



Mazal Tov!
You're going to become a
Bar/Bat Mitzvah...
a Jewish Adult
at
Temple Beth Tikvah
Roswell, Georgia



January 10, 2018

TABLE OF CONTENTS

INTRODUCTORY INFORMATION.....	3
VOICE MAIL EXTENSIONS.....	3
CHRONOLOGY.....	8
REQUIREMENTS.....	9
I. STUDENT REQUIREMENTS	10
1. Age requirement.....	10
2. Hebrew requirement.....	10
3. Hebrew Classes.....	10
4. Religious school attendance.....	10
5. Tutoring	11
6. Rehearsals.....	11
7. Preparation of a D’var Torah	11
8. Bar/Bat Mitzvah Shabbat Eve attendance.....	11
9. Attendance at Shabbat services	11
10. 13 Mitzvot Program	12
11. Post B’nai Mitzvah Program – Keshet, Confirmation and Kivunim.....	12
II. PARENTS’ REQUIREMENTS AND INFORMATION	12
1. Members in Good Standing	12
2. Meeting with our Administrative Assistant.....	13
3. Honors.....	13
4. Parents’ blessing/speech	13
5. Flowers.....	14
6. Kitchen Policy.....	14
7. Oneg Shabbat: Friday Evening	14
8. Kiddush: Saturday morning	15
9. Program	16
10. Ushers.....	16
11. Yarmulkes (kipot).....	16
12. Personal Bio and Photograph	16
13. Invitations	16
III. FACILITY USE.....	16
1. Decorum.....	16
2. Decorations	17
3. Pictures and Videotaping	17
4. The Building	17
5. Facility Walk Through	18
LIST OF APPROVED CATERERS.....	19
B’NAI MITZVAH BIO AND PHOTO GUIDELINES/TEMPLATE.....	20
FACILITY WALK-THRU CHECK LIST.....	22
FEES ASSOCIATED WITH B’NAI MITZVAH	24
REQUIRED SIGNATURE SHEET	26

INTRODUCTORY INFORMATION

Temple Beth Tikvah
www.bethtikvah.com
770-642-0434

VOICE MAIL EXTENTIONS

Rabbi Alexandria Shuval-Weiner..... 217
 Cantor Nancy Kassel 201
 Susan Cosden RJE, Director of Congregational Learning 208
 Perri Kunofsky, School Administrator 207
 Becky Sullivan, Office Manager 203
 Michelle Leder, Assistant to the Clergy 200
 Lisa Singer, Administrative Assistant 204

Religious School Direct Line: 770-642-4168

Bar/Bat Mitzvah information

Family Name:

Child's Name:

Date of Bar/Bat Mitzvah:

Name of B'nai Mitzvah family:

Torah Portion:

Haftarah Portion:

Dear Friends,

It is a great pleasure to be able to share this Handbook with you as your child becomes a Bar Mitzvah or a Bat Mitzvah at Temple Beth Tikvah. I know it is an exciting time – filled with pride in your child, mixed with a touch of anxiety about the road ahead.

Our synagogue's leadership – both professional and lay – has put together this resource book to help guide you in this process so you can plan appropriately and be a good partner in your child's Jewish journey. To that end, I share these few preliminary thoughts with you to provide a framework for what lies ahead:

Bar/Bat Mitzvah is about the acceptance of responsibility. In the final analysis, this is the bottom line of *becoming* a bar and bat mitzvah. It's not about acquiring the skill of *k'riah*, “the reading of the Torah.” Rather, it's about acquiring the skill of responding to a challenge: a *mitzvah*. This is how Judaism defines maturity.

The Torah is the center of Judaism. Everything we do as Jews, everything we believe, everything we value revolves around the Torah. The Torah is the testimony of our people's encounter with God. And however you interpret those events in the wilderness of Sinai some three millennia ago, what cannot be dismissed is the sacredness with which our ancestors have embraced this legacy. This is why the first *mitzvah* we expect our children to fulfill is to stand at the Torah.

Bar/Bat Mitzvah is a community observance. It is not by coincidence that we choose to hold this initiation ceremony in public. To be a Jew means to live within a covenantal relationship—not only with God but with other Jews as well. Bar/bat mitzvah marks the entry of the child as a full-fledged member of the community. The awarding of an *aliyah*, (“being called to the Torah”), is a gift of the Jewish people. For this reason, the marking of the child's coming of age takes place in the synagogue—the communal home. It is not “their service.”

The Bar/Bat Mitzvah is not a performance: It's a celebration. The synagogue is not a theater, and the *bimah* is not a stage, and the congregation is not an audience. More to the point, the only *mistake* one can make at a bar/bat mitzvah is to lose sight of this truth.

The reception that follows is not a separate event, but a continuation of the celebration. In fact, Judaism has a formal name for the meal after a bar/bat mitzvah: a *se'udat mitzvah*. This meal is in honor of the performance of a *mitzvah*. It, too, is a sacred gathering. This is not to say that it must be solemn; it *is* to say, however, that the spirit of the morning's celebration should be perpetuated through the performance of *mitzvot*. The recitation of the blessings and the setting aside of a portion of one's bounty for the poor demonstrate that the morning's celebration was not an isolated event but a standard from which to follow.

The meaning of becoming a Bar/Bat Mitzvah is enduring only if it takes place within a context of continued Jewish growth. Being a bat or bar mitzvah is not the experience of a lifetime. It is a lifetime experience—a state of being that remains with us throughout our lives. Indeed, the true measure of *performance* comes not on the day one becomes a bat or bar mitzvah but in the days that follow. In other words, becoming a bar or bat mitzvah should be thought of as a Jewish “commencement,” marking not an end point but a beginning—a beginning of a lifetime of making Jewish choices, a beginning of a lifetime of learning. As such, it is our firm belief that the bar/bat mitzvah celebration is validated and enhanced by a commitment to continue religious

education to Confirmation and participation in our Youth Activities.

May your family's journey towards Bar / Bat Mitzvah and beyond be joyous, meaningful, and inspiring to you as it will be to me.

With warm wishes and *shalom*,

Rabbi Alexandria Shuval-Weiner
Susan Cosden RJE, Director of Congregational Learning

LETTER FROM CANTOR NANCY KASSEL – B’nai Mitzvah Coordinator

Dear B’nai Mitzvah Students and Parents,

If you are reading this letter, then your Bar/Bat Mitzvah is now just months away and much preparation awaits you. Nerves often run high for both the students and their parents but if you trust my guidance and that of our Rabbi and tutors, everything will securely fall into place. It is our hope that the entire B’nai Mitzvah experience will be an integrated and positive one, challenging yet fulfilling.

Some Important Notes:

1. **All correspondence concerning B’nai Mitzvah tutoring should be directed *solely* to Cantor Kassel:**

*Scheduling, re-scheduling, or canceling lessons. *Informing me about specific educational needs of your child. *Discussing any concerns you may have about progress of tutoring.

2. Tutoring begins *approximately* six months prior to the Bar/Bat Mitzvah date. School year and summer vacations will be taken into account. I will contact you to schedule lessons. Please advise me well in advance of any summer vacations or other extended absences.
3. Tutoring is held on **Thursday afternoons, 4:00 - 6:30 P.M.** Parents will coordinate with me an ‘hour’ time slot for their son or daughter. Part of this time will be spent working in small groups on blessings and prayers, and the other part will consist of individual tutoring on Torah and Haftarah portions.
4. Depending on your child’s abilities *and* the fluctuating flow of students on any given day, it may take *more or less* time to go through all the material. Every effort is made to accomplish weekly goals within an hour.
5. Students should practice *five to six days* a week on their own, careful to work on both ‘prayers’ and Haftarah/Torah. I ask that parents assist in creating a study routine.
6. Students are required to attend a minimum of 13 services at *Temple Beth Tikvah*. Please review section in handbook entitled “Required Service Attendance.”

IMPORTANT PARENTAL INVOLVEMENT:

1. Parents are expected to attend services with their sons/daughters and to sit with them during services.
2. Parents often, but not always, need to assist their children in structuring their study time, which needs to take place five days a week in addition to Thursday tutoring.
3. Parents should assist their children in reading through and trying to understand the Torah and Haftarah portions.
4. Parents - please discuss the importance of modest dress in the sanctuary and the importance of respectful behavior throughout the synagogue.

The logistics aside; we must all work together to make the Bar/Bat Mitzvah experience as meaningful as possible. Developing skills (Hebrew, chanting, etc.) is but one aspect of becoming a Bar/Bat Mitzvah. Learning about one’s self, one’s Judaism, and one’s role in the Jewish community are yet another aspect of the process. I look forward to the coming year of getting to know and working with all B’nai Mitzvah families. Please feel free to contact me by email at cantorkassel@bethtikvah.com or through the Temple office: (770) 642-0434 ext. 201 with any concerns or questions.

Shalom,

Cantor Nancy Kassel

January 10, 2018

This Page Intentionally Left Blank

CHRONOLOGY

TIME	ITEM	STAFF LIAISON	INITIATOR
	SECTION ONE: 3 MO. TO 2 YEARS PRIOR		
2-3 years prior	Set Bar/Bat Mitzvah date	Education Director	TBT
1-2 years prior	Attend group parent's meeting. This meeting is for 6 th grade students and parents.	Education Director	TBT
1 year After date assignment	Reserve Social Hall for party, if necessary (Friday night Oneg and Saturday Kiddush reservations are automatic)	Lisa Singer	TBT
9 mo. prior	1 st meeting with Rabbi	Michelle Leder - Clergy Assistant	
6 mo. prior	Schedule individual meeting with Lisa Singer, Administrative Assistant. Appt. letter will be emailed to you.	Lisa Singer	TBT
6 mo. prior	Tutoring begins: students receive their Torah study materials at this time. You will receive a letter, attendance cards and invoice for this service.	Cantor	TBT
6 mo. prior	Families attend six-seven Saturday morning services and six-seven Friday evening services for a total of thirteen services	Rabbi or Cantor	Family
	SECTION TWO: 3 WEEKS TO 12 WEEKS PRIOR		
12 weeks prior	Student evaluation process begins	Cantor	TBT
2-3 mo. prior	2 nd meeting with Rabbi - D'var Torah meeting		
8 weeks prior	Family receives "Honors" forms. Begin to assemble "Honors" list.	Jenny Korsen / Lisa Singer	TBT
8 weeks prior	Send student's short biography and photo to temple office. Let B'nai Mitzvah Coordinator know when photo session is scheduled.	Lisa Singer	Family
30 Days	Family must be financially current, and all fees must be paid	Jenny Korsen	Family

4-5 weeks prior	Final copy of D'var torah due to Rabbi. Turn in Bar/Bat Mitzvah honors sheet with all Hebrew names included.	Rabbi	TBT
3 weeks prior	Notify clergy if you would like them to participate in your photography session	Cantor, Rabbi	Family
3 weeks prior	Begin to assemble Honors list	Rabbi	Family
	SECTION THREE: FINAL 2 WEEKS PRIOR		
2 weeks prior	Review honors list with Rabbi and submit to Rabbi's assistant	Rabbi/ Rabbi's Assistant	Family
2 weeks prior	Sanctuary rehearsals begin	Cantor	TBT
10 days prior	Final head count for Friday night Oneg due to office	Lisa Singer	Family
7 days prior	Caterer must submit head count and room set-up sheet to office	Lisa Singer	Family
Week of:	Final rehearsal (Thursday, 4:30 pm) Florals can be delivered on this day. Facility walk through completed. (another walk through occurs after the event).	Cantor Rabbi Front Office Staff	TBT
Friday by 12:00 pm	All food, kipot, floral arrangements etc. must be in building	Lisa Singer	Family
Friday *	Attend Friday night services *service times vary, check calendar	Rabbi	Family
Morning of: 9:30 am	All Kiddush deliveries must be complete	TBT Staff	Family
9:50 am	Request guests be seated	Rabbi Cantor	Family
10:00 am	Services begin		

REQUIREMENTS

The following requirements must be met to become Bar/Bat Mitzvah at Temple Beth Tikvah:

I. STUDENT REQUIREMENTS

1. Age requirement

A child must be at least 13 years of age (calculated by their English or Hebrew birth date, whichever comes first) to become Bar/Bat Mitzvah. During December of the students' fourth or fifth grade year (depending on their birthdate), parents will receive a letter regarding basic guidelines for selecting Bar/Bat Mitzvah dates. Please inform the religious school office if your child will turn thirteen during his/her sixth grade year: By doing so the office will be able to make proper arrangements to accommodate your child.

2. Hebrew requirement

To qualify for the Bar/Bat Mitzvah preparatory course, sixth graders are independently tested on Hebrew reading. Students must show proficiency on all tests to qualify. Parents are notified in writing after testing by Hassia Levin as to their child's status. **For students who struggle with learning Hebrew, an additional tutor may be required.** If necessary, please speak with Hassia Levin to work out the details. **If there is a child with special learning needs** and an Individualized Education Plan is in place for their school, please speak directly with Hassia Levin at your earliest convenience, along with Cantor Kassel, to insure that we give proper support to your child and family.

3. Hebrew Classes

In grades 3 through 7, our students participate in a Hebrew program. This program enables students to lead and participate in Shabbat services. The following prayers, learned from the Siddur and incorporated into our five-year curriculum, include:

Blessing over wine	Avot
Blessing over candles	G'vurot
Blessing over bread	Oseh Shalom
Torah blessings	Ki Mitzion
Haftarah blessings	Aleinu
Shehecheyanu	Kiddush
Yotzeir	Adon Olam
Ahava Rabba	Ein Kelohenu
Bar'chu	Mi Chamocha
Sh'ma	The Birchot Hashachar Section
V'ahavta	L'asok B'dvrei Torah

This is only one part of the Hebrew program and Religious School curriculum. Study of Torah, prayers, holidays, ethics, and values creates a solid foundation on which the Bar/Bat Mitzvah child can make a positive transition into adulthood.

4. Religious School Attendance

The following requirements apply to students who will become a Bar/Bat Mitzvah at Temple Beth Tikvah:

- A minimum of five years attendance in mid-week Hebrew classes. Exceptions can only be made by the Director of Education or Rabbi

- With the exception of students attending Jewish day schools, enrollment in our Religious School and Hebrew classes **through completion of 7th grade** is required.

For students who have completed 7th grade and become a Bar/Bat Mitzvah in 8th grade, the student must be enrolled in our Keshet program for 8th/9th graders.

5. Tutoring

In addition to Hebrew classes, attendance at special Bar/Bat Mitzvah tutoring classes is necessary for a period of six months immediately preceding the Bar/Bat Mitzvah. This tutoring takes place on Thursday afternoons. There is a fee for tutoring which will be billed to you when tutoring begins. You will schedule, in coordination with Cantor Kassel, an hour time slot for the tutoring between the hours of 4:00 pm and 6:30 pm on Thursdays. If a family chooses to do private tutoring there is a reduced fee that covers supervision and preparation of material for the tutor by the Cantor. Bar/Bat Mitzvah rehearsals are held in the sanctuary closer to the date.

Students whose Bar/Bat Mitzvah dates are in the fall are required to continue tutorial preparation during the summer months. A student's summer activities need to be based around tutoring classes. If your child is planning to go away for the summer, please contact Cantor Kassel through the synagogue office so you can schedule tutoring to begin one or two months earlier. If for any reason a student is unable to attend a particular Thursday tutoring session, we ask that you leave a message at your earliest convenience directly with Cantor Kassel (770-642-0434 ext. 201).

6. Rehearsals

There will be three rehearsals prior to the Bar/Bat Mitzvah. Cantor Kassel will schedule two separate sanctuary rehearsals with students (approximately 45 minutes to an hour long) for the 3rd and 2nd weeks prior to the Bar/Bat Mitzvah. **The final sanctuary rehearsal** is conducted by the Rabbi during the week of the Bar/Bat Mitzvah. This rehearsal is generally scheduled for the Thursday prior to the Bar/Bat Mitzvah from 4:30 to 5:30 pm for a single or 4:30 to 6:00pm if a double in the sanctuary. Exceptions might be made due to holidays or special circumstances.

7. Preparation of a D'var Torah – See information sheet in B'Nai Mitzvah folder

Students and at least one parent will meet with the Rabbi at a mutually agreed upon time nine months before the Bar/Bat Mitzvah. A *D'var Torah* is literally a "word of Torah." This is the student's mini-sermon to the congregation. For this meeting, please bring all of the student's Bar/Bat Mitzvah study materials. Appointments will be made with the Rabbi's assistant at x200.

8. Bar/Bat Mitzvah Shabbat Eve attendance

The Bar/Bat Mitzvah and his/her parents are asked to attend the Friday night service on the eve of the Bar/Bat Mitzvah. The student will be asked to participate in the service by leading Aleinu and Kiddush. **Please note:** before you make dinner plans for your family and out of town guests, please check when services begin on that Shabbat. Service times do vary.

9. Attendance at Shabbat Services

Being as familiar and comfortable as possible with Shabbat worship services is an important part of becoming a Bar/Bat Mitzvah. The service attendance requirement specifies that the student attends services at *our synagogue* even though it is highly likely he/she will be invited to services at other congregations. **Parents may not drop their children off to services; they must accompany the student.** Help them to follow the service; the prayers as well as Torah and Haftarah portions. This is a learning opportunity for the whole family.

Attendance at Shabbat services is essential not only as a learning experience, but more importantly as a means of making meaningful contact with God and our Jewish values, grounded in Torah, through study and prayer. As part of this requirement it is necessary for Bar/Bat Mitzvah students and their families to attend at least **six-seven Saturday morning services and six-seven Friday evening services for a total of thirteen services during the year prior to the Bar/Bat Mitzvah.** Parents' commitment and support is essential in helping our students fulfill this requirement. Friday evening services begin at various times. Saturday morning services begin at 10:00 am. Please check the temple calendar or website to confirm the time schedule. You can also fulfill the requirement with our Festival Day Services (Sukkot, Passover and Shavuot).

Attendance cards will be distributed and presented to Rabbi Shuval-Weiner or Cantor Kassel who will keep track of all of our students' attendance. If our families do not join us for services, Rabbi Shuval-Weiner will adjust what a student may or may not lead during the Shabbat morning service. In other words, she will not change the date, but the student may not be able to lead the service. The student will only be able to chant from the Torah and chant the Haftarah (even if there is another student who shares the same date).

10. Thirteen Mitzvot Program

The B'nai Mitzvah students have learned about *mitzvot* and *tzedakah* throughout their years at Temple Beth Tikvah. We have launched a "Thirteen Mitzvot Program" that is required of every Bar/Bat Mitzvah student. Please see the handout in the bar/Bat Mitzvah folder for the complete details of this program. This document serves as a guideline; the suggestions under each category are ideas, not requirements. Feel free to come up with your own ideas, have them approved and complete them.

11. Post B'Nai Mitzvah Program – Keshet, Confirmation, and Kivumim

Recognizing that Bar/Bat Mitzvah is the time for taking on adult Jewish responsibility, Bar/Bat Mitzvah students are expected to continue through **Confirmation** at Temple Beth Tikvah. Our 8th & 9th graders meet on Monday nights for **Keshet**. Confirmation is for 10th graders and is run simultaneously to Keshet. This is an experiential education program that is geared for teens' Jewish and social needs. In the Confirmation year the students have the opportunity to study with the Rabbi as they prepare to "Confirm" their place as young Jewish adults in our community. For those post Confirmation students wishing to deepen their Jewish values – our Kivunim program offers 11th and 12th graders the opportunity to think about "what comes next." Topics will include issues that relate to an independent Jewish life after graduating high school, such as Israel on Campus, Maintaining our Tradition at School, God in the Quad, and responses to challenging questions confronting Reform Jewish students.

II. PARENTS' REQUIREMENTS AND INFORMATION

1. Members in Good Standing

This is a momentous time in your family's journey. Part of standing as an adult in our community is fulfilling your responsibilities. This includes your family's financial obligations to Temple Beth Tikvah. All families **MUST** be in "**good standing**" financially 30 days prior to your Simcha. This is outlined and mandated in the Temple Beth Tikvah Constitution. This includes dues, Building Fund obligation, hospitality fees, security assessment and all Bar/Bat Mitzvah charges. Your Bar/Bat Mitzvah will have to be rescheduled should any problem arise. If any special arrangements have been made, those too need to be honored. If any further discussions regarding your financial obligations need to be addressed, please contact our office manager.

2. Meeting with the Administrative Assistant

The Temple Board requires that each Bar/Bat Mitzvah family meet with the Administrative Assistant **six months** prior to their Bar/Bat Mitzvah date. You will receive an email to set up this appointment time. B'nai Mitzvah families need to coordinate a time together before calling the synagogue. Any questions you have which were not addressed at the Parents' Meeting can be answered then.

If you are planning to use the Oneg Room for your Friday night dinner or the Social Hall for your Saturday evening party, please contact the office at least one year in advance. The use of our facility is based on a first come first served basis. We will be happy to provide you with our Social Hall policies, fees and contracts upon request.

3. Honors

Each Bar/Bat Mitzvah celebrant may honor members of their family or friends by extending them an *aliyah* or honor, during the Saturday morning service. Approximately eight weeks before your child's Bar/Bat Mitzvah date, you will receive a form indicating your Bimah Honors. We will need this form returned to the Rabbi with the names of those people given honors **at least one month** prior to your child's Bar/Bat Mitzvah date. You will be asked to give the Hebrew name and the parents' names of those people chosen for aliyot to the Torah. (Example: Yitzchak ben Avraham v'Sarah or Miriam bat Amram v'Yochered).

Families that are sharing a B'nai Mitzvah date will receive forms for Bimah Honors that have been specifically designed for a B'nai Mitzvah. Both families have the same number of honors and are also required to give Hebrew names and the parents' Hebrew names of those people chosen for *aliyot*.

We understand that some families are larger than others, but please keep in mind that **every family must keep to the honors set forth on the honor sheet. Additional honors cannot be given or created.**

At least one week prior to the final rehearsal, the completed honor list, naming ALL of the participants in the service must be given to the Rabbi. For those who are doing the Hebrew blessings, their Hebrew names and those of their parents must be included.

Be sure to provide your honorees with copies of the B'rachot so that they can rehearse them. The Torah blessings, with transliteration, can be found in this booklet. The English translations of the Torah portions can be found in your child's Torah booklet that he/she will receive from the Cantor at the beginning of tutoring.

If you have further questions about Honors, please call the Rabbi to discuss them.

4. Parents' blessing/speech

Near the end of the service, parents have an opportunity to give a short charge to their children on the occasion of their becoming Bar/Bat Mitzvah.

- Keep it brief. Try to stay under two minutes (which is one sheet of paper, double spaced).
- Write it down. Even the most eloquent parents can forget what they want to say on this day.
- The charge to your child should focus on your hopes and dreams for his/her future. The most precious message reflects more of a prayer or charge for the student and focuses less on his/her "resume."

- Share your pride and love for your child with the congregation; point the way to your child becoming a good Jewish adult.
- Speak to your child. Don't give a speech to the congregation.

If you can remember that your child is only thirteen, you will know to be brief, not to talk above them or down to them and not to embarrass them. You want your son or daughter to hear you, not daydream. Neither a reminiscence nor a biography, a parent's talk should be a message/charge to the child.

5. Flowers / Bimah Baskets

There is a teaching that says we make every mitzvah beautiful, *hidur mitzvah*. It is traditional for the families to donate decorations for the Bimah in honor of the Bar/Bat Mitzvah and in honor of Shabbat. Each family is expected to pay half of the expense of the decorations. If using flowers, we request that only real flowers be used and ask that the arrangements **not include lilies** due to potential medical risks, and not be taller than four feet. Tzedakah baskets/or "Renterpieces" may be used in lieu of flowers. Due to the urgent need in our community, food supplies are low and the mitzvah of renting these pieces helps those in need through Jewish Family and Career Services (JF&CS). Please inform the florist or JF&CS that *all deliveries should be made before NOON on Friday (or on Thursday if you wish to have the flowers in your pictures)*. **Note: Please consider our sacred space in your selection of an appropriate floral or tzedakah arrangement for the sanctuary.**

6. Kitchen Policy:

Our synagogue policy states that all Kiddush luncheons will be dairy/parve.

Only caterers that are on our approved list of caterers are permitted to use our kitchen. Please be sure that your caterer has a current *Certificate of Insurance* on file in our Temple office. **Your caterer should send a diagram for the room set-up and head count one week prior to your event.** *We do not separate tables by family at the Kiddush Luncheon. Everyone sits together as a congregation.* **Please note, the temple has a total of 24 - 72" round tables, which seat 10 people comfortably. If all tables are in use, we will open up the Social Hall area into the Oneg Room. Our seating capacity is approximately 250. Please plan with your caterer accordingly.

Since Temple Beth Tikvah is a kosher facility we require that you choose a caterer from our list of approved caterers. We cannot allow a non-approved caterer in our kitchen. The approved list of caterers is on page 21. For families that are sharing the date and are planning a shared Kiddush luncheon, you are asked to agree on one caterer to arrange your luncheon. Families are required to include 20 congregants that are at services on any given Saturday when planning for their luncheon. The cost for those congregants is shared by the Bar/Bat Mitzvah families or paid in total by a single family.

- *If one of the two families does not intend to stay for the Kiddush luncheon, the family is responsible to pay for half of the regulars up to \$15 per person to the other family. *(per person price is subject to change).*

7. Oneg Shabbat: Friday Evening

The temple provides food for our Oneg Shabbat evening "regulars". Each family is charged a hospitality fee (this fee includes hospitality, clean up and break down) which covers up to 30 guests (15 guests per family if it is a double). There is an additional fee for each guest over 30.

The following hospitality items will be provided by the Temple for Friday night's oneg:

- **Kosher** grape juice
- **Kosher** wine
- Beverages, coffee, tea, creamer, sugar, etc.
- paper goods /table covers

Families may opt to have friends and/or family bake in lieu of paying the oneg fee.

Note: If you are interested in reviewing our current rate sheet with our 2017-2018 guidelines, please contact the front office or see rate sheet at end of this book. These guidelines will be discussed when you meet for your Bar/Bat Mitzvah appointment meeting with the Administrative Assistant.

8. Kiddush: Saturday morning

The following guidelines for Saturday Kiddush are applicable. Please call our B'nai Mitzvah Coordinator with any questions that may arise: (770) 642-0434.

The following hospitality items will be provided by the Temple for the Saturday Kiddush lunch:

- **Kosher** grape juice
- **Kosher** wine
- sweetener and sugar

The following items are the responsibility of the Bar/Bat Mitzvah families for the Saturday Kiddush luncheon:

- All paper goods
- Linens need to be provided by your caterer (72" round)
If you would like to use the Temple's white linens, they may be rented at \$10.00 each. This per item fee covers usage and dry cleaning costs. (Friday and/or Saturday rental.)
- Challah at end of service, not at lunch
- Beverages (soda, coffee, creamer - *pareve* and tea)

There is a fee associated with the Kiddush lunch whether a family stays or goes elsewhere.

Any food or decorations being brought into the Temple for the weekend should be here no later than **Noon on Friday**. You may choose to bring some things on Thursday when you come for the final rehearsal.

Our custodian will set up the social hall for the Kiddush on Saturday morning, and will open the building at 8:30 AM.

The following guidelines apply to anyone involved in the preparation of the Kiddush, including caterers, florists, and rental companies or anyone else supplying services at Temple Beth Tikvah.

1. The host family must check with the office first to approve plans.
2. All floral arrangements must be delivered prior to 12:00 PM on Friday.
3. Caterers must be on our list of approved caterers. Our kitchen is a kosher dairy kitchen.
4. All food deliveries must be made through the kitchen entrance by the oneg room before 12:00 pm on Friday.
5. Food must be removed from the building no later than the Monday following the event.

9. Program

Temple Beth Tikvah provides a booklet which describes the service, architecture, and community of our congregation. A list of honors for each B'nai Mitzvah family will be inserted into this service booklet. This ensures the content about the synagogue is included, is accurate, and there will not be a large differentiation between what each family designs. There is a minimal fee for this which will be on your invoice.

10. Ushers

The temple will provide ushers for Friday evening and Saturday morning services. The B'nai Mitzvah families will provide what we playfully call "HUSHers" – friends of the family who will be sitting close to the teenagers who are attending as guests without their parents. The task of the HUSHers is to help maintain appropriate behavior among these young students in the sanctuary, in the lobby and restrooms. While it is rare, misbehavior does at times interrupt the service and vandalism has occurred when the students are not appropriately supervised. Our police officers are not to serve as chaperones for your teenage guests. Please help our community and your young guests stay safe and act appropriately while they are with us in our synagogue.

11. Yarmulkes (kipot)

Many families wish to personalize the day by providing special yarmulke commemorating the Bar/Bat Mitzvah. It is usually printed with the child's name, the synagogue name and the date of the service. Many colors and fabrics are available. This is an **option** not a requirement. Leftover kippot should be collected on Monday morning.

12. Personal Bio and Photograph

As a way of informing the congregation of your upcoming Mitzvah, we ask every family to provide the office with a *short* bio of the Bar/Bat Mitzvah. This is a short statement with some general information about the student along with a digital headshot photo which will be in the Kol Tikvah the month of the Bar/Bat Mitzvah. Please refer to the CHRONOLOGY on pages 10 and 11 for timing details. To assist you, we have provided a guideline and template on page 28 of this book.

13. Invitations

Our goal is for every student in your child's class to receive an invitation to the Bar/Bat Mitzvah service and Kiddush lunch. If this is not possible, you may invite *less than half*. If you invite more than half of the class, the Board of Education mandates that you invite everyone so that no small group of children are left out and hurt. Remember to put the mitzvah in B'Nai Mitzvah.

III. FACILITY USE

1. Decorum

To derive lasting religious inspiration from this occasion, we must never forget that the most important aspect of the celebration takes place in the synagogue on Shabbat morning. In order to have a beautiful and meaningful Shabbat service, we ask your cooperation in the following matters:

1. We ask that parents sit WITH their children during services. In this way, the sanctity of Shabbat services can be maintained. Even the best-behaved students may become disrespectful when surrounded by a large group of friends.
2. We ask each family to ask a friend or family member from our congregation to be a "Husher" – not just an usher, but someone who will support the clergy and our greeters to keep large groups of students from disrupting our worship service. This info will be requested along with your list of honors. (See section above on "Ushers.")

3. If a young child needs to leave the sanctuary for any reason, please have an adult accompany the child.

Greeters/Ushers will be present before, during and after the service to assist you in any way they can.

2. Decorations

Decorations are not permitted in front of or inside the sanctuary. You may provide baskets for the kippot and service booklets and you may have some basic decorations (balloons, centerpieces) in the social hall during the Kiddush Luncheon on Saturday. Sign in posterboards, large photographs, etc., are best for your private receptions, not our congregation's public gatherings. If you have plans to decorate the oneg room prior to the oneg on Friday evening please call the Administrative Assistant to discuss your plans and request approval. We are trying to protect the integrity of Shabbat for the community along with the significance of your family's *simcha*.

3. Pictures and Videotaping

PHOTOS: Most families make arrangements to have a professional photographer here on Thursday afternoon to have photos taken of their children and the family either before or after the final rehearsal with the Rabbi which is at 4:30 pm*. If you are sharing, one family will take photos before the rehearsal at 3:00 pm, and the other, after rehearsal. Please confirm your photography times with the synagogue office one month prior to your rehearsal/photography session. Each family will be allotted 1 hour with the photographer. All photographers must sign in the front office upon arrival at the synagogue. Please call or email the Rabbi (rabbi@bethtikvah.com) or Cantor (CantorKassel@bethtikvah.com) personally if you want them included in your pictures. No photos are permitted during or after services on Friday evening or Saturday morning.

**Note: All rehearsals begin at 4:30 pm. If your child is a single the rehearsal is an hour, 4:30 pm – 5:30pm. If your child is part of a double the rehearsal is one-half hours, 4:30 pm – 6:00 pm.*

VIDEO STREAMING/DVD: TBT has installed a new video system in our sanctuary which includes the ability to offer streaming live services. With this new equipment, we can now offer high definition video and high quality audio recording. The recording can be provided to you on a DVD and as an MP4 download. Additionally, we can make the live feed of services available to your family members that cannot be with you and your child on that day. The Board of Trustees felt it would be so wonderful to have elderly family members be able to see your child's B'nai Mitzvah service live or recorded through our portal.

In order to cover the on-going monthly streaming fees, we will charge a fee of \$90, which will include a high definition copy of services that day and the ability for family members to access the live feed. TBT Will provide instruction and the code to access the portal from the TBT web site. Within a week after that day, you can receive the DVD and instruction to download the MP4

While no electronic system is fool proof, TBT will make its best effort to provide the recording and live feed. If the TBT internet service is interrupted or the network or web site provider is down the live feed could possibly be unavailable. The recording should however function properly barring any power failure in our building.

4. The Building

Please make sure your guests treat our facility with respect. This is our religious home and is a sacred space. You will be held financially responsible for any damage that occurs during your *simcha*. Please refer to facility walk through for additional information.

5. Facility Walk-Through

As with any temple function, a staff member will do a thorough walk-through of the areas of the facility which you will be utilizing on Thursday afternoon (before the rehearsal) to insure we are aware of any normal wear and tear/issues prior to your simcha. ***You are welcome to join us for this walk-through.*** On the Sunday or Monday morning, after the function, a staff member will perform a second walk-through to evaluate the condition of the facility after the event. This will determine if any damage occurred during your event (based on normal wear and tear). We will let you know promptly of any issues. You are welcome to join us for this second walk-through.

LIST OF APPROVED CATERERS

Kitchen Policy Oneg/Kiddush

Our synagogue policy states that all Temple functions will be dairy. Our temple prohibits all meat at these events.

As you plan your upcoming simcha, the following list is of our approved caterers who are permitted to use our facility:

COMPANY NAME	CONTACT	PHONE NUMBER
ADDED TOUCH CATERING	SANDRA BANK	770-321-9592
BAGELICIOUS	CAROL CAROLA	770-509-9505
ANNETTE MARCUS CATERING	ANNETTE MARCUS	404-847-9629
GOLDBERG BAGEL COMPANY & DELI		404-380-9715
CAROLE PARKS CATERING	ALESHA McARTHUR	404-872-1999
CREATIVE CATERING	HOWARD LICHTMAN	678-297-7577
CHEF CARY'S CUISINE	CARY EISEN	770-429-0060
FOR ALL OCCASIONS	JODIE STURGEON	404-953-8157
AFFAIRS TO REMEMBER	RANDY ADLER	404-872-2466
WILD OATS CATERING	TERRY CHARTOCK	770-640-6222
BAGEL BOYS CAFE	JOHN LAMB	678-717-9058
AVENUE CATERING		404.495.0555
YUM! BOUTIQUE CATERING	ANDE BARON	678.592.1783
JULIE'S KOSHER CATERING	JULIE MENI	917-519-2415

A beautiful kosher celebration at our facility is a very appropriate way to commemorate important life cycle events in your family. Please consider using our lovely facility for your *simcha*. It is necessary to reserve our facility by signing our rental agreement and leaving a deposit for the use of our social hall. When you have verified that your date is secure on our calendar, please feel free to make your arrangements with any of the caterers listed above. A meeting with our Bar/Bat Mitzvah Coordinator, Lisa Singer (770-642-0434), is recommended to answer any questions you may have regarding the use of the building.

B'nai Mitzvah Bio and Photo Guidelines

_____ will be called to the Torah as a Bar/Bat Mitzvah on Month/Date/Year.
_____ is the son/daughter of _____ and the
brother/sister to _____.
He/She is in the _____ grade at School name where he/she participates in list activities.
Hobbies include _____.

Feel free to mention mitzvah projects associated with their bar/bat mitzvah.

You may also list grandparents if you wish.

Please submit your bio and photo to lisa@bethtikvah.com

- Attach a digital headshot image of your child. We would prefer it be either a jpg or pdf file.
- If a digital image is not available, please drop off a photograph to Lisa.
- We cannot guarantee the return of hard copy photos.
- Articles should be submitted in Times New Roman font, 11 points.

Deadline for all submissions:

Due on the 1st of the month prior to the month of the simcha.

This Page Intentionally Left Blank

Facility Walk-Thru Check List

Family/Families:

Date of initial Walk-thru: _____ With:

Date of Walk-thru on completion of event:

Temple Staff (1st Walk): _____ (2nd Walk):

	Initial Condition:	Condition after Event:
Social Hall:		
Oneg Room:		
Main Foyer:		
Women's Restroom (SH):		
Men's Restroom (SH):		
Women's Restroom (Hall):		
Men's Restroom (Hall):		

This Page Intentionally Left Blank

Fees Associated with B'nai Mitzvah

All fees are subject to change

	<u>Single Bar/Bat Mitzvah</u>	<u>Double Bar/Bat Mitzvah</u>
Friday Oneg	\$135.00	\$67.50 per family
Oneg <i>over 30 people per family</i>	\$5.00 per person	\$5.00 per person
Bar/Bat Mitzvah Program		\$25.00 per family
Saturday Kiddush (Single Family)	\$380.00	
Saturday Kiddush (Both Families Staying)	\$255.00 per family	
Saturday Kiddush (Both Families Leaving)	\$100.00 per family	
Saturday Kiddush (1 Family Leaving and 1 Family Staying)		
Family Staying	\$290.00	
Family Leaving	\$120.00	
Social Hall Rental any night	\$770.00	
Include Lobby Rental	\$930.00	
Social Hall Rental any day	\$420.00	
Damage Deposit*	\$500.00	

B'nai Mitzvah Education Fee (tutoring and 7th grade) will be billed in April of 2018.

Any function that needs additional hours for security and/or custodial staff will be dealt with on an individual basis.

All financial obligations must be current thirty days (30) prior to the Bar/Bat Mitzvah.

* Damage deposits will be charged to anyone who uses TBT Facilities.
It will be refunded as long as there is no damage to the facility during the event.

This Page Intentionally Left Blank

B'nai Mitzvah Handbook

By Signing this form, I acknowledge that I have received the B'nai Mitzvah Handbook. I have read the contents of this handbook and understand and will adhere to Temple Beth Tikvah's policies regarding B'Nai Mitzvah.

Name of Student: _____

Father's Signature: _____ Date: _____

Mother's Signature: _____

Date: _____

Please tear this form out of the handbook and give to:

Temple Beth Tikvah Religious School
9955 Coleman Road
Roswell, GA 30075

In order to receive tutoring, maintain your Bar/Bat Mitzvah date, or receive any additional Bar/Bat Mitzvah support, this signed form must be received by the TBT Religious School office no later than November 13, 2017.

This Page Intentionally Left Blank