at the lesson for the entire session. No dropping off is permitted. It is against synagogue policy for a tutor to be alone with a student.
5. The following is a description of our *"no-show"* policy:
Cancellations must be made 24 hours in advance. If a child does not show up for a scheduled lesson, it is considered a part of the 12-hour allotment. Of course, exceptions are made in the case of emergencies.

Be advised that it is our policy that all students are tutored by one of the synagogue Bar/t Mitzvah Tutors. Currently, they are Stuart Skolnick and Roberta Ort. The students are assigned their tutor by the Rabbi. Anyone wishing an exception, must petition the Executive Board for permission.

MITZVAH PROJECTS

We encourage every Bar/Bat Mitzvah to do a Mitzvah Project as part of their preparations. We want them to understand that becoming a Bar/t Mitzvah is more than just learning some prayers and having a party; it is about taking your place in the world. A Tzedakah Project is one where you give money and a Mitzvah Project is one that requires you to actually do something. They are not mutually exclusive, but clearly a Mitzvah Project is more meaningful. A great resource is www.ziv.org or you can simply Google “mitzvah projects”.

We highly recommend a program of our Federation called Keshet Olam that they have set up to give structure and guidance to the doing of Mitzvah Projects related to Bar Mitzvah. There will be a separate presentation to parents and students together from Federation explaining the program and giving you an opportunity to sign up to participate. More information can be found at www.ifnnj.org.

HONORS AVAILABLE TO THE FAMILY

*You will be celebrating your simḥa during a Shomrei Torah service. As such, you are allowed to participate in the distribution of honors. You must remain aware of the fact that this is a shul function and not a private service. Consequently, you must adhere to the synagogue's rules for assigning honors. The Rabbi will meet with you prior to your child's simḥa to discuss the necessary information needed to help you distribute your aliyot and other honors. The distribution of these honors is not final until approved by the Rabbi. For your convenience we have included a worksheet in this booklet that lists the aliyot and other honors available to you and your family. Please fill it in and return it to the Rabbi two - four weeks prior to your simḥa. *If you are preparing a program to hand out, it must be approved by the Rabbi prior to having it printed.**

As you are celebrating during a public service, every person is limited to one part in the service. So for example someone can have an aliya to the Torah or can carry a Torah, but cannot do both.

We also have English readings in our service that can be done by non-Jewish participants and parts that children who are not yet Bar/t Mitzvah can do. Please coordinate this with the Rabbi.

To avoid any embarrassment or awkward moments, please inform, in advance, any relatives and/or friends who are receiving honors the day of your simcha. We *strongly* recommend that you stress the importance of reviewing what is expected of them, especially the Torah blessings. We also have included a guide for those who may need help with them. We will be happy to supply you with copies of the blessings in Hebrew and English transliteration.

The honor of Hagba, the lifting of the Torah, is particularly challenging. If you have someone in mind that you would like to do Hagba at your simcha, please contact the Rabbi. Hagba, like Torah reading or an aliya to the Torah, is something that should only be done by someone who knows how to do it. And they must demonstrate proficiency prior to the Bar/t Mitzvah. Additionally, you may have family or friends that you would like to lead a part of the service or Gabbai; this can be done, however it must be arranged with the Rabbi in advance.

It is essential that those people who are receiving honors come to services *on time*. They need to identify themselves to our ushers, who will then assist them. We also suggest that you have alternates in mind, should some of your honorees be unable to attend or if last minute changes should be required.

The Bar/Bat Mitzvah celebration covers the entire Shabbat. *The family of the Bar/Bat Mitzvah must be present at the Friday night service prior to the Bar/Bat Mitzvah service.* This is true even if the Bar/Bat Mitzvah occurs at a Minḥa or a weekday service.

The D'var Torah

Each Bar/t Mitzvah is asked to prepare a D'var Torah which literally means, "words of Torah". It is our expectation that they will read through their Torah portion and their Prophetic Haftarah in English and be familiar with the content. They will meet with the Rabbi to select a topic. A D'var Torah is not a summary of the Torah portion, but rather uses the Torah or Haftarah as a jumping off point to teach the congregation something that they have learned about their parsha. They can get help from family, friends and teachers, but in the end it is an oral presentation that they give alone, so when it is their own work, it makes the process much easier. After a first draft has been read by the Rabbi, comments will be given to help with the final editing. Since it is a verbal presentation, even after the written document has been approved, it won't become a finalized document until it has been heard.

Prayer Before the Ark

Each Bar/t Mitzvah is invited to offer a prayer before the open Ark early in the Torah service. Many have done the prayer printed on page 140 of our siddur. However, that is not the only option, you can request to see others, find your own or even write your own. In the end your choice of prayer will need to be approved by the Rabbi.

Bar/Bat Mitzvah Honors List – 1 Part/Person!

Open Ark: _____

Remove Torah: _____

Close Ark: _____

Carry Torah: _____

(Can be the Bar/Bat Mitzvah)

ALIYOT (Include complete English and Hebrew name including parent's Hebrew names)

Rishon/Kohen: _____

Sheyni/Levi: _____

Shelishi: _____

Revi'i: _____

Hamishi: Congregational Use, you do not assign this one

Shishi: _____

Shevi'i (Usually the Parents): _____

Maftir (The Bar/Bat Mitzvah): _____

Hagba (Lifting the Torah): Available upon request, please speak with the Rabbi

Gelila (Dressing the Torah): _____

Prayer for the Community: _____

Prayer for Our Country: _____

Prayer for Israel (Hebrew): _____

Prayer for Peace: _____

Carry Torah: _____

Open Ark: _____

Return Torah: _____

Close Ark: _____

Alenu Ark Opening (2): _____

USHERING RESPONSIBILITIES

Members of other families who will be celebrating a Bar/Bat Mitzvah will serve as ushers at your simcha. Similarly, you will be expected to serve as ushers for two other families. When possible both parents should come to fulfill this obligation. In the year prior to your celebration, you will receive a letter from our Ritual Committee giving you the dates for ushering. If you cannot make the ushering date assigned to your family, *it is your responsibility to switch with another family and then notify the synagogue office.* Your ushering responsibilities consist of sitting in the Sanctuary with the peers of the Bar/Bat Mitzvah. You should have a siddur and should set an example for the children. Please monitor their movement and behavior to insure that it is appropriate at all times. Ushers should not congregate in the lobby. Large groups of children should not be allowed to leave together, nor should they be allowed to remain out of the service for an extended period of time. *Ushers should exhibit proper synagogue behavior.*

Please remember that on Shabbat – smoking, the use of telephones, cameras, cell phones, pagers, electronic games, etc. is not permitted in the synagogue or on its grounds. **YOU MAY WARN CHILDREN AND THEN, IF NECESSARY, CONFISCATE ELECTRONIC ITEMS AND PUT THEM IN THE OFFICE.**

One of the more difficult parts of the ushering responsibility is controlling the unsupervised friends of the Bar/Bat Mitzvah. The farther back the children sit, the louder and more disruptive they become. Therefore, they should be directed to sit in the pews rather than the chairs in the back of the sanctuary. Should they sit farther forward or in various locations that is a good thing, but this rarely happens spontaneously.

THE KIDDUSH

1. The Bar/Bat Mitzvah family should contact the Synagogue Administrator six to eight weeks prior to the simcha to review all Kiddush preparations that are needed. Of course you are free to contact her at any time with any questions, but you should have your final plans in place four to six weeks prior to your simcha. In this way, the Synagogue is aware of your plans and can meet the needs of your family.

2. As a Conservative synagogue, the laws of Shabbat and Kashrut must be observed when planning your simcha. Therefore, smoking, photography, audio/visual recording, and the use of cell phones and pagers is not permitted in the synagogue during Shabbat, nor can anything be brought into or taken from the building on Shabbat.

3. The laws of Shabbat prohibit leaving to go to a reception on Shabbat; you are strongly encouraged to make your plans so that they do not violate Shabbat or Kashrut. Regardless of how you live the rest of your life, it is inappropriate to celebrate a religious ceremony by leaving the building immediately violating the laws of Shabbat and kashrut. We hope that you will stay and join with the rest of the congregation for a kiddish luncheon following services.

4. By paying your Bar/Bat Mitzvah fee you become a co-sponsor of the Oneg Shabbat (up to 50 people) on Friday evening and the Kiddush lunch for the congregation (up to 125 people, including both your guests and Shabbat regulars) on Shabbat morning. **If you are expecting additional guests or want additional items, these items will be your financial responsibility.** It is your responsibility to insure those items will be delivered to the synagogue prior to Shabbat. *If the family is unfortunately going to leave on Shabbat, then you will be sponsoring a luncheon for the Shabbat regulars as well as a Kiddish in the lobby for your guests who will be departing to attend your affair.*

5. When ordering food from a caterer do not forget that we average 30-35 Shabbat regulars, they will be your guests at the Kiddush. We average about 10 people on Friday night; and they will be joining you at your Oneg Shabbat. There is always the prospect that a greater or lesser number of congregants will be present.

6. If you choose to utilize a commercial caterer for your Kiddush or Oneg Shabbat, it must be one from our list of approved kosher caterers or be approved by the Rabbi. **IT IS IMPORTANT THAT THE OFFICE ADMINISTRATOR BE KEPT INFORMED OF YOUR CATERING PLANS.** If a caterer is to do the Kiddush or Oneg Shabbat, please advise the office at least six to eight weeks before your simcha. No deliveries will be accepted after 12 noon on the Friday afternoon of your simcha.

7. If the Bar/Bat Mitzvah family chooses to have flowers on the bima, the flowers must be delivered by the florist to the synagogue before 12 noon on the Friday afternoon of your simcha. Many families chose to forgo flowers and instead use this as a mitzvah opportunity. We have had items from cans of food, to sports equipment as "Bima Flowers."

8. No food may be prepared by the family in their own kitchen and brought into the synagogue; this includes fruit and vegetable platters. The family may order fruit and vegetable platters from ShopRite, Tel Aviv Cafe at the "Y", or any of the approved caterers.

9. All deliveries, whether they be food, fruit, flowers, decorations, kipot, or other items must be in the synagogue by 12:00 noon on Friday. **Under no circumstances will the synagogue allow any items to come in to or leave the synagogue on Shabbat.**

USE OF SYNAGOGUE FACILITIES

If you wish to reserve the Social Hall for other than the standard Kiddush you must notify the Synagogue Administrator. You may use the Social Hall until 3:00 PM for a Standard Kiddush. A Room Preparation form (included in this handbook) must be filled out and given to the Office at least 10 days prior to your child's Bar/Bat Mitzvah. If you wish to use the Social Hall after 3:00 PM on Shabbat, or at any other time (e.g., Friday Night Dinner, Saturday night or Sunday party), you must sign a Rental Contract and pay an additional charge to reserve and rent the room. It is to your benefit to do this as soon as possible to avoid a conflict with any other group wishing to reserve the room for the same date.

In planning any function at Shomrei Torah, caterers and their employees must observe the rules of Shabbat and the rules of the synagogue:

1. The use of photography and/or video equipment, cell phones, pagers and electronic games are not permitted on Shabbat in the synagogue or on the grounds.
2. The synagogue office must be notified in advance of all deliveries.
3. *All deliveries to the synagogue must be made by 12 noon on Friday: including kippot, party favors, food, flowers, etc.*
4. Photographs may not be taken on Shabbat. The family may schedule another time to take all their Bar/Bat Mitzvah pictures in the Sanctuary. This is often done on Thursday evening or Friday morning.
5. *The family may not remove any food, flowers, centerpieces, etc. from the synagogue on Shabbat.*
6. Security for your Bar/Bat Mitzvah is available. If you require this service, contact the Synagogue Administrator to arrange this. The family is responsible for the cost of said security.

If you will be using the building on a Saturday night, the building will be available to you 30 minutes following the conclusion of Shabbat so that you can begin to prepare for your guests. You may not be in the building on Shabbat to prepare for an event that will follow Shabbat. During daylight savings time this can be very late; therefore, please check with the Rabbi to find out when the building will be opened.

PAYMENT REQUIREMENTS

You are required to be current in all your financial obligations including dues, building fund, Bar/Bat Mitzvah fee and Religious School tuition. Unless you are current you may not contract for the Social Hall, schedule Bar/Bat Mitzvah tutoring, or even celebrate the Bar/Bat Mitzvah in the synagogue. All Bar/Bat Mitzvah related fees must be paid 10 months before the Bar/Bat Mitzvah.

The family using the synagogue is responsible for any damages to the facilities.

Monday/Thursday Morning Minyan

On the Monday &/or Thursday morning prior the Bar/t Mitzvah the family is encouraged to come to morning minyan which begins at 7 AM and lasts 45-60 minutes. This is when tefilin are worn and your child can be on the bima in front of a small crowd. You are encouraged to host breakfast following minyan. Please contact the office to arrange.

GIFTS AND DONATIONS

Learning to give tzedaka, as part of a simḥa, is an important part of becoming a Bar/Bat Mitzvah. Discuss this with your child. Encourage your child to give to a cause of his/her own choosing. If you are interested, please contact the Rabbi.

It is fitting that you, as well, express your gratitude by giving tzedaka. You are encouraged to contribute to any of the various congregational funds.

A leaf on the Tree of Life may be ordered by contacting the chairperson or the synagogue office. If you wish to order a leaf and have it presented at your simḥa, please order it well in advance.

PUBLICITY

Please submit, to the Administrator, an article written by your child, that will be sent to the Jewish Standard and published the week of your child's Bar/t Mitzvah. A photograph of your child can also be submitted to accompany the article for a \$10 fee. The photo can be a .jpg or an original photo. If submitting an original photo, please include a self-addressed, stamped envelope so the picture can be returned. A \$10 check made payable to the *Jewish Media Group* must be sent to our office to accompany your child's photo.

THE DAY ITSELF: SUGGESTIONS

Shabbat morning services begin promptly at 9:30 AM. Friday night services start at either 6 or 8 PM. Please check to see the start time for the week of your simḥa. If it is a 6 PM service, then the Oneg Shabbat will be at 5:30 PM and everyone will leave after the service. If it is an 8 PM service, then the Oneg Shabbat will follow the service. Once services begin, please refrain from getting up and greeting guests. Those guests receiving honors should be at the synagogue on time and should identify themselves to the ushers on duty.

1. Remember to bring your talit on Shabbat morning and remind your guests to bring their talit as well. If it is a Sunday Rosh Hodesh, then remind them to bring talit and tefilin.
2. We allow the custom of "gently tossing" candy on the bima to wish your child a sweet life. It is not intended to be an attack on your child. To this end we recommend a maximum of 12 individually wrapped, soft, kosher candies (such as fruit gems) be tossed. The candies can be distributed to adults in the front by one of the ushers. Extra candies can be placed in a second basket to be kept on the bima to be given out by the Rabbi to the children if you are expecting more than a dozen of them.
3. Some parents want the opportunity to address their son/daughter from the bima during the ceremony. It can be done by reciting a Parent's Prayer that the Rabbi can make available to you, or you can find or write your own brief prayer and have it approved by the Rabbi. It should take no more than two or three minutes and it should be appropriate for the congregational setting. A long personal address, while often moving, is better suited for the reception than the service.
4. Following the service, there can be a receiving line where you can greet your guests together with the Rabbi, if you so desire.

AS PARENTS OF A BAR/BAT MITZVAH

Your child's attitude towards becoming a Bar/Bat Mitzvah is most often a reflection of your attitude towards it. The value your son or daughter places on participation in the religious service is also a reflection of the values you place on this event. Since we are hopeful that this day will be a milestone in your child's life, we offer the following suggestions:

- 1. Preparation for the Bar/Bat Mitzvah begins well in advance of that day. The necessary preparations are partially outlined in the handbook. Even as dates are selected, facilities and caterers booked, guests invited and honors distributed, so should certain Jewish observances and activity patterns be introduced into the home to emphasize the seriousness of the forthcoming religious event. Since each family's pattern of Jewish observance varies, what your family introduces is highly personal. Perhaps it might include observing Shabbat at home on Friday nights: lighting candles, or making kiddush and motzi.**
- 2. The goal of our Bar/Bat Mitzvah tutors is to insure that your child is well prepared. However, if your child does not invest the maximum time and effort at home in his/her studies, the tutor's effort will not be as effective. Please get involved in your child's studies at home. Encourage them to study every day. Be present when the studying is going on, regardless of your expertise in reading Hebrew. Your presence and encouragement will make a difference!**
- 3. Among the important elements of your child's Bar/Bat Mitzvah instruction is an explanation of the meaning and significance of tefilin, and how they are used in daily worship. It is essential for this part of the instruction that your child has his or her own pair of tefilin. The Rabbi is available for help and instruction. Every boy must own and every girl should have access to a set of tefilin. Tefilin are available from the Gift Shop.**
- 4. If becoming a Bar/Bat Mitzvah is to be significant, it is essential that preparation include discussion about what will take place after Bar/Bat Mitzvah. Just as college preparation begins prior to High School graduation, so should continued participation in Jewish life be planned before Bar/Bat Mitzvah. The following are important items for discussion:**
 - a. Participation in our Hebrew High School leading to Confirmation.**
 - b. Participation in our synagogue's Middle School youth group, Kadima; leading to involvement in USY.**
- 5. The Jewish Adolescent Survey was a large-scale investigation made by the Jewish Education Service of North America (JESNA) in conjunction with Brandeis University. Among its many findings were that:**
 - a. "For each year past Bar/Bat Mitzvah that a teen is involved in something Jewish, there is an incremental increase in the likelihood that s/he will continue to be involved in things Jewish as an adult;" and**
 - b. "Parents are critical to teens' decision to stay involved."**

INVITATIONS AND GUESTS

How many people you invite to your simḥa will vary from family to family. We ask you to remember that you are part of a community and your child is part of a Bar/Bat Mitzvah class. *You are expected to invite all the members of the Bar/t Mitzvah class.* It is inappropriate to exclude only a few children. If you mean to invite most, but not all, of the Bar/Bat Mitzvah class, please rethink your decision -- you would not want it to be your son or daughter who is left out.

This is an opportune time to teach our children *midot tovoṭ*, appropriate moral values. Therefore, please try to have your child attend all Bar/Bat mitzvah celebrations, especially those of children with whom they are not social friends.

Appropriate Dress: Your guests are attending a religious service. In order to help contribute to the dignity of the event, your guests should dress with appropriate modesty, dignity and good taste. Extremely short skirts/dresses, low cut or strapless tops are deemed inappropriate as are casual clothing such as jeans, sweats, shorts or athletic attire. All men are expected to wear a kipa and women are encouraged to do so. All Jewish males, post-Bar Mitzvah are expected to wear a talit and women are encouraged to do so as well.

Guests should be informed in advance as to what is expected of them during services. They should be sent a copy of our rules of decorum (available from the office) and they should be instructed not to bring gifts to the service. Please contact the office with an estimated count of expected guests. Guests receiving honors should be asked in advanced and informed of any requirements of the honor.

SHOMREI TORAH

RENTAL RULES AND REGULATIONS

1. Hours of use are limited to those specifically noted in the rental contract.
2. Alterations, additions or rearrangements of furnishings, draperies or decorations shall not be made without prior approval of the administrator.
3. The use of tacks, nails and screws is prohibited.
4. Minor children are not permitted on the Synagogue's property or in the building unless directly under authorized adult supervision.
5. The Congregation assumes no responsibility or liability for damage or loss of personal property of anyone while on the Synagogue premises. Personal property, including motor vehicles brought or left on the premises shall at all times be left at the owner's risk.
6. Rental applications cannot be approved unless the administrator is satisfied that the caterer is properly insured and in "Good Standing" with the synagogue and satisfies the standards of use and conduct established by the Ritual Committee and the Rabbi as to Kashrut.
7. All persons, organizations and/or their caterers shall leave the utilized facilities in an undamaged and clean condition immediately after the function, both inside and outside the synagogue.
8. Use of kitchen facilities is limited to range, oven, refrigerator, sink and counters. Coffee urns may be used only by prior arrangement with the office.
9. All deliveries to and/or removals from the kitchen shall be made by way of the rear entrance to the kitchen. All Friday deliveries must be made before 12 noon.
10. A refundable security deposit of \$200 is required prior to the event in addition to the room rental fee and deposit.

SHOMREI TORAH
ROOM PREPARATION ORDER

Please submit this order to the Synagogue Office at least 5 to 14 days prior to the function/meeting in order to allow for proper preparation of the room.

ORGANIZATION OR COMMITTEE _____

DATE AND TIME OF MEETING _____

TYPE OF AFFAIR (SOCIAL, BUSINESS MEETING, ETC.) _____

EXPECTED ATTENDANCE _____ CATERER _____

ROOM DESIRED:

SOCIAL HALL _____ LIBRARY _____ CLASSROOM _____

KITCHEN Yes/No _____ SUPERVISING MASHGIACH _____ DAIRY/MEAT/PARVE _____

ROOM ARRANGEMENT:

NUMBER AND TYPE OF TABLES _____
WITH _____ CHAIRS EACH

NUMBER AND TYPE OF TABLE FOR BUFFET _____

NOTE: IF NECESSARY, PLEASE DRAW A SET-UP DIAGRAM ON THE REVERSE SIDE.

DIAGRAM SUBMITTED _____

WILL FORMAL COAT CHECKING BE REQUIRED? _____
(not available on Shabbat)

SPECIAL REQUIRMENTS:

NAME AND PHONE NUMBER OF PERSON RESPONSIBLE FOR MEETING:

Print Name PHONE # _____

Signature Date _____

Rental Fee _____ (If applicable)

Date of Deposit _____ Amount of Deposit _____

Date of \$200 Security Deposit _____

TIME TABLE

1. 12 Months Prior to Bar/Bat Mitzvah
 - a) **Begin attending Shabbat services regularly.**
 - b) **Begin reading your Torah and Haftarah portion in English.**
 - c) **Secure reception hall.**
 - d) **Meet with the Administrator to discuss Bar/Bat Mitzvah plans.**
 - e) **Select a caterer, music and photographer. (Have the caterer complete the Caterer's Contract and return it with your Rental Contract)**
 - f) **Meet with Rabbi.**

2. 9 Months Prior to Bar/Bat Mitzvah
 - a) **Tutoring begins.**
 - b) **Prepare preliminary guest list.**
 - c) **Begin to review Friday Night Kiddush and Torah Blessings.**
 - d) **Discuss Torah readers with the Rabbi.**
 - e) **Choose your Mitzvah Project.**

3. 6 Months Prior to Bar/Bat Mitzvah
 - a) **Schedule a meeting with Rabbi Mark to go over specifics of the service.**
 - b) **Review guest list.**
 - c) **Order invitations, kippot, talit & tefilin.**
 - d) **Order a leaf for the Tree of Life.**
 - e) **Make sure that all financial obligations to the synagogue are paid in full.**

4. 6 - 8 Weeks Prior to Bar/Bat Mitzvah
 - a) **Mail invitations.**
 - b) **Order flowers for reception.**
 - c) **Contact the office to make arrangements for scheduling your photographer.**
 - d) **Write a D'var Torah and have it approved by the Rabbi.**
 - e) **Schedule picture taking session with the Administrator.**
 - f) **Submit an article and picture to the Administrator for L'Chaim.**

5. 4 Weeks Prior to Bar/Bat Mitzvah
 - a) **Review Honors List with the Rabbi; as well as program & Parent's Prayer.**
 - b) **Confirm Honors**
 - c) **Schedule Bima run through, pictures & Thursday breakfast.**

6. 2 Weeks Prior to Bar/Bat Mitzvah
 - a) **Give completed Honors List to the Rabbi.**
 - b) **Meet with the Administrator to finalize the number of guests that will be attending, review all plans and preparations and ask any last minute questions.**
 - c) **Prepare the Room Preparation Form and return it to Synagogue office.**

7. The Week of the Bar/Bat Mitzvah
 - a) Do Bima Run-through of service with the Rabbi.
 - b) Talit and Tefilin for Monday or Thursday morning minyan and breakfast
 - c) Do Bima pictures
8. The Week after the Bar/Bat Mitzvah – Come to Shabbat services, show that your service is the start of something, not a onetime affair.
9. One Month after the Bar/Bat Mitzvah – Come to services for an aliya to the Torah.
10. One Year after the Bar/Bat Mitzvah – Come participate in honor of the first anniversary of your Bar/Bat Mitzvah and every year thereafter. If there is no Bar/Bat Mitzvah, you can do your haftarah again; otherwise, you can do a Torah reading or at least an aliya.

BAR/BAT MITZVAH CHECKLIST:

DATE OF BAR / BAT MITZVAH: _____

NAME OF BAR / BAT MITZVAH: _____

NAME OF PARENTS: _____

- SECURITY – We can obtain security guards for the Bar/Bat and have the family billed directly by the security company.
- FLOWERS/FOOD BASKETS/CENTER PIECES – All deliveries must arrive by 12 noon on Friday.
- KIPPOT/TALIT/TEFILIN – should be ordered at least 8 weeks in advance – contact Lee Ann Beck if interested – 973-628-1388.
- TREE OF LIFE LEAF - should be ordered at least 6-8 weeks in advance – contact Sue Feldman – 973 – 628-9229
- PICTURES & RUN THROUGH – time and date set with Rabbi _____
- CANDY – 12 pieces ONLY - can be thrown at Bar/Bat Mitzvah - must be soft - additional candy can be placed on the Bima for distribution
- DECORATIONS (balloons, etc.) – must be delivered by 12:00 noon on Friday
- LINENS - must be delivered by 12:00 noon on Friday
- PROGRAM OF SERVICE (optional)

ONEG SHABBAT, KIDDUSH AND FEE SCHEDULE

On Friday night there will be an Oneg Shabbat. If it is a 6 PM service, then the Oneg Shabbat will be at 5:30 PM and if it is an 8 PM service, then the Oneg Shabbat will be after the service. We also have a Kiddush immediately following the morning service. As a Bar/Bat Mitzvah parent, you are the sponsor of both of these functions.

A Kiddush must be done at the synagogue regardless of where your social function will be held. Each family needs to provide a count of all guests attending, so that we may adequately provide food. We ask that you carefully consider the number of guests you are planning to have in order to avoid any embarrassment.

The Oneg Shabbat on Friday night will include the following: set-up and clean-up, paper goods and plastic ware, coffee, tea, soda, cakes and cookies (for up to 50 people including the regulars). This will be for everyone in attendance. If you wish to order fruit for either Friday night or Saturday morning, it can be ordered from Shoprite 973-595-0079, the Tel Aviv Cafe at the "Y" 973-595-5778, or a kosher caterer approved by the synagogue.

Shabbat Morning Bar/Bat Mitzvah Kiddush

It is our hope that you will have a Kiddish Luncheon in the Social Hall at the synagogue for all your guests as well as our Shabbat regulars who have come to celebrate with you. Please discuss this with the Synagogue Administrator.

However, in spite of our explicit position against going out on Shabbat, if a family will be leaving after services, then there will still be a Kiddish of light refreshments in the lobby for your guests and you will also be the sponsor of the Kiddish Lunch for the Shabbat Regulars which will be held in the Pittel Social Hall.

RULES OF DECORUM

- 1. On Shabbat, there is no smoking, photography, cell phones or pagers allowed in or on the synagogue grounds including the social hall.**
- 2. Cell phones and beepers must only be on silent mode. Phones may not be used in the synagogue or synagogue grounds.**
- 3. All men are required to wear a kippah and women are strongly encouraged to wear a kippah or head covering. Women called to the bima (pulpit) must wear a head covering. The Kippah is to be kept on during the time in the social hall.**
- 4. It is appropriate for Jewish men to wear a talit (prayer shawl) during morning services. Women are not required, but are encouraged to wear a talit, especially if they will lead a part of the service or read from the Torah.**
- 5. No one is permitted to enter or leave the sanctuary during the Rabbi's sermon or when the Ark is open.**
- 6. Upon entering or exiting the sanctuary, the side aisles - not the center aisle - should be used so as to minimize distractions.**
- 7. During the Shema, the Amidah (Silent Prayer), and the Kedushah, there is no entering into or exiting from the sanctuary.**
- 8. Children may come up to the bima only if accompanied by a parent who has an honor or if specifically invited by the Rabbi.**
- 9. Parents of crying or agitated children should calm their children outside the sanctuary at which time they are again welcome to return to their seats.**
- 10. Teenage guests of the Bar/Bat Mitzvah are encouraged to sit in the pews and not the chairs in the back of the sanctuary.**
- 11. Large groups of teenagers are not allowed to leave the sanctuary together. Guests are expected to return to services promptly.**
- 12. Our teenage guests are expected to follow all the rules. Should their behavior warrant it, an usher may ask two or more children to sit separately or even ask them to leave temporarily. We will not, however, allow services to be disrupted by people whose behavior is unbecoming a worshipper.**
- 13. Texting has become a problem at services, phones should be off and out of sight in the synagogue on Shabbat. If a teen is seen using a phone, they will be warned first and then their phone may be confiscated until their departure.**

APPROVED KOSHER CATERERS LIST

Eddie Levy Signature Creations
628 St. George Avenue
Linden, NJ
908-486-7889

Foremost Caterers
65 Anderson Avenue
Moonachie, NJ
201-664-2465

Kosher Nosh Deli
894 Prospect Ave.
Glen Rock, NJ
201-445-1186

The Lox, Stock & Deli
228 Ryders Lane
East Brunswick
732-214-8900

Ma'adan Caterers
446 Cedar Lane
Teaneck, NJ
1-800-Maadan

Noah's Ark
493 Cedar Lane
Teaneck, NJ
1-800 772-NOAH

Perfect Pita
13-22 River Road
Fairlawn, NJ
201-794-8700

Petak's
19-03 Fair Lawn Av
Fairlawn, NJ
201-797-5010

DELI KING
628 St George Ave.
Linden, NJ
908-925-3909

Tel Aviv Café @Y
1 Pike Drive
Wayne, NJ
973-595-5778

If you would like to use a caterer that is not on this approved list please present a Certificate of Kashrut to the Rabbi and a Certificate of Insurance to the Synagogue Administrator for approval. The office will then contact the caterer and send them a contract.

Useful Contact Information:

Rabbi Randall Mark, 973-696-2500 x18, rabbi@shomreitorahwcc.org

Melody Sandor, Synagogue Administrator, 973-696-2500 x12, admin@shomreitorahwcc.org

Karen Weiss, Religious School Director, 973-696-2500 x13, principal@shomreitorahwcc.org

Donna Davis, Synagogue Secretary, 973-696-2500 x10, office@shomreitorahwcc.org

Suzanne Zofi, Administrative Assistant, 973-696-2500 x15, adminassist@shomreitorahwcc.org

Stuart Skolnick, Tutor, 201-444-5374, stuartskolnick@gmail.com

Roberta Ort, Tutor, 973-686-0242, penguin636@aol.com

Lee Ann Beck, Gift Shop, 973-628-1388, beck30@optonline.net

Sue Feldman, Tree of Life, 973-628-9229, telemom28@aol.com

Beth Julie, Ritual Committee Chairperson, 973-204-4082, bjulie@aol.com