

CONGREGATION ETZ HAYIM BAR/BAT MITZVAH HANDBOOK

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WHAT IS A BAR/BAT MITZVAH?

The term bar or bat mitzvah literally means "of the age of the commandments." This alludes to two things:

- A bar mitzvah boy or bat mitzvah girl strives to come closer to God -- like a son and daughter to his or her parent(s).
- The chief way of doing so is by keeping the mitzvot (commandments). Indeed, perhaps the most significant occurrence on this day is that the young person, as of that day, becomes fully responsible for keeping the commandments outlined in the Torah and interpreted by our rabbis.

According to Jewish law, a child is deemed a Bar/Bat Mitzvah when he or she turns 13. At this auspicious time, they become full-fledged Jewish adults and are presented with both the opportunity to grow spiritually and the responsibility to become a better person.

The Rabbi will meet with the bar or bat mitzvah and the family in regularly scheduled meetings during the six months before the Bar or Bat Mitzvah, to write the D'var Torah and rehearse at least once on the Bimah. A date for the Bar or Bat Mitzvah should be requested from the Rabbi and Director of Religious Education at least one year to 18 months in advance.

Preparation to become a bar or bat mitzvah requires a substantial amount of time and effort, especially for the student, but also by the parents. We do not permit an interruption of the regular Religious School program to accommodate training. Lessons must take place outside of classroom hours. Tutoring will begin up to a year in advance of the assigned date. Students will receive a minimum of 20 hours of private lessons. The tutor is assigned by the Director of Religious Education, in consultation with the Rabbi.

This year of preparation for the simcha (happy occasion), is an excellent opportunity to reinforce your family's traditions, customs and values which your child will acknowledge as a bar or bat mitzvah. This may include the observance of kashrut, Shabbat and holidays, a Jewish bookshelf in your home library, mezzuzot on doorposts, and the possession and use of Jewish ritual items.



EDUCATION REQUIREMENTS FOR A BAR/BAT MITZVAH AT CONGREGATION ETZ HAYIM

1. Students must be enrolled in Religious School from Grades 3-7 or have attended Jewish Day School for those grades.

If a student has not met this requirement, the Rabbi and the Director of Religious Education will consider each situation individually. The Congregation will not refuse a child and his or her family the honor of a Bar or Bat Mitzvah at the time of the child's Bar or Bat Mitzvah year. However, if the academic prerequisite is not satisfied, the child's participation in the service may be modified. At a minimum, a child will be given an Aliyah and possibly a prayer reading during an appropriate service.

2. We are a congregation of life-long learners. As such, the celebration of a Bar or Bat Mitzvah is not the end of your child's formal religious education, but is a milestone to be celebrated. We encourage our B'nai mitzvah students to continue their education throughout their lives, either formally through the 8th & 9th Grade Hebrew School class, Madrichim program, or less formally by participating in congregation and community life.
3. A child whose Bar or Bat Mitzvah falls from September to May of Kitah Zayin (Grade 7) is obligated to finish the Religious School year.
4. At the onset of training, student should obtain:
 - Tallit and Tallit Bag
 - Tefillin and Tefillin Bag



BAR/BAT MITZVAH STANDARDS

In order to enhance the knowledge of our children and to provide them a realistic incentive and goal, a set of definitive standards for a Bar or Bat Mitzvah has been established.

The minimum standards for a Bar or Bat Mitzvah are:

1. Demonstrate acceptable Hebrew reading ability (as determined by the Rabbi and the Director of Religious Education)
2. Be familiar with the entire Shabbat service
3. Able to chant the Torah and Haftarah Blessings
4. Know the Haftarah trope and chant the Haftarah portion from the Nevyim (Books of the Prophets)
5. Able to put on Tallit
6. Write a Bar or Bat Mitzvah speech, with advisement from the Rabbi, based on either the appropriate Torah portion, the Haftarah, or another subject appropriate to the occasion.

In addition to these standards, the Bar or Bat Mitzvah students and their parents are expected to attend Shabbat morning services once per month starting two years before the ceremony (usually during Kitah Hey or Vav – 5th or 6th Grade) and twice per month during the year before the ceremony (usually during Kitah Vav or Kitah Zayin – 6th or 7th Grade). If a student wishes to lead the Kabbalat Shabbat service, the same standard applies for Friday night. The family also is expected to attend Shabbat services on the Friday night of the Bar/Bat Mitzvah weekend.

The standards are realistic, attainable and not more than what should be expected of a child reared in a Conservative Jewish environment. Positive parental support is necessary to complement the Religious School's task. Allowances will be made for students with alternative learning styles or other special circumstances. The Rabbi and/or Director of Religious Education will meet periodically with families over the course of the two years prior to the ceremony to ensure these standards are met.

If a student wishes and can lead more of the service, we encourage him or her to do so. The levels of participation are:

- Level I: Torah Blessings, Haftarah and Blessings
- Level II: Add Aliyot Readings
- Level III: Add Musaf Service and/or Torah Service
- Level IV: Add Friday Night – Kabbalat Shabbat Service
- Level V: Add Saturday Morning Shacharit Service

Siblings of the Bar or Bat Mitzvah are encouraged to have a part in the service. That part will be determined based on their knowledge, age, and ability.

Individual families may have customs or traditions that can be incorporated into their celebrations. These should be discussed with the Rabbi and/or the Mitzvah Committee.

MITZVOT

Many families donate to Congregation Etz Hayim in honor of their child reaching his or her religious maturity, and on behalf of their guests who will receive honors. It is our hope that you will decide together as a family how to allocate tzedakah in honor of this occasion. Suggestions for appropriate mitzvot include:

- A donation to one of the Congregation Special Funds:
 - Rabbi's Discretionary Fund
 - Annual (Operating) Fund
 - Congregation Etz Hayim Endowment Fund
 - Library Fund
 - Molly Sandler Children's Book Fund
 - Music Fund
 - Prayer Book and Chumash Fund
 - Religious School Fund
 - Scholarship and Awards Fund
 - Social Action Fund

There is a Community Service or Mitzvah Project requirement for a minimum of 15 hours. Suggestions for these projects can be found in the books Mitzvah Magic by Danny Siegel and Putting God on the Guest List by Rabbi Jeffrey Salkin, or by speaking with the Rabbi or Director of Religious Education. We encourage the projects to be not solely fundraisers but to involve hands-on work by your child. Examples of past projects include: volunteering in the Asperger's program at HB Woodlawn, bake sales to raise funds for Operation Smile, and a drive to collect used sports equipment for Leveling the Playing Field. **If you are collecting goods please coordinate with the office staff, as donation bins are available in the vestibule. *Bins in the lobby are no longer permitted.

In addition to the synagogue donation and the Mitzvah Project, we encourage you to consider a donation to MAZON. We are all concerned with the unfortunate circumstance of hunger and homelessness. We can share our joy of a simcha with those less fortunate by contributing to MAZON. MAZON funds specific projects including the delivery of meals to the homebound, providing food for kosher kitchens, implementing nutritional counseling for low-income women with young children and advocating for long-term solutions to hunger. To honor your son or daughter, MAZON suggests a contribution of 3% of food expenses. You can learn more about MAZON at www.mazon.org.

HONORS

There are many honors available for family members or friends during the service. Please complete the form on page 14, and return it to the Rabbi no later than two weeks prior to the bar/bat mitzvah date. Please inform all family members and friends of the honors assigned to them and inform your honorees that they should be at the service at 10:00 AM.

Jewish law allows only one honor per person. These are the honors you may assign:

- Opening and closing of the Ark at the beginning of the Torah Service
- Carrying the Torah
- Four aliyot laTorah (reciting Torah blessings)
- Binding of the Torah (G'leelah)
- Carrying the Torah when the Torah is returned
- Opening and closing of the Ark when the Torah is returned
- English readings

Since your child is becoming part of the Etz Hayim community, we reserve three aliyot for the congregation. You may assign the remaining four aliyot. Please give Torah Blessings to those who can recite them fluently in Hebrew. Grandparents, aunts and uncles may have joint aliyot. Please ensure that everyone honored with an aliyah knows their Hebrew name and their parent's Hebrew/Yiddish names. Usually the bar/bat mitzvah child's parent(s) receive the seventh aliyah. The maftir aliyah belongs to the bar/bat mitzvah and is in addition to the four already assigned. This one does not need to be written on the form.

All honors other than English readings can only be assigned to persons of Jewish faith. Most English readings can be assigned to persons of any faith. Please discuss which reading(s) would be appropriate with the Rabbi.

For the honor of carrying the Torah, make sure that the person with the honor has done this before. Each Torah weighs about 35 pounds and must be carried while walking.

Torah reading: Family members are welcome to read Torah as a part of the celebration, following these guidelines: Readings must be prepared two weeks prior to the celebration; the family must schedule time with the Rabbi or member of the Religious Affairs Committee (in person or Skype) to read from the Torah and show proficiency. Readers must be able to read directly from the Torah scroll. It is not permissible to read from a book placed beside the Torah; bringing a piece of paper and placing it over the Torah is also prohibited.

Younger sibling(s) can lead a prayer such as Aleinu. Younger cousins/children not able to lead a prayer often hand out candy for the throwing of sweets after the closing haftorah blessing. The 7th Grade Religious School class often leads Ashrei. These are typical customs at our synagogue, but are not required. These can all be listed in the bar/bat mitzvah program but do not have to be put on the form.

RELIGIOUS PRACTICES AND CEH GUIDELINES

RELIGIOUS ARTICLES

All males attending services must wear a kippah. We encourage women to do the same. Kippot inscribed with your child's name and date of simcha may be ordered 3 months in advance of the simcha. Every Jewish person who has become a Bar or Bat Mitzvah must wear a tallit during morning services.

SHEHECHEYANU PRAYER

The family of the Bar or Bat Mitzvah is asked to recite the Shehecheyanu blessing. This blessing celebrates the passage of time and the arrival at this wonderful occasion.

SHARING THE SIMCHA

As a Bar or Bat Mitzvah, your child participates for the first time as a Jewish adult in an established, traditional service, which may be on Shabbat morning. If this is the case, other s'machot – happy occasions (i.e. baby naming, aufruf, etc.) may also take place. These s'machot enhance the service and give the opportunity for members and friends to share in joyous occasions as a community.

CANDY

The candy provided by CEH are Sunkist gems:



You may choose to provide an alternative at your own expense, but it must be approved by the Rabbi. Remember that the candy must be kosher, soft (because it will be thrown at your child) and not chocolate (because it can melt and make a mess!). If you choose to buy unwrapped candy, you MUST purchase individual small bags. Many families have purchased bags at nilecorp.com.

****Please be sure candy bags are tied tightly.****

INVITATIONS

Families are required to personally invite all the students in their child's B'nai Mitzvah class for all the festivities. You are expected to send a written or electronic invitation to the Board of the congregation. Contact the office for a list of current Board Members.

It is appropriate to send an invitation to the congregation's Rabbi(s), the Director of Religious Education, your child's teacher(s) and Bar/Bat Mitzvah tutor, as well as to anyone who assists with leading the service on the day of the Bar/Bat Mitzvah. This invitation should be for the service and kiddush. Invitations to other celebratory events are at the discretion of the family. Many people choose to extend the invitation to the kiddush luncheon to the entire congregation via e-mail, but this is not required. The Bar/Bat Mitzvah ceremony will be announced on "This Week at Etz Hayim."

PROGRAMS

Many families choose to make programs to explain the services and list the honors on the day of the simcha. There is an example of a family program on the Bar/Bat Mitzvah Planning page of our website. All programs must be proofread and approved by Rabbi Bass at least 2 weeks prior to the Bar/Bat Mitzvah.

CELEBRATIONS

We strongly encourage hosting the celebration party after the simcha in a kosher facility. Furthermore, the Rabbi and Director of Religious Education will not attend a party that starts before Shabbat has ended.

DELIVERIES

All deliveries must be made by 4:00 PM on Friday afternoon for Shabbat or by 4:00 PM on the day before a Yom Tov. A designated person will be available to check the Kashrut of all items delivered to the kitchen. **Nothing is allowed into the kitchen without supervision.** Items that the hosts choose to take home (or donate to a shelter) from services and/or the Kiddush may be taken home only after Shabbat has concluded.

FOOD AND LIQUOR

Food brought into Congregation Etz Hayim must be kosher. Our current policy, according to the Conservative Movement, is that all cheese and wine are considered kosher. As a courtesy, we ask that if you are providing wine that is not *hekshered* (i.e., does not have a Kosher symbol), please provide a kosher wine option for people who would prefer it. If your *simcha* is during Passover, everything must be marked Kosher for Passover.

MUSIC

The playing of musical instruments is prohibited on Shabbat and Yom Tov morning and during private functions that happen during Shabbat. Musical instruments are allowed during Friday Night Services.

PHOTOGRAPHS

Photographs and Tape Recording are prohibited on Shabbat and Yom Tov. Arrangements for photographs in the Sanctuary should be made for the week immediately preceding or after the Bar or Bat Mitzvah.

SMOKING

Congregation Etz Hayim is a smoke-free facility.

MOBILE PHONES AND ELECTRONIC DEVICES

In accordance with tradition, the use of mobile phones and other electronic devices is prohibited in the synagogue on Shabbat and Yom Tov.

FINANCIAL MATTERS

GENERAL

- The Bar/Bat Mitzvah family must be a member of Congregation Etz Hayim. All synagogue obligations (dues, tuition, Building Fund Assessment, etc.) must be current. A member who is not in good standing (more than 60 days in arrears) will be contacted at 6 months and again at 3 months, if necessary, prior to the simcha to allow for the member to attain good standing or to make special arrangements. If special arrangements are requested, they must be in place at least four months before the simcha date. If, six weeks prior to the simcha a member is not in good standing, only the Halachic (Jewish legal) minimum (an aliyah) will be allowed at the Bar/Bat Mitzvah.
- All simcha fees must be paid in full no later than the week before the Bar or Bat Mitzvah.
- The host family is responsible for any damages to the synagogue or its facilities by any of their guests or agents.

BAR OR BAT MITZVAH FEES

- The Bar or Bat Mitzvah fee of \$1000 is billed to members in the fall of the school year of the student's simcha. It includes books and materials, tutoring, and the simcha candy.
- For flower arrangements, please coordinate by emailing both Jane Baldinger and the office: britcoon@netzero.net; office@etzhayim.net. Payment for floral arrangements should be made out to "CEH Sisterhood," and will be included on the catering bill for those using Sisterhood as their caterer. You can specify color preferences, but that will sometimes result in an extra charge.
- *Family Plus* members will also be charged these fees.

SHOMER SHABBAT GUESTS

For guests who are Shomrei Shabbat (those who observe the tenets of Shabbat strictly, which includes not riding in vehicles), the following hotels are the closest to the synagogue. Families may also consider using Airbnb or VRBO to find lodging in private homes (www.airbnb.com and www.vrbo.com).

Local hotels:

Days Inn Arlington/DC (2201 Arlington Blvd, Arlington, VA 22201)

Note: this is literally the closest hotel, but is low quality.

Days Inn Arlington/Pentagon (3030 Columbia Pike, Arlington, VA 22204)

Note: this is the second closest hotel, but is low quality.

Residence Inn Arlington Ballston (650 N. Quincy Street, Arlington, VA 22203)

The Westin Arlington Gateway (801 N. Glebe Road, Arlington, VA 22203)

Hilton Arlington (950 N. Stafford Street, Arlington, VA 22203)

Holiday Inn Arlington at Ballston (4610 Fairfax Drive, Arlington, VA 22203)

Comfort Inn Ballston (1211 N. Glebe Road, Arlington, VA 22201)

KIDDUSH LUNCHEON

Communal mitzvot are just that, communal, and so should be the celebration afterwards. The Conservative Movement's Standards for Congregational Practice states that "serving food following religious ceremonies is regarded as a seudat mitzvah, an integral part of the celebration." Thus, Bar and Bat Mitzvah families are expected to sponsor a kiddush luncheon for the congregation after their simcha.

The family has the option to use Sisterhood catering or an approved outside caterer for the Friday oneg and the Saturday kiddush luncheon. Families are encouraged to use Sisterhood's catering service, because Sisterhood has a lot of experience coordinating kiddush luncheons. They know the process, building requirements, people involved, etc. Experience and ease are a given when using the Sisterhood catering. Please know that catering is the main source of income, which Sisterhood uses to provide the regular weekly onegs and kiddushes, to purchase gifts for the Bar and Bat Mitzvah celebrants, and to fund major projects undertaken by the congregation. In addition, because the Bar and Bat Mitzvah families provide much of the needed labor, Sisterhood can offer its services at a fraction of the cost of an outside caterer.

Please see the attached order form for catering options through Sisterhood. All Sisterhood catering is coordinated through Laura Jacobs, who can be reached at gimalaura15@gmail.com.

If a family chooses to use an approved kosher outside caterer or food service for the Saturday kiddush, they will be assessed a fee of \$500.00, not including kitchen help. This fee compensates the Congregation for expenses related to the use of the kitchen and multi-purpose room, and is only assessed when an outside caterer is used for the Saturday kiddush. Please contact the office (703-979-4466) for a list of fees related to hosting other Bar/Bat Mitzvah celebrations at the Congregation (e.g. Saturday evening party, Friday night Shabbat dinner, etc.)

The only food which may be served at the Bar/Bat Mitzvah kiddush is that which is provided by Sisterhood or an approved caterer. Families may NOT bring in other items. In addition, if an approved food service is used, all items must be delivered by Friday afternoon at 4:00 PM. No deliveries will be accepted on Shabbat.

All leftovers are the property of the Bar/Bat Mitzvah family. They will be packed and left in the refrigerator to be picked up after Shabbat ends, or sometime during the next few days. Please call the synagogue office to arrange a pick-up time. Any items found in the refrigerator three days after the Bar/Bat Mitzvah are assumed to be donations to Sisterhood.

Kiddush Helpers/Volunteer Sign Up Genius

Regardless of whether you use Sisterhood or an outside caterer, all families are required to participate in the Kiddush luncheon Sign-Up Genius. In this system, all families work together to make sure each luncheon is a beautiful event. To allow families to attend each other's services and celebrations, families in Kitah Vav (6th Grade) volunteer to shop and set-up for Kiddush luncheons. The number of volunteer slots for each family depends on the number of B'nai Mitzvah ceremonies each year. CEH's Office Manager, Patricia Citro, will create and manage the Sign-Up Genius form that is used for each year's luncheons.

Families sign up for the following jobs:

- Captain---The captain coordinates with Laura Jacobs about the menu, communicates with all volunteers to ensure they know their responsibilities, and generally oversees the events of the entire morning.
- Shopper---The shopper receives the food list from Laura Jacobs approximately a week in advance. Shopping is typically limited to Costco, but can sometimes also include places like Trader Joe's, for more unique requests, such as latkes.
- Set-up---The set-up crew arrives around 9:45 the morning of the Mitzvah and makes sure the food is prepared, trayed, and the buffet table is set up. The set up crew may attend the Torah service, however need to return to the kitchen to finish with set up when the Torah service ends.

Captain and Set Up Crew Instructions:

Captain's Instructions Prior to the Bar/Bat Mitzvah Ceremony:

- Send an email to volunteers on the Sign-Up- Genius 2 weeks prior (and possibly a 2nd reminder 3-4 days prior) to remind them of their duties and arrival time of 9:45 for Captain and Set up helpers;
- Forward the shopping list to the shopper and make sure they are not shopping too early if purchasing perishable food (i.g., fruit);
- If requested by the family, work with office staff and Laura Jacobs, to determine who will be the cook if needed, and make sure a date/time is set up for cooking to take place prior to the B'nai Mitzvah;
- Print out the menu/instructions to bring to the Kiddush.

Day of the Bar/Bat Mitzvah Ceremony Captain and Set Up Crew Instructions:

- 9:45am Captain and Set up crew arrival time. Amalia and Edgar will be there;
- Edgar and Amalia usually set up the tables and chairs when they arrive; plan to help as needed;
- Amalia usually prepares the flower centerpieces if requested by the family;
- Tray and bowl ALL food. Make 2 or more of everything. Slice all bagels, heat all casseroles, etc. (It is easier to swap out ready-made trays when the buffet is empty or almost empty);
- Cold trays, bowls, and some pastries should be placed in the refrigerator until noon;
- Put out plates and silverware and napkins on both sides of the buffet;
- Edgar turns on the oven if needed;
- Put hot food in the oven to warm (the warming time depends upon the number of pans in the oven and the specific items to be warmed);

- Edgar prepares the challah, wine, and hand washing cu, and brings them upstairs to the sanctuary (kiddush and HaMotzi will be done in the sanctuary);
- Edgar makes coffee, tea, and punch, and fills approximately 20 glasses of wine and 20 glasses of grape juice for kiddush;
- Check to make sure cream, sugar, etc. for coffee is put out as well as a large water dispenser;
- Musaf service (around noon) arrange food on buffet tables on either side of the round dessert table. Food should be the same on both sides to form 2 buffet lines;
- Make sure to place serving utensils with each item on the buffet;
- Around 12:15ish (depending on where we are in the Shabbat service) put hot food out for serving;
- Make sure a large trash can and empty cart is placed outside of the kitchen for dirty dishes;
- Greet guests arriving for the kiddush and advise them to make 4 lines leading to the buffet table (2 at each end of the buffet table);
- Ask the family if they want leftovers and flowers (disposable plastic containers can be found in the sisterhood closet). Inform the family that leftovers can be picked up on Sunday. If not, food can go home with Edgar. Let Edgar and Amalia know what the family would like to do.

*** Below is for information purposes only – not the duties of the Captain or Set up crew**

- Clean-up to be done by Edgar, Amalia & hired crew (usually 2 additional people);
- Clean buffet as needed (pick up food that has fallen off the serving trays) to keep the buffet looking nice;
- Help replenish food as needed whether with a new tray of food or add to the existing buffet trays;
- Clear tables as needed;
- Bring everything to the kitchen (Amalia/Edgar load dishwasher with shot glasses and glass plates);
- Help with washing platters, serving utensils etc;
- Pile tablecloths in the back corner near washing machine on the floor;
- Fold up tables and roll into closets;
- Fold chairs and put on racks that Edgar brings;
- Pack leftovers if the family would like to pick them up on Sunday. If not, Edgar can take the food home;
- Edgar cleans floors and takes out the trash.

Buy Out Option

Our Congregation encourages families to participate in creating a tight knit community, intent on making the ceremony and the kiddush a beautiful and meaningful moment. We also understand that families, sometimes, don't have the ability to volunteer. For these families, we offer a buyout option. If your family can't volunteer, you will be assessed a fee of \$500.00. The fee is to pay for the helpers we will hire to cover the duties of our volunteers. Contact the office: office@etzhayim.net for that option.

Gratuity

Edgar, the synagogue's chief engineer, will be working very hard to make your event special. It is highly encouraged and a nice gesture to give him a special gratuity. This should not be done on Shabbat but can be brought to the synagogue office before or after the Bar/Bat Mitzvah day.

CHAIRS, TABLES, LINENS & DECORATIONS

Chairs

- There is seating in the sanctuary for 175 people. However, 10% of the seats typically are left empty. Please encourage family and friends to sit up close.
- Additionally, we have 350 folding chairs. This should be a sufficient amount for almost every simcha. If you believe you will need more chairs, please contact the Front Office for rental information.

Tables

- CEH owns 20 sixty-inch round tables.
- CEH owns 18 six-foot and 4 eight-foot rectangular tables.
- We typically use 2 eight-foot and 1 round for the center buffet, and 1 eight-foot for drinks.
- Each round can comfortably seat 9 chairs for a maximum of 162 chairs at 18 tables.

Linens

- We own the following tablecloths:
 - 27 white rounds
 - 19 blue rounds
 - 14 pink rounds
 - 13 large white rectangular (for six-foot tables)
 - 15 extra-large white rectangular (for eight-foot tables)
 - 7 white table skirts

B'nai Mitzvah Decorations Library

Many families have leftover tablecloths, vases, and other mitzvah decorations to share. Visit the link below to list items from your celebration you are willing to lend to others. Anyone interested in borrowing should contact the family directly to make arrangements.

LINK: <http://tinyurl.com/CEHdecorationslibrary>

Congregation Etz Hayim is not responsible for the storing of items or the transactions, but will simply keep the list. Items are located in homes; contact one another directly to lend/borrow.

HAVE QUESTIONS?

CEH has a B'nai Mitzvah Committee designed to help you with any questions you may have. Feel free to contact them with any questions as they arise at this email address: mitzvah@etzhayim.net.

HONORS FORM

***One honor per person**

Child's Name and date of bar/bat mitzvah:

Opening and closing Ark before Torah service (Can be multiple people):

Carrying the Torah:

4th Aliyah:

5th Aliyah:

6th Aliyah:

7th Aliyah (*Usually reserved for Parent(s) of Bar/Bat Mitzvah*):

Maftir Aliyah (*Reserved for Bar/Bat Mitzvah child*):

Binding of the Torah (G'leelah):

Carrying the Torah when the Torah is returned to the Ark:

Opening and Closing Ark after Torah service

English Reading (and what they will read):

BAR/BAT MITZVAH INFORMATION FORM

BAR/BAT MITZVAH OF: _____

ASSIGNED DATE: _____ TORAH PORTION: _____

MOTHER'S NAME: _____ HOME PHONE: _____

FATHER'S NAME: _____ HOME PHONE: _____

SIBLING'S NAME: _____

SIBLING'S NAME: _____

HEBREW NAMES (please include father's and mother's Hebrew names)

BAR/BAT MITZVAH: _____

MOTHER: _____

FATHER: _____

WILL YOU PROVIDE THE:

ONEG SHABBAT (FRIDAY
NIGHT)? KIPPOT

____ YES
____ YES

____ NO
____ NO

FLOWERS

____ YES

____ NO

FEATURE YOUR BAR/BAT MITZVAH IN THE CHRONICLE

Mazel Tov on your upcoming Bar or Bat Mitzvah! Please answer the questions below, as well as provide a photo (head shot) for publication. You may email this form and your photo to office@etzhayim.net or leave it in the box marked "Chronicle Editor" in the synagogue office.

This form must be submitted by the 15th of the month before your event. Please contact the Director of Religious Education if you have any questions.

What is your full name? _____

Where were you born? _____

What is the date of Bar or Bat Mitzvah? _____

How long have you been in our Religious School? What is your favorite subject?

What Haftarah will you be chanting? _____

Has anyone else in your family become a Bar or Bat Mitzvah at Etz Hayim? _____

What public school do you attend? What is your favorite subject? _____

What are your hobbies or extra-curricular activities? _____

What accomplishments are you proud of? _____

Please write a thoughtful statement about what becoming a Bar or Bat Mitzvah means to you.

SISTERHOOD OF CONGREGATION ETZ HAYIM
DAIRY BAR/BAT MITZVAH KIDDUSH MENU

FEES:

Kiddush Costs: \$15.00 per person for up to 80 people* plus \$12.50 per person for each additional guest.

***Guest count must include 40 regular congregants.**

Preschool age children are not included in the count. Kindergarteners up to 10-year-olds are considered ½ person. Anybody 10 years old or over is counted as one person. Final guest count is due one week prior to the event.

Kitchen help: \$375 for up to 125 guests, \$400 for 125-200 guests, \$425 for over 200 guests

Flowers for buffet table and guest tables, if provided by Sisterhood: \$50-\$75

Client may substitute a buffet table centerpiece and table centerpieces of their own choosing.

Bimah flowers: \$85 (Standard size); or \$115 (Large). *Please consult Jane Baldinger – britcoon@netzero.net*

KIDDUSH CHOICES: Choice of **SIX***: (circle choices)

Unless otherwise noted, all food comes from Shalom's Kosher Catering of Rockville, MD in sealed containers.

Tuna fish salad	Egg salad	Hummus with pita	Baba ghanouj	Pasta salad	Chick pea salad	Macaroni salad
Fruit salad	Herring	Gefilte fish with horseradish	Whitefish salad	Israeli salad	Couscous salad	Pesto pasta salad
Vegetarian chopped liver	Spanish eggplant	Cole slaw	Potato salad (red skin or white)	Four bean salad	Cucumber salad	Tabouleh
Pasta spinach salad	Sesame noodles	Bagels/cream cheese	Stuffed grape leaves	Guacamole with chips	Health salad	Orzo salad

***Nova Scotia lox with tomatoes, cucumbers, onions, capers (to replace 2 of the choices above).**

Should circumstances beyond our control occur, we reserve the right to make substitutions.

INCLUDED WITH KIDDUSH (in addition to your choices above):

1. Wine, grape juice and 2 challah for Kiddush.
2. Assorted fancy pastries and ½ decorated sheet cake (yellow, chocolate or marble with white icing or chocolate icing).
3. Coffee, tea, punch.
4. Up to 18 round tables with tablecloths (white, blue, or pink), 350 chairs. Additional tables and chairs needed for guest count must be rented.
5. Napkins, glass dinner plates, paper dessert plates, cups, and plastic cutlery.
 - Client may purchase decorative paper goods. These must be delivered to the synagogue no later than 2 PM on the Friday before the event.

OPTIONAL KIDDUSH ITEMS:

The following items may be added to the menu at a cost of \$200 for the first 80 people, and \$40 for each additional 25 people:

Any single additional item from the list above (<i>Indicate which item</i>)	Eggplant parmesan
Fresh fruit display	Latkes with sour cream/applesauce
Vegetable tray with hummus or other dip	Blintz soufflé
Kugel	Bourekas
Lasagna	Macaroni and cheese
	Pizza bagels

SISTERHOOD OF CONGREGATION ETZ HAYIM
DAIRY BAR/BAT MITZVAH KIDDUSH MENU

Clients are invited to customize their menu by visiting Shalom's website (or that of another approved kosher source) and make alternative selections. This may result in a higher per person price.

Do you wish to order special items from Shalom's website or that of another approved kosher caterer? If so, what?

DEADLINES and DEPOSIT: The final guest count and menu choices are due one week prior to the event. A deposit of $\frac{1}{2}$ of the expected final dollar total is due with the signed contract.

Name _____ Home phone _____
E-mail address _____ Work phone _____
Address _____
Type of event _____ Date of event _____

Anticipated number of guests (including 40 regular congregants)
Adults and Children Over 10 _____ School-age children under 10 _____
Preschool Children who will need seating _____

ADDITIONAL INSTRUCTIONS:

Color of table linens (white, blue, or pink) _____
Bar/Bat Mitzvah Cake flavor (yellow, chocolate, or marble) _____
Icing flavor (white or chocolate) _____
Color(s) of inscription _____
Inscription _____

Will you be supplying your own centerpieces? If so, a large one is needed for the buffet table.

Will you be supplying your own paper goods and plastic ware? Yes No (Circle one)

If so, check which apply:

Small Plates _____ Hot and cold cups _____ Flatware _____ Napkins _____

Deposit sent \$ _____ Signature of Client _____ Date _____

If there are questions, please contact Laura Jacobs at gimalaura15@gmail.com.

COST CALCULATOR
Kiddush:
Kitchen Help:
Flowers for Kiddush:
Optional Kiddush Items:
Flowers for Bimah:
TOTAL:

SISTERHOOD OF CONGREGATION ETZ HAYIM
MEAT BAR/BAT MITZVAH KIDDUSH MENU

FEES:

Kiddush Costs: \$20 per person for up to 80 people plus \$17.50 per person for each additional guest.

***Guest count must include 40 regular congregants.**

Preschool age children are not included in the count. Kindergarteners up to 10-year-olds are considered ½ person. Anybody 10 years old or over is counted as one person. Final guest count is due one week prior to the event.

Kitchen help: \$375 for up to 125 guests, \$400 for 125-200 guests, \$425 for over 200 guests

Flowers for buffet table and guest tables, if provided by Sisterhood: \$50-\$75

Client may substitute a buffet table centerpiece and table centerpieces of their own choosing.

Bimah flowers: \$85 (Standard size); or \$115 (Large). *Please consult Jane Baldinger – britcoon@netzero.net*

KIDDUSH CHOICES: Choice of **FOUR***: (circle choices)

Unless otherwise noted, all food comes from Shalom's Kosher Catering of Rockville, MD in sealed containers.

Bologna	Chopped Liver (Beef)	First Cut Corned Beef	Pastrami	Salami	Turkey Breast	Turkey Roll	Roast Beef
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Choice of **FOUR**: (circle choices)

Cole Slaw	Potato Salad (Red or White)	Sesame Noodles	Israeli salad	Vegetarian chopped liver
Egg salad	Fruit salad	Pesto pasta salad	Baba ghanouj	Hummus
Pasta salad	Spinach pasta salad	Four bean salad	Cucumber salad	Spanish eggplant salad

INCLUDED WITH KIDDUSH (in addition to your choices above):

1. Wine, grape juice and 2 challah for Kiddush.
2. Assorted fancy pastries and ½ decorated sheet cake (yellow, chocolate or marble with white icing or chocolate icing).
3. Coffee, tea, punch.
4. Up to 18 round tables with tablecloths (white, blue, or pink), 350 chairs. Additional tables and chairs needed for guest count must be rented.
5. Napkins, paper plates, paper dessert plates, cups, and plastic cutlery.
 - Client may purchase decorative paper goods. These must be delivered to the synagogue no later than 2 PM on the Friday before the event.

OPTIONAL KIDDUSH ITEMS:

The following items may be added to the menu at a cost of \$200 for the first 80 people, and \$40 for each additional 25 people:

Item	
Any single additional item from the list above (<i>Indicate which item</i>)	*Fresh fruit display
*Sweet and Sour meatballs with rice	*Kugel - sweet OR savory

**These items may be cooked in the synagogue kitchen.*

SISTERHOOD OF CONGREGATION ETZ HAYIM
MEAT BAR/BAT MITZVAH KIDDUSH MENU

Clients are invited to customize their menu by visiting Shalom's website (or that of another approved kosher source) and make alternative selections. This may result in a higher per person price.

Do you wish to order special items from Shalom's website or that of another approved kosher caterer? If so, what?

DEADLINES and DEPOSIT: The final guest count and menu choices are due one week prior to the event. A deposit of $\frac{1}{2}$ of the expected final dollar total is due with the signed contract.

Name _____ Home phone _____
E-mail address _____ Work phone _____
Address _____
Type of event _____ Date of event _____

Anticipated number of guests (including 40 regular congregants)
Adults and Children Over 10 _____ School-age children under 10 _____
Preschool Children who will need seating _____

ADDITIONAL INSTRUCTIONS:

Color of table linens (white, blue, or pink) _____
Bar/Bat Mitzvah Cake flavor (yellow, chocolate, or marble) _____
Icing flavor (white or chocolate) _____
Color(s) of inscription _____
Inscription _____

COST CALCULATOR	
Kiddush:	
Kitchen Help:	
Flowers for Kiddush:	
Optional Kiddush Items:	
Flowers for Bimah:	
TOTAL:	

Will you be supplying your own centerpieces? If so, a large one is needed for the buffet table.

Will you be supplying your own paper goods and plastic ware? Yes No (Circle one)

If so, check which apply:

Dinner Plates _____ Dessert Plates _____ Hot and cold cups _____ Flatware _____ Napkins _____

Deposit sent \$ _____ Signature of Client _____ Date _____

If there are questions, please contact Laura Jacobs at gimalaura15@gmail.com.

BAR/BAT MITZVAH TIMELINE

Color Code Key:

Professional Staff Responsibility

Parent/Family Responsibility

Student Responsibility

4th Grade year:

- A letter will be sent to parents to begin the discussion of selecting a Bar/Bat Mitzvah date.

Spring 5th Grade year:

- Parents and professional staff to determine Bar/Bat Mitzvah date.
- 5th grade families will receive an email with information about the kiddush process (details on Captain, Set-up, and Shopper responsibilities), link to the Sign-Up-Genius, number of slots each family is expected to fill*, and dates of the class B'nai Mitzvahs for the upcoming year. The email will include the information/date for the 6th grade fall parent meeting where families will learn more about the process and can ask questions.

**Number of volunteer slots per family is determined by number of B'nai Mitzvahs in the 7th grade class times 5 slots (1 Captain, 1 Shopper, 3 Set up) divided by the number of 6th grade families.*

Fall of 6th Grade year:

- Parents attend a Bar/Bat Mitzvah information meeting with the professional staff to learn about the process and timeline for preparation, education/mitzvot requirements, and resources available to families.

6th Grade year:

- Students will begin to learn trope in Wednesday school.

1 year prior:

- Professional staff to assign a tutor for the student.
- Students to begin weekly bar/bat mitzvah tutoring.
- Families to attend services regularly. There is a 50% requirement of attendance for B'nai Mitzvah students and their families.
- Parents to complete the Facility Rental Application form (etzhayim.net) for celebrations other than kiddush lunch.
- Student discuss and begin working on the Mitzvah Project. All projects must be approved by the Rabbi and Religious Education Director.

4 months prior:

- Parents to purchase Bar/Bat Mitzvah child's tallit.
- Parents to order kippot for guests and congregants (optional).

3 months prior:

- Student begins work on the d'var Torah.
- Parents to provide professional staff with names of family members that would like to read Torah in honor of your child's Bar/Bat Mitzvah. Professional staff will then provide copies of text to family members.
- Parents to begin preparing the program for their child's Bar/Bat Mitzvah (optional). Program must be approved by the professional staff prior to printing.

2 months prior:

- Parents to contact CEH to schedule appointments for pictures in the sanctuary (optional).
- Student to complete the Bar/Bat Mitzvah in the *Chronicle* information sheet (page 16).
- Parents to contact Laura Jacobs (gimalaura15@gmail.com) if there are questions about the Kiddush options.

1 month prior:

- Parents to complete the Bar/Bat Mitzvah Information Sheet (page 15).
- Parents to complete the Space Reservation Form (etzhayim.net) for kiddush luncheon setup as well as any other celebrations taking place at the synagogue.
- Parents to complete the Kiddush order form (pages 17-20).
- Parents to contact Jane Baldinger (britcoon@netzero.net) if you would like to make a special flower request. Please copy the office (office@etzhayim.net) on these communications.

2 weeks prior:

- Parents submit the Honors Form (page 14) and program (if applicable) to the Rabbi for review. All programs must be approved by the Rabbi before printing.
- Student and family to participate in a sanctuary rehearsal.

1 week prior:

- Parents to provide final guest count and menu choices to Laura Jacobs along with a 50% deposit.

Day before Bar/Bat Mitzvah

- Families to bring all materials needed (program, kippot, kiddush centerpieces and paper goods (if applicable), etc.) to CEH by 2:00pm on Friday.

Day of Bar/Bat Mitzvah

- Bar/Bat Mitzvah and family to arrive by 9:45am for Gabbaim to familiarize themselves with participants.

