

## ***Bar/Bat Mitzvah Booklet*** **2010 ~ 2011**

***We know that this is an important  
time in a family's life. We are here to  
support and guide you. We hope this  
booklet will make the experience  
easier and more meaningful.***



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## **Congregation Beth Israel**

### **\*Bar/Bat Mitzvah Booklet\***

#### ***WHAT IS BAR/BAT MITZVAH?***

A boy who reaches age 13 is known as a Bar Mitzvah; a girl is called a Bat Mitzvah. These words mean "subject to the commandments" and imply that the person reaching this age is no longer treated as a minor by Jewish law, but as an adult. If new religious privileges and religious rights are now extended, it is because the Bar/Bat Mitzvah assumes full responsibility for the observance of all precepts and commandments.

To mark this religious turning point, it is customary to provide an opportunity to fulfill publicly a mitzvah not heretofore extended. This usually takes the form of being called up to the reading of the Torah (Aliyah), there to recite the appropriate benedictions. The custom has become widespread for the celebrant to be called up for the final Aliyah (Maftir), which also calls for the reading of a section from the Prophets (Haftorah). Different communities have different customs as to what the Bar/Bat Mitzvah is called upon to do. They range from the honor of an Aliyah to the conducting of a part or even of the whole religious service.

In a real sense, Bar/Bat Mitzvah training begins at home as we encourage our children to experience Judaism and Jewish rituals. The Synagogue and Religious School provide the necessary skills and training which enable our children to participate in services, but nothing compares with a committed, active Jewish home, in shaping a strong Jewish identity.

#### ***WHEN IS BAR/BAT MITZVAH?***

At Congregation Beth Israel, a Bar Mitzvah takes place after the 13th birthday according to the Hebrew calendar. A Bat Mitzvah may take place after a girl's 12th birthday, but generally dates are assigned near a girl's 13th birthday, so that the Bar/Bat Mitzvah class celebrates their happy occasion (simcha) in the same year. Everyone at Congregation Beth Israel works hard to make this a special occasion for the Bar/Bat Mitzvah family. Because we are an active, growing community, there will be times when other important synagogue celebrations (i.e., a baby naming) occur simultaneously with a Bar/Bat Mitzvah. We believe this further enhances our Jewish experience as well as the overall celebrations.

Once the Rabbi has assigned a Bar/Bat mitzvah date, the date must be confirmed in writing (18 months in advance of date) with the synagogue office to become official. No change in date may be made without checking with the Synagogue office and getting the Rabbi's specific approval.

#### ***BAR & BAT MITZVAH PREPARATION***

The Bar/Bat Mitzvah year includes a parent meeting with the Rabbi, Cantor, Bar/Bat Mitzvah Chair, President, Executive Director. The meeting reviews:

Schedule for Lessons

The Three Services

Ushering Schedule and Responsibilities

"Extra" Options to enhance your special day

List of Honors (Aliyot) and Requirements

Mazon

Synagogue Policies/Board Presentation

Oneg and Kiddush Responsibilities

We encourage your attendance at these meetings as they provide a great forum for ideas and questions. If you are unable to attend any of the meetings on the appointed dates, please contact the Bar/Bat Mitzvah Coordinator so arrangements can be made.

## ***LESSONS AND INSTRUCTION***

Generally, the Bar/Bat Mitzvah child has lessons for one hour per week for approximately six months prior to the Bar/Bat Mitzvah date. These times are guidelines. If your child has special learning needs please call the Rabbi and the Cantor. Instructors include the Rabbi, Cantor, professional teachers, and high school students.

Students at Congregation Beth Israel first learn to chant Haftarah using cantillation (trope), and do not just memorize their portion from a CD. Then, they may learn to read Torah. Regular attendance at lessons is mandatory and your child will have material to prepare for each week's lesson. It is too confusing to teach both melodies for the trope simultaneously. If you want your child to read from the Torah, please see that your child practices regularly.

The students are taught to lead the Torah, Musaf, and introductory services of Shabbat morning, (Evening/Havdalah Services for Minha Bar/Bat Mitzvahs) and parts of the Friday Evening Service. The entire Weekday Service may also be taught, depending on your child's ability. In addition, the Rabbi demonstrates how the prayer shawl (tallit) and phylacteries (tefillin) are used, and teaches the blessings to the child.

The Rabbi also meets to discuss the meaning and purpose of the Bar/Bat Mitzvah. He explains the Bar/Bat Mitzvah child's role in the service, and discusses the Torah portion to be read on the date. In addition, the Rabbi helps the child write a short speech which teaches something about the Torah or Haftarah portion and includes some personal thoughts that the child wants to share with the congregation.

Your child's folder will also have a weekly reminder of the assignments currently being learned.

Through the combined efforts of the Cantor, the Rabbi, the teachers and the Religious School, it is our goal at Congregation Beth Israel to provide a well-rounded and meaningful Bar/Bat Mitzvah experience.

## ***ATTENDANCE AT SERVICES***

Bar/Bat Mitzvah students who do the best job on the pulpit (bima) are the ones who attend services regularly with their families. Regular attendance in religious school has also proven to be a key factor that helps Bar/Bat Mitzvah students succeed. **Please make attendance a priority, especially this year.**

## ***ARE YOU FAMILIAR WITH OUR SERVICES?***

Synagogue policy requires the Bar/Bat Mitzvah students and parents to attend **at least 3 Friday night, 3 Saturday morning and 3 weekday services** during this year and at least 4 weeks prior to the Bar/Bat Mitzvah date, so that the entire family is comfortable with the customs, ceremonies, and prayers.

## ***THE THREE BAR/BAT MITZVAH SERVICES***

### ***Weekday Morning Service 7:00 am, Thursday or sometimes Monday***

The Weekday Morning Service is a forty minute service at which the Torah is read and tallit and tefillin are worn. Each child is prepared for this service by learning weekday prayers and by learning how to put on tallit and tefillin (optional for girls). It is at this service that your child will first be called to the Torah as a Bar/Bat Mitzvah! A very significant event!

Your family is responsible to see that 10 Jewish adults (minyan) are present as well as provide a small breakfast following services. If you have a problem providing a minyan, please contact the Rabbi, he generally knows of people who usually attend morning minyan. Remember, the Rabbi and Cantor should be included when making sure you have a minyan. Your child should arrive for this service at 6:45 am. It will begin promptly at 7:00 am, out of respect for other members of the congregation who attend weekday minyans, and need to get to work or school.

It has become customary for classmates to attend each other's morning minyan, for moral support. We will count any student currently in Bar/Bat Mitzvah training for the minyan.

### ***Friday Evening Service 7:30 pm***

Your Bar/Bat Mitzvah child sits with the Cantor for the entire service and leads the congregation in the Kiddush (prayer over the wine) and in Aleinu. The service lasts about forty-five minutes, and people dress casually (nicer than jeans, less dressy than Saturday morning). The service is followed by the Oneg Shabbat (dessert reception) which is sponsored by your family. All food at the Oneg Shabbat must be pareve and the coffee creamer must be marked "pareve" as well. On weekends when there are Bar/Bat Mitzvah services on both Shabbat morning and at Minha, this service will be shared by both children, and the Cantor will assign additional service parts so both children can help lead the service. The Oneg Shabbat will be co-sponsored by the families of that weekend.

### ***Saturday Morning Service 9:30 am***

Bar/Bat Mitzvahs are encouraged to lead as much of the Torah, Musaf, and Introductory Services as they can master. They chant the Haftarah, speak to the congregation, and in many cases, read from the Torah. Other family members participate in the service with aliyot and other honors. If you have a family member who is capable of reading Torah, and would like to include them in the service, you must consult with the Cantor or Rabbi to arrange for a Torah reading. (Bar/Bat Mitzvah families should complete an Aliyah form and submit it to the Rabbi two weeks in advance of the service.) The service lasts two hours, and begins promptly. Please tell your guests to be on time. Most Bar/Bat Mitzvah children lead the very first prayer! Plan to have your family arrive at about 9:10. In accordance with Jewish tradition, simchas are celebrated within the community during Saturday morning services. Baby namings and pre-wedding aliyot (auf ruf) are just two examples of events which may occur during the service. Just as the entire congregation shares in your simcha, you and your guests will share in theirs.

### ***Saturday Evening Service Time Varies according to Time of Year***

The children are encouraged to lead as much of the service as they can master, read from the Torah, and may chant a Haftarah without blessings. The service lasts approximately 40 minutes and may be followed by evening (Maariv) and end of Shabbat (Havdalah) services, which last about 20 minutes. Check with the office to find out when other Minha services are scheduled so you can attend and become familiar with the service.

### ***INCLUDING THE CLASSMATES***

It is our hope that you will use sensitivity when deciding whom to invite to your child's Bar/Bat Mitzvah service and celebration from their Hebrew school class. As you know, it is very hurtful for a child to be left out when most of his or her classmates have been invited. Feel free to ask us for a class list. We would like to help you avoid the hurt feelings that arise from this problem.

### ***USHERING***

At Congregation Beth Israel each family celebrating a Saturday morning Bar/Bat Mitzvah ushers at the Saturday morning Bar/Bat Mitzvah service prior to their own event. If your family is celebrating a Minha Bar/Bat Mitzvah, you are not assigned a morning ushering date, but we will try to find another Minha service when you can usher. This not only helps the Bar/Bat Mitzvah family that week, it also gives your family a chance to think about last minute details before your own big day and become familiar with the service.

In the event you cannot usher on the assigned day, we ask that you switch dates with another family, and call the office with the change. A list of original ushering assignments is found at the back of this booklet.

Please check in with the Ritual Committee member or Board of Trustees ushers when you arrive. They will help familiarize you with your ushering responsibilities. There will be two board member ushers assigned to usher that day as well. The board member ushers will be situated at the main doors to the sanctuary and will greet members and guests, provide directions and assistance, and control traffic into the sanctuary so as to allow the congregation to pray with as little distraction as possible. We are asking our Bar/Bat Mitzvah parents to supervise the Bar/Bat Mitzvah classmates and friends.

#### **Your ushering responsibilities include:**

- Direct the children to a seat, make sure they are given a Siddur, and that they are wearing a yalmulka (optional for girls), station yourselves close by. Usually one parent situated at the door, and one at the front of the seating area works best.
- Encourage the children to follow the service. Help them find the right page in the Siddur. Distribute Chumashim at the beginning of the Torah service and return them to the shelves at its conclusion.
- Limit restroom visits to two girls and two boys at any one time. (Large groups in the lobby or restrooms tend to become noisy and disruptive.) Please make sure no one is using a cell phone or any electronic toys.

### ***PRESENTATIONS***

Following the Torah service, there will be a presentation to introduce the Bar/Bat Mitzvah child to the congregation. Gifts from the Sisterhood, Men's Club, USY, Social Action Committee, as well as a certificate from the Board of Trustees will be presented. This presentation can be performed by the current synagogue President, Past President, current Board of Trustees member, or current Sisterhood/ Men's Club President (it is understood that the presenter should not be a member of the immediate family of the Bar/Bat Mitzvah child). A listing of the current Board of Trustees may be found on the synagogue's stationery or by calling the office. Please contact the Bar/Bat Mitzvah Coordinator if you need assistance in selecting a presenter. (Please include on your contract form the name of the individual making the presentation and submit it to the office at least eight weeks in advance of your service.) Synagogue policy does not allow synagogue professionals to make this presentation. This includes the Rabbi, Cantor, Director of Education, Executive Director and school staff. The Rabbi or Cantor's blessing will follow. \*Your child's gifts and certificate may be picked up from the synagogue office after Shabbat.

## PARENTS PRAYERS

As an option, a parent may recite a prayer or make brief comments to the Bar/Bat Mitzvah child. The Rabbi can provide prayers to choose from. If the family desires, a speech limited to 2 minutes can be made that is focused on the significance of the Bar/Bat Mitzvah, the dedication of the child to Jewish values and the child's devotion to the family. The parent should refrain from commenting on the child's academic and athletic achievements. Remarks on these and other similar accomplishment are more appropriate for the reception. The optional family prayer/comments will be made at the end of the service before the concluding prayer Adon Olam. If you or a family member wishes to recite a prayer or make brief comments, you must contact the Rabbi.

## HONORS

There are many ways to honor family members and friends during the Bar/Bat Mitzvah. On a regular Shabbat morning, five of the seven aliyot are reserved for the family of the Bar/Bat Mitzvah to assign. (Two aliyot are reserved for CBI congregants.) Usually, the Bar/Bat Mitzvah receives the Maftir aliyah, which is not one of the aliyot assigned by the family. It is important for the Bar/Bat Mitzvah family to write down the Hebrew name (including parents' names) of anyone they wish to have called up to the Torah. These names should be given to the Rabbi via the Aliyah forms when arrangements are finalized (see page 13 or 14), about four weeks before the Bar/Bat Mitzvah date.

The office has photocopies (or CDs at your request) of the blessings recited for a Torah aliyah. One is attached at the back of this booklet or it is available on our website at [www.cbinj.org](http://www.cbinj.org). **It is your responsibility to see that family members who are called to the Torah are familiar with these blessings and/or rehearse them well before being called up.**

In addition to the aliyot, there are opportunities to honor people with the opening of the Ark. Friends or relatives who read Hebrew or know how to read Torah may be honored as Torah reader for one of the aliyot. Please be aware that the Cantor regularly hands out Torah readings to members of the congregation. Please speak with him as soon as possible if you want family members to read Torah, including teens, eighth grade and older.

Other people may be honored with the reciting of blessings over the wine and challah (Kiddush and Hamotzi) at the end of services. Please feel free at anytime to contact the Rabbi if you have any questions about the Bar/Bat Mitzvah. The Rabbi will discuss these honors with the family and make any necessary arrangements. Please be advised that we honor the United Synagogue Policy requiring that all people called to the Torah or called to open the Ark must be Jewish. Speak with the Rabbi if you have non-Jewish family or friends that you wish to include in your special day.

## MAZON

You may choose to enhance your Bar/Bat Mitzvah by donating 3% of its cost to MAZON, a Jewish organization dedicated to serving the poor, or any other Jewish charitable organization. Your child will receive a certificate from Mazon, celebrating the choice of giving tzedakah. Place cards from Mazon are also available for your use. Ask the Rabbi for more details.

## KIPPOT -- TALLIT -- TEFILLIN

The Kippot provided by the Synagogue are of assorted colors. If you wish to have specially colored, decorative or imprinted ones, they may be ordered through the Sisterhood Gift Shop or an outside vendor. They are generally put out in the lobby of the Synagogue on Saturday morning. Ladies' chapel veils are provided by the congregation except for bobby pins. You will need to provide these. Kippot must be worn by men in the synagogue building at all times (sanctuary, social hall, and classroom areas). Each Bar Mitzvah needs to have a Tallit (for weekday and Saturday) and Tefillin (for weekday only). Tefillin may be purchased through the Men's Club. Tallit and Tefillin are both optional for girls.

### ***APPROPRIATE ATTIRE***

We ask that you and your guests dress appropriately for the Service.

- Men should wear a suit or jacket with a tie. Men are required to cover their heads while in the Synagogue building at all times. **Jewish men should wear a tallit during Saturday morning services.**
- **A Bat Mitzvah girl must have a head covering.**
- **Women are required to wear a head covering when called up to the bima.**
- Women, **including the Bat Mitzvah girl**, should wear dresses or blouses which cover their shoulders and at least their upper arms, especially when called up to the bima. **Women you wish to honor on the bima should be informed of this policy.**
- Women may wear a tallit on Saturday morning, if they choose. It is customary for married women to wear a head covering during services.

### ***YOUNG CHILDREN AT THE SERVICE***

Our synagogue encourages families to bring their children to services, but we request that parents remain responsible at all times for the behavior and supervision of their own children. For safety and to keep down noise, children must be accompanied by an adult in the building at all times. Children may not use crayons or other writing utensils on Shabbat. Electronic games are also forbidden.

### ***SHABBAT OBSERVANCE***

Telephone usage, cell phones, beepers, cameras, audio or video equipment and smoking **ARE NOT PERMITTED** in the Synagogue or on Synagogue grounds on the Sabbath. **Nothing can be brought in or removed from the Synagogue on Shabbat. This includes food, decorations, gifts, flowers, etc.**

### ***BIMA BASKETS***

We discourage flower arrangements to be placed on the bima. If you still choose to have flowers on the bima for your child's Bar/Bat Mitzvah, it will be placed on either side of the Rabbi's lectern. Please arrange for delivery of flowers through the florist of your choice, but the delivery of flowers must be made **before 12 noon on Friday**. As an alternative, many families choose to use baskets on the bima for decoration. These baskets may be filled with food or toys and then donated to a local food bank or charity. This is a wonderful Mitzvah. Remember it is your responsibility to remove these baskets from the synagogue after Shabbat is over and deliver the items to the appropriate donation location.

### ***GUIDE TO SERVICES PAMPHLET***

The Synagogue provides a pamphlet placed in all of the sanctuary pews explaining the Bar/Bat Mitzvah service for your invited guests. If you would like to include a list of honors, you may print out this list on your own stationery. The printouts can be placed on the entrance table with your kippot. **Please note that this list must be reviewed by the Executive Director no later than one week prior to your event.**

### ***OTHER DECORATIONS***

You may wish to decorate tables with balloons or other items. Some people use these decorations as part of charity (tzedakah) projects. Ask the Rabbi for ideas.

**Please note that the Synagogue does not allow party decorations or sign-in boards to be placed in the Synagogue lobby on Friday night or Saturday morning.** It is permitted to decorate a basket or table for kippot and head coverings. You must remove all decorations after Shabbat is over or a storage charge may be incurred.

## ***PARKING***

The Synagogue has two parking lots available for guests. There is no parking allowed on Shalom Way. In consideration for our neighbors, please do not park on Washington Avenue. You may park on Martine Avenue.

## ***DIRECTIONS/DECORUM CARDS***

Directions to the Synagogue are available on our website [www.cbinj.org](http://www.cbinj.org).

## ***BUSES***

If you are using a bus to transport your guests, you must notify the office (at least 4 weeks in advance of the Bar/Bat Mitzvah) and include the details on the Bar/Bat Mitzvah contract at the end of this booklet. Notify the bus company that they must park along the Synagogue building on Martine Avenue at the corner of Shalom Way. Buses must not park on Shalom Way or Washington Avenue.

## ***HOSTS FOR THE WEEKEND***

You are the Synagogue's host for the weekend of your child's Bar/Bat Mitzvah.

Please remember that as an active, growing synagogue, there may be other simchas or events in the building throughout the weekend, including baby namings, auf rufs, or USY/Kadima conventions. Working together and cooperation are the keys to successful events. You will be notified as soon as we know of any coexisting events so preparations may be made.

Additionally, congregation members regularly attend morning minyans, Friday evening services and Saturday services, thus sharing in your simcha. All congregants are to be included in the Thursday morning breakfast, Friday night Oneg Shabbat, and Saturday Kiddush.

Due to the size of our Hei classes, there may be weekends with both a Saturday morning Bar/Bat Mitzvah and a Saturday evening Minha Bar/Bat Mitzvah. Refer to the Bar/Bat Mitzvah Usher Listing at the back of this booklet to see if you are "sharing" the weekend. If you are sharing the weekend, the morning minyan is generally split; one child on Thursday morning and one child on Monday morning. The Friday Oneg is arranged together by both the morning and the evening families.

As hosts for the weekend you provide the following:

### ***\*Weekday Minyan Breakfast – Thursday or Monday***

A simple breakfast of bagels, coffee, plus whatever you care to serve. Our custodian will help set up food, make coffee, and clean up after breakfast.

### ***\*Friday Night Oneg Shabbat***

You are responsible for ordering cake and cookies for the Friday evening Oneg Shabbat. Attend a few Friday evenings to get a sense of what people generally serve. All food for the Friday night Oneg must be "Pareve" (no meat or dairy).

**Optional Food Packages are available for the Oneg or Morning Minyan services through the Synagogue (See page 10 for more details)**

### ***Saturday Kiddush***

One challah must be provided for Hamotzi at the end of the service. If you are staying in the synagogue following services, you are responsible for providing a Kiddush luncheon for the entire congregation, which includes your invited guests and the Shabbat regular attendees together. You are responsible for all arrangements. If you are leaving the synagogue immediately following services for an off-premise luncheon, you are still responsible for providing a Kiddush luncheon for the Shabbat regular attendees. You may order and arrange for this yourself or contact the Executive Director for assistance. Please note, if you are leaving immediately, and you have paid the current fee approved by the Board of Trustees to have Kiddush provided, the fee covers the cost of providing lunch for the regulars only, not your guests. (Be sure to order extra food if your guests will be at the Kiddush as well.) The Kiddush fee will be used to provide Kiddush luncheon in the Synagogue if you are leaving immediately following services.

### ***\*OPTIONAL PACKAGES AVAILABLE THROUGH THE SYNAGOGUE***

We are happy to announce the creation of Thursday (or Monday) morning Minyan Breakfast and Friday night Oneg packages for your simcha. **These packages are optional.** If you do not choose to utilize these options, you are still required to provide a Thursday morning breakfast and Friday night Oneg. Please refer to page 25 for a list of approved caterers and bakeries.

#### **Thursday/Monday morning Minyan**

##### **breakfast**

Bagels

Plain Cream Cheese

Assorted Danish

Orange Juice, Coffee, Tea

Sugar/Sweet & Low, Creamer

All Paper Products (white)

**Cost: \$8.00 pp (10 congregants PLUS your family & invited guests)**

*Lox and/or whitefish can be added for an additional charge, or bring your own.*

#### **Friday Night Oneg**

Assorted Pareve Pastries & Cookies

Soda, Coffee, Tea

Sugar/Sweet & Low,

Non-Dairy Creamer

All Paper Products (white)

**Cost: \$5.50 pp (50 congregants PLUS your family & invited guests)**

Fruit Salad - an additional \$2.50 pp

Sliced Fruit Platters - an additional \$4.00 pp

#### **Hospitality suggestions for sponsoring each event**

##### **Weekday morning Minyan Breakfast**

Bagels -1 dozen per 8 people

Cream Cheese- 1 package per 4 people

Coffee - 1 lb. can/package

Tea bags - 1 box

Milk - 1 quart for coffee

Orange Juice - ½ gallon per 6 people

Sugar packets - 1 small box

Sweet & Low - 1 small box

- All paper products must be provided by family

##### **Friday Night Oneg Shabbat**

Pick up size pareve cakes

& cookies (2-3 pieces per person)

Fruit salad or sliced fruit - OPTIONAL

Coffee – decaf preferred - 2 lb. can/package

Soda/Seltzer - 2 liter bottles (1 bottle per 7 people)

Non dairy Creamer - MUST BE PAREVE

Tea bags, Sugar Packets, & Sweet & Low

Lemon - 1 or 2

- All paper products must be provided by family

##### **Saturday Kiddush (continued)**

Tuna Salad/Egg Salad/Pasta or Health Salad

Dairy cakes pick up size

Coffee (decaf preferred) Soda/Seltzer/Juice

Milk or Non Dairy creamer

Tea bags/Sugar packets/Sweet & Low Lemons

- All paper products must be provided by family

~ All Kiddush menus can be enhanced upon request

**Saturday Kiddush** - If Bar/Bat Mitzvah family **is not staying** for the Kiddush it **MUST** be marked on the forms attached so that the Synagogue can arrange for the Congregation's Kiddush. If the Bar/Bat Mitzvah family **is staying** for the Kiddush: 50 Congregants PLUS invited guests

1 Challah must be provided

Bagels & Cream cheese

**Tablecloths** – Vinyl tablecloths are provided. If you wish to purchase your own, the sizes are 60 inch round and 8 foot rectangular.

#### ***HOW DOES FOOD GET SERVED?***

**Lieke Krapels (908-754-0638)** must be hired (8 weeks in advance) by all Bar/Bat Mitzvah families (even if you are having a reception offsite) to work on Friday night and Saturday morning in order to set up, serve and clean up. If you are bringing in a caterer with servers, you don't need to hire Lieke. Lieke will platter, serve and clean up the Oneg & the Kiddush. Cutting fruit and preparing other foods must be arranged at the time of hiring. You will be billed directly by Lieke for her services separately. If you will be having a dinner at the synagogue Friday evening before services, arrangements with Lieke must be made to set up and clean up unless your caterer provides people to perform these tasks.

### ***BRINGING IN FOOD/REMOVING FOOD***

**Bring all items for Friday night and Saturday morning to the Synagogue before 12:00 noon on Friday. Please be aware that the office closes promptly at 12:00 noon on Friday.** You may not bring food or supplies into the building after sundown on Friday or on Saturday until after sundown. No leftovers may be removed prior to the end of Shabbat.

### ***USING A CATERER***

Before signing any contracts with caterers, be sure they are approved by the Rabbi. Call the office with any questions. Eight weeks prior to your Bar/Bat Mitzvah date, Synagogue policy requires the submission to the Synagogue office of a \$500 bond and proof of insurance from the caterer and any other additional outside contractor who will be participating in your celebration (i.e. entertainer, disc jockey). If the Caterer or outside contractor does not submit a check it is the Bar/Bat mitzvah family's responsibility to submit this to the synagogue. **Please note: There is an additional room rental fee & custodial fee if you host a private party on Saturday afternoon or evening or on Sunday or a Friday night dinner at the Synagogue.**

### ***WHAT ABOUT PEOPLE WHO REGULARLY ATTEND SERVICES BUT WEREN'T SPECIFICALLY INVITED AS YOUR GUESTS?***

All Kiddush luncheons immediately following services must include both your invited guests and the regular attendees. The double classroom may be used for "overflow" or additional seating during any Kiddush. Seating in this room is available for both your invited guests and "regulars". You cannot designate the double classroom for "regulars" only. If you are hosting a sit-down luncheon in the synagogue, you are responsible for providing a Kiddush for both your guests and the "regulars" together before your luncheon begins. Plan to begin your sit-down luncheon no sooner than one hour after services end. This Kiddush luncheon should be comparable to what is served on a non-Bar/Bat Mitzvah weekend. Contact the Executive Director with any questions. Congregants who attend services on a regular basis deserve the same respect you expect your invited guests to receive at Congregation Beth Israel. Everyone in the synagogue is there sharing in your simcha.

### ***CAN I PREPARE FOOD MYSELF?***

Because of dietary laws (kashrut), cooking and baking **CANNOT** be done at a home and brought to the Synagogue. The only food to be brought into the Synagogue must come from an approved (by the Rabbi) bakery, deli, or caterer. If you wish to purchase and prepare food yourself, you **MUST** use the Synagogue kitchen, using pots, pans, and utensils of the Synagogue **ONLY!! Arrangements for this must be made 8 weeks prior to the event with Davida Berkowitz, Executive Director.**

### ***BAR/BAT MITZVAH FEE***

#### **Saturday Morning or Minha**

#### **(Paid in full eight weeks prior to Bar/Bat Mitzvah Date)**

All Synagogue dues, tuitions, Bar/Bat Mitzvah fees and other balances must be current. Please check with the Synagogue bookkeeper in regard to your balance. The current fee for the Bar/Bat Mitzvah is **\$1100**. If you are hosting a Kiddush luncheon at the Synagogue immediately following services, the Bar/Bat Mitzvah fee will be reduced to **\$950**, as your Kiddush luncheon must include the regular congregation attendees along with your invited guests. The Bar/Bat Mitzvah fee is the same for Saturday morning and Minha Bar/Bat Mitzvah. Please notify the office (4 weeks in advance), Bar/Bat Mitzvah Coordinator or Executive Director of your plans as you are responsible to provide Kiddush luncheon for your guests and the CBI "regulars."

## **Attachments That Follow:**

Bar Mitzvah Honors

Bar Mitzvah Honors for Minha Service

Mitzvah Tov Project form

Ushering Schedule

Contract for Building Usage  
and  
Room set-up forms

Approved Caterers

Important Telephone Numbers

Bar/Bat Mitzvah Checklist



# Congregation Beth Israel

## Bar/Bat Mitzvah Honors and Participation

P. 139 Open Ark \_\_\_\_\_

Gabbai (*corrects Torah reader – only if person can read Torah, if not it will be either the Rabbi or Cantor*)

### Aliyot to Torah

English Name

Hebrew Names

(first name+ ben/bat+parents' names)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. (Reserved for Congregation)

6. (Reserved for Congregation)

7. \_\_\_\_\_

Maftir \_\_\_\_\_

Hagba Reserved for Congregation

G'lila (dress Torah) \_\_\_\_\_

Sit with Torah \_\_\_\_\_

Holding Torah - Prayer for Country Reserved for Congregation

Prayer for Israel Reserved for Congregation

P. 153 Open Ark \_\_\_\_\_

P. 154 Presentation from Congregation Board Member \_\_\_\_\_

Kiddush \_\_\_\_\_

Motzi \_\_\_\_\_

Parents Blessing (Optional) \_\_\_\_\_

Adon Olam \_\_\_\_\_



Please note: Our congregation requests that if you wish to have additional speakers address the Bar/Bat Mitzvah child they do so at the reception.

### Honors: Minha/Maariv/Havdalah Service

P. 230 Open Ark \_\_\_\_\_

Tallit Presentation(optional)\_\_\_\_\_

#### Aliyot to Torah:

Gabbai: (corrects Torah reader – only if person can read Torah, if not it will be either the Rabbi or Cantor)

\_\_\_\_\_

English Name

Hebrew Names  
(first name+ ben/bat+parents' names)

Rishon \_\_\_\_\_

Sheni \_\_\_\_\_

Shlishi \_\_\_\_\_

Hagba (Lifting Torah) \_\_\_\_\_

G'lila (Dressing Torah)\_\_\_\_\_

Torah Sitter \_\_\_\_\_

P. 232 Open Ark \_\_\_\_\_

P. 234a Reading Before Amida (optional)\_\_\_\_\_

**Presentations from Congregation Board Member**\_\_\_\_\_

Parent Blessing \_\_\_\_\_

#### Evening and Havdalah Service

Holding Wine\_\_\_\_\_Blessing\_\_\_\_\_

Holding Spices \_\_\_\_\_Blessing \_\_\_\_\_

Candle Holders (up to 6 people)  
\_\_\_\_\_



# Congregation Beth Israel

## BAR/BAT MITZVAH VOLUNTEER PROJECT

Name of student: \_\_\_\_\_

Description of volunteer work undertaken by student:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address and telephone number of agency or office, if applicable, for which volunteer work was done:

\_\_\_\_\_  
\_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Number of hours put in by student: \_\_\_\_\_

Would you like to donate a portion of the monetary gifts you receive to CBI's Foundation\*?

Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's signature/date: \_\_\_\_\_

Supervisor's or parent's signature/date: \_\_\_\_\_

**Student should submit this form to the Education Director at Congregation Beth Israel**

*\*CBI's Foundation has Grants which are available to children under 25, of congregants in good standing who are interested in attending programs to enhance their Jewish identity. Grants up to \$1,000 are available for attendance in approved programs in Israel and the United States. Grants are not need based. The only requirement is that recipients share their experiences with the committee in writing. Approved programs include Jewish college courses, USY on Wheels, Jewish summer camps and a myriad of programs in Israel. For information about available programs contact the Rabbi or Ann Beckerman, committee chair.*

## Ushering Schedule

<b>Dean Rosenthal</b> Usher: Russell and Shari Kussner	<b>December 18, 2010</b>
<b>Liza Kussner</b> Usher: Bruce and Debbi Zakarin	<b>January 8, 2011</b>
<b>Jenni Zakarin</b> Usher: Eric and Gaby Hecht	<b>January 29, 2011</b>
<b>Abby &amp; Sammy Sadel</b> Usher: Jack Skowron and Susan Stein	<b>March 12, 2011 – Minha 5:41pm</b>
<b>Emily Hecht</b> Usher: Gil and Julie Isaacs	<b>April 2, 2011</b>
<b>Eva Isaacs</b> Usher: James Ehrental and Minda Maisel	<b>April 9, 2011</b>
<b>David Ehrental</b> Usher: Marc and Diana Cooper	<b>April 30, 2011</b>
<b>Aaron Cooper</b> Usher: Mark and Phyllis Harris	<b>May 7, 2011</b>
<b>Jaime Harris</b> Usher: Kenneth & Holly Simon	<b>May 21, 2011</b>
<b>Molly Skowron</b> Usher: Marc and Debra Cohen	<b>May 30, 2011 – Monday, Memorial Day</b>
<b>Hannah Simon</b> Usher: Charles and Robin Voeltzel	<b>June 4, 2011</b>
<b>Rachel Voeltzel</b> Usher: Matthew and Tali Axelrod	<b>June 11, 2011</b>
<b>Joshua Axelrod</b> Usher: Philip and Lisa Melville	<b>June 18, 2011</b>
<b>Jacob Melville</b> Usher: Neil and Ilene Goldberg	<b>September 10, 2011</b>
<b>Rebecca Goldberg</b> Usher: Stuart and Sue Kline	<b>September 17, 2011</b>

<b>Lauren Cohen</b> Usher: David and Heidi Wheeler	<b>September 17, 2011 – Minha 6:48pm</b>
<b>Lisa Kline</b> Usher: Lawrence & Randi Gelfand	<b>September 24, 2011</b>
<b>Adam Gelfand</b> Usher: David and Julie Singer	<b>October 1, 2011</b>
<b>Jamie Singer</b> Usher: Allan and Elise Efrus	<b>October 29, 2011</b>
<b>Melissa Efrus</b> Usher: Steve and Rachel Scharf	<b>November 5, 2011</b>
<b>Evan Scharf</b> Usher: Davida Berkowitz and Kenny Lavroff	<b>November 12, 2011</b>
<b>Jeremy Berkowitz</b> Usher: Ron and Beth Bernstein	<b>November 19, 2011</b>
<b>Jordyn Wheeler</b> Usher: Board Representative	<b>November 26, 2011 – Minha 4:16pm</b>
<b>Matthew Bernstein</b> Usher: Mark and Wendi Wolman	<b>December 10, 2011</b>
<b>Jordan Wolman</b> Usher: Jay and Leah More	<b>December 17, 2011</b>

CONTRACT FOR USE OF SYNAGOGUE BUILDING FOR BAR OR BAT MITZVAH ONLY

**This Form is due in the Synagogue Office 8 weeks prior to Bar/Bat Mitzvah**

Bar/Bat Mitzvah Child's Name(s): \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone \_\_\_\_\_ Email: \_\_\_\_\_

***Room Set-up Forms must accompany this Contract***

Thursday (or Monday) morning Minyan Date \_\_\_\_\_

Are you utilizing CBI's Optional Food Package? Yes \_\_\_\_\_ No \_\_\_\_\_

Friday Evening Service Date \_\_\_\_\_

Friday Oneg ordered from (Name) \_\_\_\_\_ (Phone) \_\_\_\_\_

Are you utilizing CBI's Optional Food Package? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you having a Friday Night Dinner at CBI? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Caterer's Name & Phone \_\_\_\_\_

Time that the dinner is to begin \_\_\_\_\_ pm

Saturday Service Date \_\_\_\_\_ Morning or Evening? (Circle One)

Have you made all necessary arrangements with Lieke (908-754-0638): Yes \_\_\_\_\_ No \_\_\_\_\_

Are you staying for Saturday Kiddush? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: Saturday Kiddush ordered from:

Name/Phone of Caterer/Deli \_\_\_\_\_ Bakery \_\_\_\_\_

Are you having a Private Luncheon after the Kiddush for your guests at CBI? Yes \_\_\_\_\_ No \_\_\_\_\_

Time called for \_\_\_\_\_ pm Until \_\_\_\_\_ pm

Name of A Capella Singers or other Shabbat Entertainment \_\_\_\_\_ Phone# \_\_\_\_\_

Name/Phone of Florist/Decorations/Other \_\_\_\_\_

If you are having a Saturday Evening ~ Minha Service:

Are you having a Celebration after your service at CBI? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: Name/Phone of Caterer/Deli \_\_\_\_\_ Bakery \_\_\_\_\_

Will you need the Dance floor set up Yes \_\_\_\_\_ No \_\_\_\_\_ \*pls. note this will incur an extra fee.

Name of A Capella Singers or other Entertainment \_\_\_\_\_ Phone# \_\_\_\_\_

Name/Phone of Florist/Decorations/Other \_\_\_\_\_

Will you be using a bus? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Name & Phone of Bus Company \_\_\_\_\_

Who is the Synagogue Board Member making the presentation to your child?

Thursday &/or Friday Package \$ \_\_\_\_\_

Room Rental fee \$ \_\_\_\_\_

The following applies to Bar/Bat Mitzvah events only: **The fee is \$1100.**

This fee includes instructions with the Rabbi and Cantor, tablecloths in social hall, maintenance staff for all services, and Saturday Kiddush for the "regulars" if you are leaving immediately following services. If you will be providing a Kiddush luncheon for the entire congregation, (your guests and worshippers attending services that morning), **then the fee will be \$950.**

Bar/Bat Mitzvah fee: \$ \_\_\_\_\_  
 Less 50% Deposit: \$ \_\_\_\_\_  
 Total Due: \$ \_\_\_\_\_ *(one week prior to event)*

x \_\_\_\_\_ x \_\_\_\_\_  
 Applicant's signature Congregation Beth Israel President's signature

This application shall become a valid contract between the applicant and Congregation Beth Israel after it has been signed by both parties, accompanied with a deposit of 50% of the total fee. Balance must be paid two weeks prior to function.

**• ROOM RENTAL FEES •**

Social Hall

You must notify the office at least eighteen (18) months before your event if you are using the Social Hall

Member Rental Fee: \$550.00

Applies to private parties on Saturday evening or Sunday

Additionally a custodial fee of \$150.00 is required. You must have custodial coverage for the hours of your event, as well as one hour before starting and one hour following your event.

**\$500.00 Kitchen deposit (*from caterer*) AND \$500 bond and proof of insurance from the caterer and any other additional outside contractor who will be participating in your celebration (i.e. entertainer, disc jockey). Refundable after inspection by the Executive Director or Synagogue President.**

Friday Night Dinner – Private \$50.00 Room Rental Fee  
 \$150.00 Custodial Fee

Saturday Evening – Dessert Reception Fee: \$50.00 Room Rental Fee  
 \$150.00 Custodial Fee

Dessert Receptions (includes cake, coffee, cold beverages only) after a Minha Bar/Bat Mitzvah.

Saturday Luncheon – Private Party Fee: \$250.00 Room Rental Fee  
 \$150.00 Custodial Fee

If you are using the Social Hall for a private luncheon party on Saturday, you must allow ample time for a Kiddush including regular attendees before your event begins; no less than one hour after services end.

**TERMS AND CONDITIONS**  
**Congregation Beth Israel Use of Building**

1. Applicant shall be responsible for all damages to facilities and equipment.
2. Congregation Beth Israel personnel reserve the right to visit function.
3. **Any Outside Contractor (i.e. Entertainer, Disc Jockey, Caterer) or Host Family must:**
  - be approved by Congregation Beth Israel;
  - remain on premises at all times;
  - reimburse Congregation Beth Israel for damages or theft;
  - see that kitchen is kept in a sanitary and orderly condition;
  - be responsible to synagogue kitchen supervisor;
  - supply all linens;
  - pay a \$500 deposit fee PER outside contractor as described above;
  - inspection of building will be made on the first business day following the event; deposit will be returned pending inspection.
4. All foods must be kosher. Alcoholic beverages may not be sold. Bakeries **MUST** be reminded by host family to let the office know if anything needs to be refrigerated.
5. There is to be NO SMOKING anywhere inside the synagogue building.
6. Our maintenance person will be on the premises. They will open and close the building. They are not responsible for preparation, set-up, serving or clean-up of food. Separate arrangements should be made by you for kitchen help.
7. Host Family is responsible to ensure all guests, including children, remain inside the building during the event. Children may not be allowed outside the building during the event without supervision.
8. All room rentals have an additional custodial fee payable to the synagogue.
9. Non-religious events cannot be scheduled more than three months prior to the desired date. On Sundays when there is Religious School scheduled, parties will not be scheduled until 2:00 PM or later.
10. Room Rental Reservations must be confirmed with a security deposit eighteen (18) months prior to your event in order to hold the date.
11. Room set-up forms must be submitted to the Synagogue office two weeks prior to the date of event.
12. The piano and Dance Floor are not included in room rental. If either of these are needed this will incur an extra fee.

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Host Family

---

Date



# Congregation Beth Israel

18 Shalom Way  
Scotch Plains, NJ 07076 908-889-1830

## ROOM SET-UP FORM Due Eight Weeks Prior to Event Monday or Thursday Morning Minyan

Bar/Bat Mitzvah Family: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: Monday or Thursday (circle one) \_\_\_\_\_

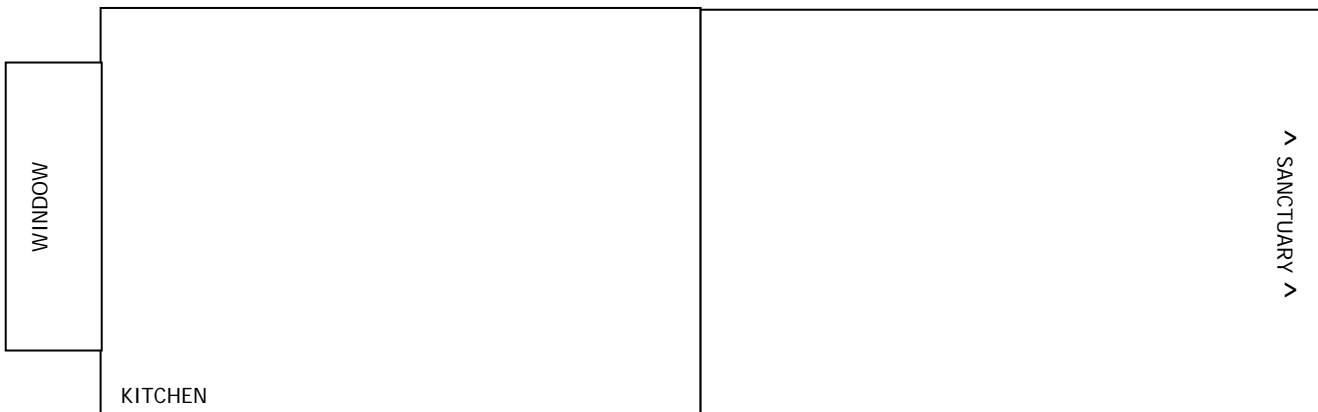
Room(s) Social Hall \_\_\_\_\_ Multi-Purpose Room: \_\_\_\_\_

Number of Invited Guests: \_\_\_\_\_ Number of "Regular" Congregants: 10 Total Attending: \_\_\_\_\_

Are you utilizing CBI's Optional Food package?: Yes \_\_\_\_\_ No \_\_\_\_\_  
If No: Name of Caterer/Bakery \_\_\_\_\_ Phone \_\_\_\_\_

I will need: \_\_\_\_\_ tables \_\_\_\_\_ hot water \_\_\_\_\_ Synagogue Tablecloths  
\_\_\_\_\_ chairs \_\_\_\_\_ podium \_\_\_\_\_ microphone  
\_\_\_\_\_ coffee urn

### PREFERRED ARRANGEMENT OF FURNITURE (draw diagram) IF REGULAR SET-UP CHECK HERE \_\_\_\_\_





Congregation  
Beth Israel  
18 Shalom Way  
Scotch Plains, NJ 07076 908-889-1830

**ROOM SET-UP FORM**  
**Due Eight Weeks Prior to Event**  
**Friday Night Services**

Bar/Bat Mitzvah Family: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: Friday, \_\_\_\_\_

Room(s) Sanctuary: \_\_\_\_\_ Social Hall: \_\_\_\_\_

Number of Invited Guests: \_\_\_\_\_ Number of "Regular" Congregants: 50 Total Attending: \_\_\_\_\_

Are you utilizing CBI's Optional Food package?: Yes \_\_\_\_\_ No \_\_\_\_\_

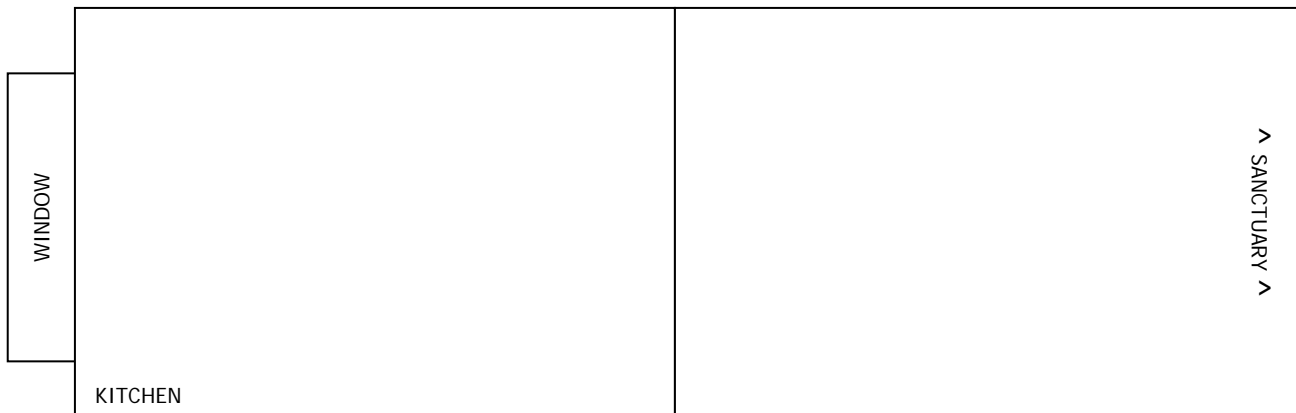
If No: Name of Caterer/Bakery \_\_\_\_\_ Phone \_\_\_\_\_

I will need: \_\_\_\_\_ tables \_\_\_\_\_ hot water \_\_\_\_\_ Synagogue tablecloths  
\_\_\_\_\_ chairs \_\_\_\_\_ podium  
\_\_\_\_\_ coffee urn

**PREFERRED ARRANGEMENT OF FURNITURE**

*(draw diagram)*

**IF REGULAR SET-UP CHECK HERE \_\_\_\_\_**





# Congregation Beth Israel

18 Shalom Way  
Scotch Plains, NJ 07076 908-889-1830

## ROOM SET-UP FORM Due Eight Weeks Prior to Event Saturday Morning/Evening Services

Bar/Bat Mitzvah Family: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: Saturday, \_\_\_\_\_  
Time called for \_\_\_\_\_pm Until \_\_\_\_\_pm

Room(s) Sanctuary: \_\_\_\_\_ Social Hall: \_\_\_\_\_

Number of Invited Guests: \_\_\_\_\_ Number of "Regular" Congregants 60 Total Attending: \_\_\_\_\_

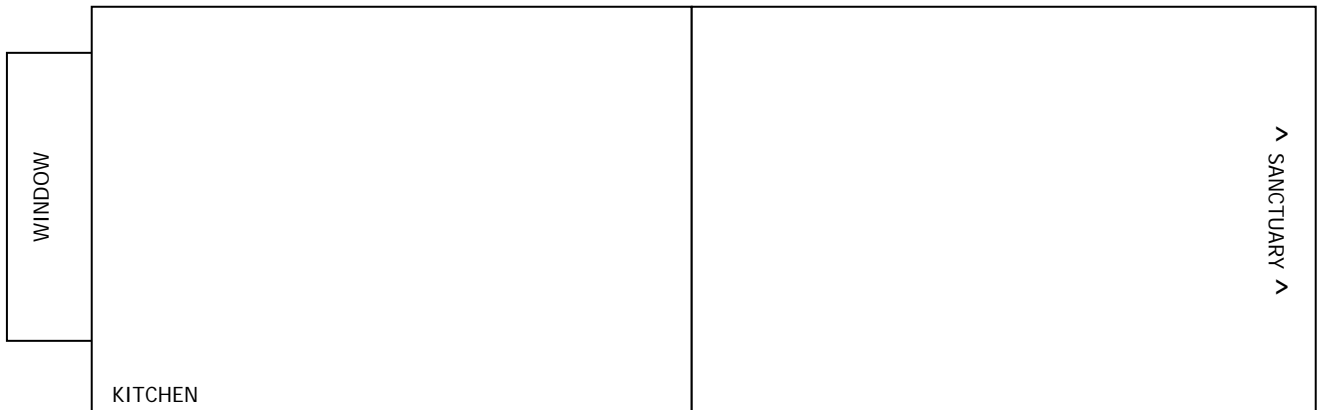
Name/Address of Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

Name/Address of Bakery: \_\_\_\_\_ Phone: \_\_\_\_\_

I will need: \_\_\_\_\_ tables \_\_\_\_\_ hot water \_\_\_\_\_ Synagogue Tablecloths  
\_\_\_\_\_ chairs \_\_\_\_\_ podium \_\_\_\_\_ coffee urn

### PREFERRED ARRANGEMENT OF FURNITURE (draw diagram)

IF REGULAR SET-UP CHECK HERE \_\_\_\_\_  
IF CATERER WILL SET-UP, CHECK HERE \_\_\_\_\_





# Congregation Beth Israel

18 Shalom Way  
Scotch Plains, NJ 07076 908-889-1830

## ROOM SET-UP FORM

**Due Eight Weeks Prior to Event**

**Friday Night Dinner prior to Shabbat Services/Luncheon after Congregation Kiddush/  
Saturday Evening Party/Sunday Party**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time \_\_\_\_\_ Until \_\_\_\_\_

Room(s): \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Name of Caterer/Bakery : \_\_\_\_\_ Phone: \_\_\_\_\_

Name of A Capella Singers or other Entertainment \_\_\_\_\_ Phone# \_\_\_\_\_

Name/Phone of Florist/Decorations/Other \_\_\_\_\_

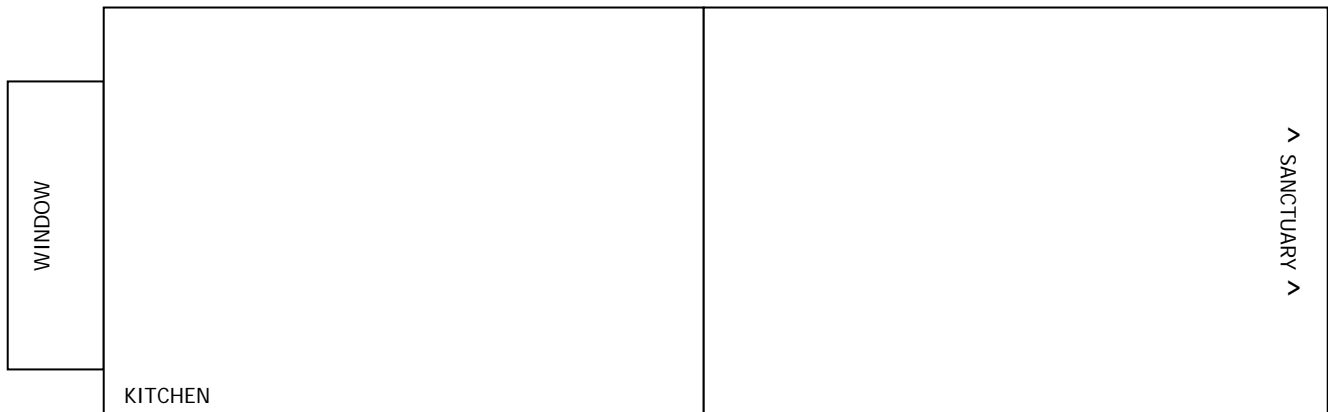
I will need: \_\_\_\_\_ tables \_\_\_\_\_ hot water \_\_\_\_\_ Synagogue Tablecloths  
\_\_\_\_\_ chairs \_\_\_\_\_ podium \_\_\_\_\_ coffee urn  
\_\_\_\_\_ microphone \_\_\_\_\_ Dance Floor\* may incur an extra fee

### PREFERRED ARRANGEMENT OF FURNITURE

*(draw diagram)*

IF REGULAR SET-UP CHECK HERE \_\_\_\_\_

IF CATERER WILL SET UP, CHECK HERE \_\_\_\_\_



## **\*APPROVED DELIS, CATERERS, BAKERIES AND HALLS**

### **CATERERS**

Deli King – Clark – (*Kenny Lavroff*) 732-574-2040  
Exquisite Caterers – Marlboro – 732-294-0032  
Exquisite Caterers – Springfield – 973-258-0655  
Glatt 27 – Highland Park – 732-572-2626  
Jerusalem Restaurants – Elizabeth 289-0291 and Highland Park - 732-249-0070  
Lox, Stock and Deli – (*Jesse*) East Brunswick/Milltown 732-214-8900  
New Kosher Special – Elizabeth – 353-1818  
Orchid Restaurant– Metuchen - 732-321-9829  
Signature Caterers – Linden - 908-925-3909  
The Ultimate Caterer (*Alan Perl*) – Marlboro - 732-577-0490  
Zayde's - South Orange - 973-762-1812

### **BAKERIES** (*Always specify whether you want pareve or dairy*)

Bagel America – Fanwood – (Bagels ONLY) -  
Bagels Supreme – Springfield - 973-376-9381  
Beinstein's Village Bakery – Linden 908-486-9600  
Bovella's – Westfield - 908-232-4149  
Buttery Bake Shop – Cranford - 908-272-0730  
Clark Bagel – Clark 732-382-2435 (Bagels ONLY)  
Elmora Bagel Bakery - Elizabeth – 908-289-2985  
Gaston Avenue – Somerville 722-0511  
My Town Bakery – Scotch Plains – 908-322-1919 or Westfield 908-518-0606  
Sweet Lew's Bakery – Plainfield – 908-222-1001

### **HALLS**

Crystal Plaza - Livingston 973-992-8100  
Grand Marquis, Rt. 9 - Old Bridge - 732-679-5700  
Richfield Regency – Verona (Jude) - 973-239-6234  
Short Hills Hilton – Short Hills – 973-379-0100

**\* These are only suggestions, if there is another Caterer you are interested in using please contact the Rabbi to find out if they are approved in our Synagogue.**

## IMPORTANT TELEPHONE NUMBERS

Do you have a Bar/Bat Mitzvah question and want to know who to contact?

- 1) For questions regarding religious or ritual concerns, lessons, or services:

**Ask Rabbi Nudell or Cantor Axelrod**

Phone#: (908) 889-1830 Email: [rabbi@cbinj.org](mailto:rabbi@cbinj.org), [cantor@cbinj.org](mailto:cantor@cbinj.org)

- 2) For questions regarding finances or bookkeeping:

**Ask Michele Kornbluh**

Phone#: (908) 889-1830 ext. 206 Email: [accounts@cbinj.org](mailto:accounts@cbinj.org)

- 3) For questions regarding outside caterers, planning of your Oneg & Kiddush, other various contractors, room set-up, deliveries, building rules and regulations, or maintenance:

**Ask Davida Berkowitz**

Phone#: (908) 889-1830 ext. 220 Email: [execdir@cbinj.org](mailto:execdir@cbinj.org)

- 4) For reduction of anxiety, hand holding, or questions regarding

anything else: 😊

**Ask Leah More**

Phone#: (908) 322-6123 Email: [Jmore26@comcast.net](mailto:Jmore26@comcast.net)

**REMINDER: No calls during Shabbat and/or Holidays. Thanks!**

# BAR/BAT MITZVAH CHECKLIST

**Eighteen Months ( ) in Advance:**

Submit Confirmation of Bar/Bat Mitzvah date in writing to office

Yes/Date		Comment	
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Confirm in writing use/no use of Social Hall for party

Yes/Date		Comment	
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**Eight Weeks ( ) in Advance:**

*All Synagogue financial Obligations are made current:*

Bar/Bat Mitzvah Fee

Yes/Date		Comment	
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Dues

Yes/Date		Comment	
----------	--	---------	--

Hebrew School

Yes/Date		Comment	
----------	--	---------	--

Room Rental

Yes/Date		Comment	
----------	--	---------	--

Maintenance Fee

Yes/Date		Comment	
----------	--	---------	--

Return signed Contract to office

Yes/Date		Comment	
----------	--	---------	--

Return Room reservation (set-up) forms to office

Yes/Date		Comment	
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Hire Lieke (754-0638) for Friday PM/Saturday AM

Yes/Date		Comment	
----------	--	---------	--

Ensure Caterer & other vendors deposit (\$500)

Yes/Date		Comment	
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Insurance Certificate for outside vendors are submitted to office

Yes/Date		Comment	
----------	--	---------	--

Confirm Ushering responsibilities with office

Yes/Date		Comment	
----------	--	---------	--

Speak to Bar/Bat Mitzvah Chair - Review

Yes/Date		Comment	
----------	--	---------	--

**Four Weeks ( ) in Advance:**

Attend 3 Saturday morning Services

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Attend 3 Weekday morning Minyans

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Schedule with Office pictures with Rabbi/Cantor

Yes/Date		Comment	
----------	--	---------	--

Confirm need for Hearing Impaired headsets

Yes/Date		Comment	
----------	--	---------	--

Make & advise office of arrangements for

Thursday morning minyan breakfast

Yes/Date		Comment	
----------	--	---------	--

Make & advise office of arrangements for Friday Oneg

Yes/Date		Comment	
----------	--	---------	--

Make & advise office of arrangements for Saturday Kiddush

Yes/Date		Comment	
----------	--	---------	--

Meet with Davida to Finalize Arrangements

Yes/Date		Comment	
----------	--	---------	--

Complete Aliyot form and submit to Rabbi

Yes/Date		Comment	
----------	--	---------	--

Confirm Board Member presentation

Yes/Date		Comment	
----------	--	---------	--

Advise office of Bus Company/Phone Number

Yes/Date		Comment	
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**Deliveries:**

**Advise Office of Vendors name & #'s**

**List Name Of Provider:      Phone #'s**

Food

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Bakery Goods

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Other (e.g., balloons, decorations, etc.)

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