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INTRODUCTION TO TEMPLE EMANU-EL B'NAI MITZVAH PROGRAM

Mazal Tov! You and your family are about to celebrate a significant milestone in your child's life. A *Bar/Bat Mitzvah* marks the time in a person's life when the larger community begins to view that person as an adult. In the Jewish tradition, a person is now capable of assuming more responsibilities, observing laws from the Torah, Mitzvot, participating in religious rituals, and being counted as part of a *Minyan* (prayer quorum).

The leaders and congregation of Temple Emanu-El are excited to share this joyous moment with your family, and are here to help you prepare for the occasion as best we can. Planning for this event can seem overwhelming. The information in this booklet describes our Temple's policies and aims to answer any of the questions that you or your family may have. Should you have additional questions please do not hesitate to call the synagogue's leadership at (201) 750-9997.

WHAT IT MEANS TO BE A BAR/BAT MITZVAH

A Bar/Bat Mitzvah marks the transition in a person's life from childhood into adulthood. Post B'nai Mitzvah are expected to be responsible members of the Jewish community, capable of participating in and observing various traditions and rituals associated with being a Jewish adult.

SETTING THE DATE

Selection of a date is made by the leadership of the Temple and is based on the child having reached his or her 13th Hebrew birthday. Although Jewish law permits a female to become a Bat Mitzvah upon reaching her 12th Hebrew birthday, it is the policy of the Temple to permit a Bat Mitzvah prior to the child's 13th birthday only for extenuating circumstances. Dates are assigned three years prior to the assigned date, and are not finalized until the Temple office receives the appropriate signed forms from the family.

Please note that Temple Emanu-El sees its sanctuary as a place where all are welcome to worship. We are welcoming of and sensitive to children (and adults) with special needs. Parents with children who have special needs can make arrangements for a *Bar/Bat Mitzvah* by speaking with the Rabbi to arrange for an individualized education plan (IEP) and a tailored *Bar/Bat Mitzvah* celebration.

Certain dates are not available for scheduling a *Bar/Bat Mitzvah*. No dates may be set between Independence Day and Labor Day. In addition, *B'nai Mitzvah* will not be scheduled during winter recess, on certain civic holidays or during parts of the High Holy Day season. This includes the *Shabbat* before *Rosh HaShanah* and *Shabbat Shuvah* (between *Rosh HaShanah* and *Yom Kippur*). No *B'nai Mitzvah* will be scheduled during the Festivals of *Sukkot*, *Pesach* or *Shavuot*. Children celebrating their 13th birthday during the summer will be scheduled for a *Bar/Bat Mitzvah* in the Fall.

The Senior Rabbi is the Mara D'Atra (halakhic authority) and spiritual leader of the congregation and its members. In the Senior Rabbi's absence, the Assistant Rabbi fulfills these roles subject to the Senior Rabbi's direction. The liturgical (musical) aspects of services and rites are led by the Cantor, under the direction of the Senior Rabbi. Each of our clergy is afforded the reasonable opportunity to serve the interests of the larger community, both Jewish and civic, as well as for study, scholarship and research. For these reasons, and because of vacation schedules and other personal reasons, we cannot guarantee that all clergy will be present on the day of your child's Bar or Bat Mitzvah service. If a member of the clergy will be absent from your child's service, you will be advised in advance to the extent circumstances allow. In certain emergency situations, advance notice may not be possible.

Due to the large number of *B'nai Mitzvah,* it is likely that your child will be sharing his/her *Bar/Bat Mitzvah* date with another child. Specific requests for a single *Bar/Bat Mitzvah* cannot be considered due to calendar restrictions. If your family will be sharing a date with another child, you will receive notification of this from the Temple office.

NON-SHABBAT B'NAI MITZVAH

While the norm for *B'nai Mitzvah* at Temple Emanu-El remains a Saturday morning service, there are certain instances where it is possible to have a *Bar/Bat Mitzvah* on a day other than Shabbat. These times are:

- ***Rosh Chodesh,*** a new month in the Hebrew calendar. A *Bar* or *Bat Mitzvah* is permitted on a *Rosh Chodesh* when it falls on a Sunday. Often families with *Shabbat* observant relatives will request such a date to accommodate their ritual needs. *Rosh Chodesh* services must begin no later than 10:00 a.m. in order to fulfill the *halakhah* (Jewish Law) regarding reciting the *Shema* in the morning.
- ***Mincha/Ma'ariv/Havdallah,*** the afternoon and concluding services for Shabbat. This service is scheduled only in extenuating circumstances and must be approved by the appropriate leadership.

BAR/BAT MITZVAH INSTRUCTION

PARTICPANTS FOR THE SERVICE

Bar/Bat Mitzvah candidates will be prepared to lead the following parts of the service:

- Blessings for the *Tallit*
- Blessings for an *Aliyah* to the Torah
- *Maftir* portion of the Torah reading
- Blessings for the Haftarah
- Haftarah
- Deliver D'var Torah

Candidates are encouraged to participate beyond these elements.
Other places for participation include:

- *P'suekei De'Zimrah*: the beginning service
- *Shacharit*: the morning service
- The Torah Service: Taking out and returning the Torah to the Aron Kodesh (Holy Ark).
- Additional Torah readings

THE D'VAR TORAH

The *Bar/Bat Mitzvah* d'var torah (speech) is a chance for students to share their own thoughts on their Torah and Haftarah portions, their becoming a *Bar/Bat Mitzvah*, their Kesher Olam, and family. The ideas and words of the speech should be that of the students', but we encourage parents to continually read drafts of the speech and to discuss the ideas in the speech with their child at home. In the month preceding the *Bar/Bat Mitzvah,* you will receive a letter from the Rabbi explaining how to write a D'var Torah and requesting to schedule meetings to begin reviewing drafts of the speech. The Rabbi will help to create the final draft.

TUTORIAL SESSIONS

At the start of tutoring, each child will receive a *Bar/Bat Mitzvah* workbook. The booklet contains the necessary blessings and prayers your child will need to know, as well as the Torah and Haftarah readings unique to their date.

Students begin studying approximately 1 year before their *Bar/Bat Mitzvah* date. Over the course of preparation, the students will attend a series of small group sessions, KADMA, and then meet with a private tutor, the Cantor and the Rabbis.

The small group sessions will consist of the *Bar/Bat Mitzvah* student and others who will celebrate their *B'nai Mitzvah* in the same season. After learning the required blessings and portions of the services, students will begin studying their individual Haftarah chanting with a private tutor. Lessons meet weekly for 25 minutes and take place at the Temple. Sessions with Cantor Singer begin approximately 15 weeks before the *Bar/Bat Mitzvah* date. All students will spend the final weeks leading up to their *B'nai Mitzvah* practicing with Cantor Singer.

One-on-one meetings with the Rabbis begin approximately 4-6 weeks before the date of the *Bar/Bat Mitzvah*, in order that the Rabbis and student can work together on the final draft of the child's d'var torah and discuss the meaning of becoming a Jewish adult.

OTHER BAR/BAT MITZVAH REQUIREMENTS

RELIGIOUS SCHOOL ATTENDANCE

As a Conservative congregation, we operate under the educational code of the United Synagogue Commission on Jewish Education. As such, it is Temple Emanu-El's policy that every child must spend at least five years in the congregation's Religious School or a Jewish Day School or the equivalent of either institution, in order to receive a *Shabbat Bar/Bat Mitzvah*. Only with years-long learning can a student be prepared with the Hebrew and service skills required of becoming a Bar/Bat Mitzvah.

KESHER OLAM (Connection to the World)

Part of the *Bar/Bat Mitzvah* process is participating in a **Kesher Olam** (Connection to the World). Temple Emanu-El has incorporated these (projects) into the 6th grade Religious School curriculum to help students construct, develop and carry out their projects. Please contact the Educational Director to learn more about our program.

SHABBAT ATTENDANCE

In addition to the requirements above, every child must attend *Shabbat* youth services approximately once a month for at least three years prior to their *Bar/Bat Mitzvah*. At the beginning of each school year, the Religious School publishes a list of when special Shabbat services are held. By consistently attending Shabbat services, students will reinforce the prayers learned during Religious School and at Day School, and will develop a comfort with the service that cannot be otherwise achieved.

Students who cannot attend a mandatory *Shabbat* because they are attending services elsewhere, such as an out of town *Bar/Bat Mitzvah*, should attend services at Temple Emanu-El on a different *Shabba*t that month.

RESPONSIBILITIES OF THE FAMILY

MEMBERSHIP

Families must be members in good standing of Temple Emanu-El for the year in which the *Bar/Bat Mitzvah* is to take place, with dues and all other financial obligations to the Temple fully paid no later than 60 days before the *Bar/Bat Mitzvah*.

WORKSHOPS

All 4th, 5th, 6th, and 7th grade families are expected to attend a one hour *Bar/Bat Mitzvah* workshop. The workshops focus on different aspects of the *Bar/Bat Mitzvah* process, such as the Kesher Olam (Connection to the World), administrative aspects and growing up as a Jewish teen. The workshops are an important part of the *Bar/Bat Mitzvah* curriculum, aimed at making the process easier and more enjoyable.

The three workshops focus on three key themes of the Bar/Bat Mitzvah process. In the 4th grade, families are introduced to the process and begin building a community among the families of B'nai Mitzvah of the same year. In the 5th and 6th grades, the Kesher Olam (Connection to the World) is introduced. Students and families will come to our Kesher Olam Expo, and learn about different opportunities for their children to get involved, and learn how to create an exemplary project that embodies the spirit of the occasion and is an expression of the Bar/Bat Mitzvah's self. Finally, in the 7th grade workshop, students examine life after the Bar/Bat Mitzvah and how to continue to grow and study as educated Jewish adults, while parents go over the final logistical items that need to be set in place before the *Bar/Bat Mitzvah* date.

ADMINISTRATION AND PLANNING

KASHRUT & CATERING

The social affair celebrating a *Bar/Bat Mitzvah* is considered by Jewish Tradition to be a "*seudat mitzvah"* (a meal which celebrates and is part of a *mitzvah*) and thus an integral part of the entire *Bar/Bat Mitzvah* religious and spiritual experience. Therefore, all social celebrations connected with the *Bar/Bat Mitzvah*, held outside the home, whether for children or adults, should adhere to Jewish dietary laws (the laws of *Kashrut*).

KIDDUSH POLICY

1. In keeping with the longstanding tradition of Temple Emanu-El, *Bar/Bat Mitzvah* families are required to sponsor a *Kiddush* on their *simcha* date, fulfilling the *seudat mitzvah* and providing a wonderful opportunity for Temple Emanu-El to welcome the *Bar/Bat Mitzvah* as an adult and congratulate his/her family.

2. *Bar/Bat Mitzvah* families are required to provide a minimum $12.50 *Kiddush* for the actual number of their guests age eight and over, subject to a 100-guest minimum, plus 50 congregants. In the event of a double *simcha*, each family is required to provide a minimum $12.50 *Kiddush* for the actual number of their guests age eight and over, subject to a 100-guest minimum, plus 50 congregants. As necessary, the Temple will sponsor the per person basic *Kiddush* fee for additional congregants not invited to the *Bar/Bat Mitzvah.* In all cases, a *simcha* guest who is also a congregant shall be included in the guest tally.

3. Though family *Kiddush* sponsorship is required in all circumstances – <u>including when the family is hosting a private party at another location immediately following service</u>s – no family will be denied sponsorship of a *Kiddush* on their *simcha* date due to **demonstrated** financial hardship. Families seeking a scholarship to defray the cost of a required *Kiddush* must contact the Temple's Chief Operating Officer **six months prior** to their *simcha* date.

4. *Kiddush* options currently available, pursuant to a license agreement entered into between the Temple and its exclusive caterer, Northern Valley Affairs ("NVA"), are priced at $20 and $32 per person. The *Kiddush* menus include choice variables. That is, there will be a list of set items and then a set of variable items from which congregants can choose from in order to complete the menu (beyond the choice variables, no substitutions are permitted). In addition, individual add-on items are available on an *a la carte* basis. Add-on items must be ordered for the actual number of *simcha* guests' age eight and over, subject to a 100-guest minimum, plus 150 congregants.

5. In the event a family wishes to sponsor a *Kiddush* with a per person cost in excess of $12.50, the family is required to pay the cost differential above $12.50 for 150 congregants. For example, if a family wishes to sponsor a $20 *Kiddush* for its *simcha* guests it will be required to pay the $7.50 per person differential for 150 congregants, in addition to paying $20 per person for each *simcha* guest.

6. At a double *simcha,* the $12.50 *Kiddush* will be served unless the families reach a mutual agreement on a more extensive *Kiddush* menu.

7. *Bar/Bat Mitzvah* families must certify to the caterer the number of *simcha* guests (all guests age eight and over) expected eight days in advance of the *simcha* date. **Congregants are hereby advised that failure to accurately advise the caterer as to the number of *simcha* guests expected may result in an inadequate food supply.**

8. In that becoming a *Bar/Bat Mitzvah* takes place in the context of the Temple's communal *Shabbat* service, the service may be shared with other *smachot*, such as a baby naming, *aufruf*, special birthday or anniversary. Such celebrants are required to pay for their actual number of guests age eight and over, with a 25-guest minimum. The *Bar/Bat Mitzvah* family/families will control the menu options to be served. *Simcha* celebrants must certify to the caterer the number of *simcha* guests (all guests age eight and over) expected eight days in advance of the date.

9. Families with a non-Shabbat *Bar/Bat Mitzvah* (Monday and Thursday mornings, Sunday *Rosh Hodesh* or *Havdallah* – all of which are permitted only in extenuating circumstances and must be approved by the appropriate leadership - are required to co-sponsor the *Shabbat Kiddush* taking place during or about the week of their *simcha* by donating $625 to the Temple's *Kiddush* Fund. Such families shall be invited to attend this *Kiddush* and will receive recognition.
10. Congregants (or others) may sponsor a *Kiddush* or the Temple's portion of a *Kiddush* on a *Bar/Bat Mitzvah* date for a donation of $625 to the Temple's *Kiddush* Fund. *Bar/Bat Mitzvah* families may also sponsor the Temple's portion of the *Kiddush* on their *simcha* date for a donation of $625 to the Temple's *Kiddush* Fund. All *Kiddush* sponsorships and donations to the *Kiddush* Fund will be noted in the weekly announcements from the *bimah,* in the M*adrikh* and in the monthly TEN.
11. As noted, NVA is our exclusive caterer. Les Friedman and Marty Maged of NVA, (201) 750-0333, are available to help you plan your *Kiddush*.

TEMPLE EMANU-EL CATERER

We encourage all congregants to consider Temple Emanu-El and Northern Valley Affairs (NVA) for their *smachot*. Please note that families have 90 days from receipt of a *Bar/Bat Mitzvah* date to book the designated Saturday night with NVA. In the event that both families on a shared *simcha* date are interested in reserving the Saturday night date, priority shall be determined by NVA through a fair and equal chance methodology. After the 90 day period, bookings by NVA are on a first to reserve basis.

In order to reserve a date beyond the 90 day period, a family must pay NVA a minimum deposit of $2,000. Such deposit shall be fully and immediately refundable to the congregant any time up to 18 months prior to the date reserved. In the event a Congregant seeks a refund of a deposit less than 18 months before the scheduled affair, NVA will make such refund provided it books a new comparable event for the previously booked date.

FLOWERS / BASKETS

All *Bar/Bat Mitzvah* families are required to provide either two floral pieces or 2 donation baskets for the *bimah*. Families are encouraged to use donation baskets in lieu of flowers. Suggestions include:

1) Non-perishable food baskets available through the Temple and with a required donation to the Closter Food Pantry;
2) Book Baskets from UJA NNJ Bergen Reads Program
3) Sports Equipment Baskets donated to local non-profit organizations
4) For more information on donation basket options kindly contact the Temple office.

Florists that are currently approved by the Temple are Atlas Floral Decorations, Inc., NYC, (212) 707-8355 (Contact Elliot), Diana Gould (914) 347-7034 (Contact Diana) Spitz & Peck (973) 535-5600 (Contact John), Empty Vase, Closter (201) 750-7181 (Contact Jim), Wildflowers, Englewood (201) 592-8875, Dean Street Greenery, Englewood (201) 816-0100 and Exquisite Flowers & Events, (Richard Amante, 914-632-8700 ext. 14). Please check with the Temple office if you plan to use an alternative vendor.

If your child is celebrating his/her *Bar/Bat Mitzvah* as part of a double *B'nai Mitzvah* celebration, the two families must jointly decide on the flower arrangements and share the cost. Flowers must be delivered to the Temple by noon on the Friday before the *B'nai Mitzvah* or *Erev Yom Tov*. Please be aware that nothing may be brought into or removed from the synagogue on *Shabbat* or Holy Days.

ENTERTAINMENT

Entertainers performing at a *Shabbat* luncheon affair (such as acapella singers, storytellers, etc.), whether open to the congregation or not, must abide by the congregation's policy of *Shabbat* observance. In cases where there will be entertainment on *Shabbat*, all equipment must be set in advance of *Shabbat*. No adjustments to equipment, including microphones and lighting, will be permitted on *Shabbat*.

No musical instruments or recorded music may be played on *Shabbat*. Orchestras and/or entertainers at a reception in the synagogue after *Shabbat* concludes may not bring their equipment into the congregation on *Shabbat*. They may bring in and test their equipment before noon on the Friday before, provided the synagogue office is notified in advance, or they must wait until the conclusion of *Shabbat*.

PHOTOGRAPHY AND VIDEOTAPING

Cameras, video and audio recorders are not allowed in or around the synagogue on *Shabbat*. Arrangements may be made for picture taking in the Sanctuary at rehearsal or another time. Please schedule a time with the Synagogue office, 201-750-9997, to have your pictures taken during office hours. Please be sure to invite the Rabbis and the Cantor by calling Chareen Kramer, Executive Assistant to Clergy, 201-750-9997, if you would like them to be present for photographs.

For your convenience, the Temple has an automatic DVD recording system that is approved by the Rabbi. On the Friday preceding every *Shabbat* when there is a *Bar/Bat Mitzvah*, the Office prepares the DVDs for recording. The DVD machine records the entire *Shabbat* morning service in the main sanctuary. In keeping with *halakhah*, the DVD machine may not be adjusted during *Shabbat* and on occasion the system fails. Assuming the service records properly, a copy of the DVD will be provided to you as a gift from the Temple.

DELIVERIES

Families must adhere to the principles of *Shabbat* in all their activities concerning the *Bar/Bat Mitzvah*. This includes respecting the synagogue's policies prohibiting the use of cellular phones, text messaging, cameras and other electronic devices while in our building on Shabbat, and informing your guests of the same in advance of your *simcha*. In order to ensure that deliveries are not made on *Shabbat* (or Festivals) all deliveries, such as food, drink, flowers, caterer's equipment, etc. should be made to the synagogue by noon, on Friday or *Erev Yom Tov*. Please notify the synagogue office in advance about the nature and number of deliveries expected.

POWER OUTAGES

In the event of a power outage, it may be necessary to either cancel services or move them to an alternate location. Regarding s'machot scheduled at the synagogue, Temple Emanu-El will make best efforts to assist congregants with renting a generator at the congregant's expense. However, use of a generator is at the discretion of the Temple's President and can only be used if all building safety systems are fully operational through the use of emergency power. In the event a generator fails and emergency power is lost the building must be evacuated immediately. An event cannot continue with the use of candles.

SHABBAT PROTOCOLS

SHABBAT MORNING SERVICES

Shabbat morning services at Temple Emanu-El begin promptly at 9:00 a.m. and conclude by approximately 11:30am. The *Bar/Bat Mitzvah* family is expected to arrive 15 minutes early to prepare for the services and to celebrate your child's first time wearing a talit. The family should be seated in the first row. The *Bar/Bat Mitzvah* candidates sit on the *bimah*. Guests receiving *kibbudim* (honors) and *Aliyot* (*Torah* honors) must be present by 9:15 a.m. Of course, all guests are requested to come on time in order to be properly seated. No one may enter while the *Kiddushah* is being recited or when the Sanctuary doors are closed.

Further, men are required to wear yarmulkes and women head covers when seated in the sanctuary. Women are expected to wear a head covering and men are required to wear a tallit (prayer shawls) when coming up to the bimah. We ask that all people receiving honors dress appropriately for the service. (i.e. We do not allow any person to receive an honor that is wearing sleeveless, wearing shorts etc.) We also ask that you inform your guests of our policies, prohibiting the use of cellular phones, text messaging devices, cameras and other electronic devices on Shabbat. For your convenience, direction cards with our policies are available in the Temple office.

DISTRIBUTION OF HONORS

There are a number of honors and *aliyot* distributed to men and women during the course of the *Shabbat* morning services. As discussed below, Michael Brenner, Chair of the Religious Practices Committee, meets with families to complete an "*Aliyah* Form" (copy attached). Honors and aliyot are the same regardless of whether your child is having a single *Bar/Bat* Mitzvah or is sharing with another child. Each family is entitled to 13 honors as follows (no additions allowed):

1. One Torah *aliyah* – for the Bar/Bat Mitzvah child (1 honor)
2. Two additional Torah aliyot for the family. Two people that are Jewish according to Jewish law may participate in each Torah *aliyah*. (4 honors) All those called to the Torah must be familiar with the Torah blessings and both men and women must wear a tallit and head covering. A copy of these blessing should be obtained from the Temple and prepared in advance;
3. Hakafah – 1 honor for a person to carry the torah around the sanctuary;
4. *Gelilah* honor (dressing of the Torah), honoree will be instructed in how to wrap the Torah – 1 honor;
5. One Ark opening (up to four people share this honor);
6. One English prayer reading, chosen from a list provided by the Religious Practices Co-Chairs.

All those ascending the *bimah* must cover their heads and dress appropriately.

Those celebrating their *Bat/Bat Mitzvahs* during a *Rosh Chodesh* or a *Havdallah* service should consult with the Religious Practices Committee.

MEETING WITH THE RELIGIOUS PRACTICES CHAIR

Bar/Bat Mitzvah families will meet with the Religious Practices Committee approximately four weeks prior to the *Bar/Bat Mitzvah* to discuss the distribution of honors and to ask any additional questions. In the back of this booklet there is a copy of the Aliyah Form. Please fill it out in advance of the meeting and bring it with you. Please make sure to have the **full Hebrew Names** of all Jewish participants, this includes the person's Hebrew name, and their parent's Hebrew names.

RITUAL CLOTHING, DRESS AND BEHAVIOUR

KIPPOT

Upon entering the sanctuary all men, and women who choose, are required to cover their heads. Men may do so with a *Kippah; w*omen with a *Kippah*, a head scarf, dress hat or other appropriate head covering. Personalized Kippot for the *Bar/Bat Mitzvah* may be provided, or generic Kippot can be found at the entrance to the sanctuary.

TALLIT AND TEFILLIN

All *Bar* and *Bat Mitzvah* candidates are required to wear a *tallit* for their Bar/Bat Mitzvah. All *Bar/Bat Mitzvah* candidates are encouraged to purchase a set of *tefillin.* These ritual items are available through our Sisterhood Gift Shop. Instructions on the use and meaning of *tefillin* and *tallit* will be provided during the *Bar/Bat Mitzvah* classes.

APROPRIATE DRESS

For boys and men, suits or sports jackets are encouraged. For younger guests, collared shirts with ties are appropriate. For girls and women, shoulders should be covered and dresses and skirts must be of modest length – this means to the knee or below and heels should allow them to stand and walk comfortably and normally.

The *Bar* or *Bat Mitzvah* should dress to reflect their coming of age and leadership of the community at this special occasion. For *Bar Mitzvah's* suits are required, and for *Bat Mitzvah's* dresses should be of an appropriate length and her shoulders should be covered, before the tallit is put on. Jeans, cargo pants, t-shirts, tank tops, and sneakers are not appropriate.

QUICK REFERENCE NUMBERS

Temple Emanu-El…….……. **201.750.9997**

Rabbi David-Seth Kirshner…….…… ext. 204

Rabbi Alex Freedman…….…….. ext. 304

Cantor Israel Singer…….…….. ext. 205

Jeanine Corrubia, Administrator…….. ext. 206

Aaron Billig, Chief Operating Officer…….. ext. 245

Chareen Kramer, Executive Assistant to Clergy…… ext. 207

Julia Vazquez, Administrative Assistant……. ext. 202

William Samuel , Administrative Assistant……. ext. 203

Religious School…….…… 201.750.2959

Adam Schwartzbard, Educational Director……. ext. 209

Naama Heymann, Assistant Principal…….. ext. 238

Christiina Buchert, School Secretary…… ext. 208

Catering

Northern Valley Affairs, Les Friedman & Marty Maged……. **201.750.0333**

Bima Flowers and Kiddush Flowers/Decor

Atlas Floral Decorations Inc…… 212.707.8355

Balloon Artistry……. 914-352-2828

Dean Street Greenery…… 201.816.0100

Diana Gould…… 914.347.7034

Empty Vase……. 201.750.7181

Spitz & Peck…… 973.535.5600 or 212-688-9100

X-quisite Flowers & Events…….. 914.632.8700

***BAR/BAT MITZVAH* "CODE OF CONDUCT"**

The *Bar/Bat Mitzvah* service is our symbolic way to usher a child into the adult Jewish community. While our Religious School and Day Schools transmit values, learning and skills within the limits of the school day, the parent(s) is/are the primary educator(s) from birth, who assumes the responsibility of role model and teacher in the home environment. It is in the best tradition of our people that parents use the *Bar/Bat Mitzvah* celebration as an opportunity to guide and shape their child/children's responses to the challenges of life.

The school has a responsibility as well. Classmates and friends from school make up our school *Kehilah* (community). Because a *Bar/Bat Mitzvah* is a community *simcha,* we offer these guidelines for students and parents. It is our hope that our important religious events are gratifying to the *Bar/Bat Mitzvah* candidate, the family, the synagogue and Religious School, and to the Jewish community.

SYNAGOGUE DECORUM

This day is a highlight in a family's life. Appropriate behavior is expected of all students as part of this exciting day. Parents should remind their son or daughter before he/she attends the *Bar/Bat Mitzvah* of a classmate or friend that while present at the service he/she needs to demonstrate respect for the synagogue and support for his/her fellow student or friend. This is done by refraining from talking during the service, by fully participating in the service, and by refraining from frequent entering and exiting from the sanctuary. We suggest a review and reminder of these expectations before attending the synagogue service, emphasizing the importance of participating positively throughout the entire service.

RECEPTION/PARTY

From the perspective of Jewish law and custom, a *Bar/Bat Mitzvah* party is a *seudat mitzvah.* The theme, one could say, is self-evident: we are celebrating the fact that a young man or woman has accepted responsibility for the *mitzvot.* One's behavior at such a *meal* should certainly reflect the celebratory nature of the party, without abusing property or person.

We suggest that parents remind their children and guests that the reception is an opportunity for all guests to celebrate this important religious event. It is wholly inappropriate to damage property, deface decorations, or engage in mischief.

***SHABBAT* ATTIRE**

Shabbat services are filled with beauty and dignity, so it is appropriate for the *Bar/Bat Mitzvah* and his/her guests to dress in a manner that reflects dignity, beauty and modesty. Boys should dress in a suit and tie, wear a *tallit* (if post-*Bar Mitzvah* age and ascending the bima) and *kippah* (*yarmulka*/skull cap) and dress shoes. Girls should wear a skirt and blouse or dress that covers their shoulders and has a modest neckline. At Temple Emanu-El, we require girls to wear a *tallit* on the bima and offer the option of wearing a *kippah* if they desire.

TEMPLE EMANU-EL B'NAI MITZVAH PROGRAM "CODE OF CONDUCT" SIGNATURE FORM

Parents bear responsibility for their own child's behavior at the service and at the party/reception.

I have read and agree to the terms of the B'nai Mitzvah Handbook and the Code of Conduct. I understand that no Bar/Bat Mitzvah date will be considered final until I have signed and returned this form to the Temple Emanu-El office.

Student's Signature _____ Date _____

Parent Signature _____ Date _____

Please sign above and mail back to the Temple office in the enclosed envelope.

TEN *Temple Emanu-El Newsletter*

B'nai Mitzvah Submission Form

Mazal Tov on your upcoming simcha! Please answer all the questions below so we can include your upcoming Bar/Bat Mitzvah in our Temple newsletter. The completed form, along with a digital photo must be return to Naama Heymann (Heymann@templeemanu-el.com) as soon as possible.

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW

Bar/Bat Mitzvah Date	
Child's Name (in English)	
Parent's Names (in English)	
Names of Siblings	
Name of school child attends	
Current grade level	
Favorite school subjects	
Free time activities/hobbies	
Brief description of Kesher Olam (how I connected to the world, and made a difference)	

In order for the TEN editor to include a small paragraph about your child, please have them write no more than 50 words about themselves. Your child's submission can be an answer to any of the following questions:

- Why was your Kesher Olam so meaningful?
- Why is becoming a Bar/Bat Mitzvah important to you?
- Why do you feel Jewish Education will be of value to you throughout your life?

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TORAH HONORS

A. THREE (3) ALIYOT,
ONE (1) FOR THE BAR MITZVAH CHILD / TWO (2) FOR THE FAMILY

1. BAR/BAT MITZVAH CHILD

English Name:
Hebrew Name:

2. 2ND ALIYAH (Up to two people)- Cohen / Levi / Israelite

English Name:
Hebrew Name:
English Name:
Hebrew Name:

3. 3RD ALIYAH (Up to two people)- Cohen / Levi / Israelite

English Name:
Hebrew Name:
English Name:
Hebrew Name:

B. ARK OPENING, UP TO FOUR (4) PEOPLE (First / Second)

1.	3.
2.	4.

C. TORAH CARRIER, ONE (1) PERSON (First / Second)

1.

D. ENGLISH PRAYER, UP TO TWO (2) PEOPLE (Country / Peace / Community / Meditation/Israel)

1.	2.

E. WRAPPING OF THE TORAH, ONE (1) PERSON

1.