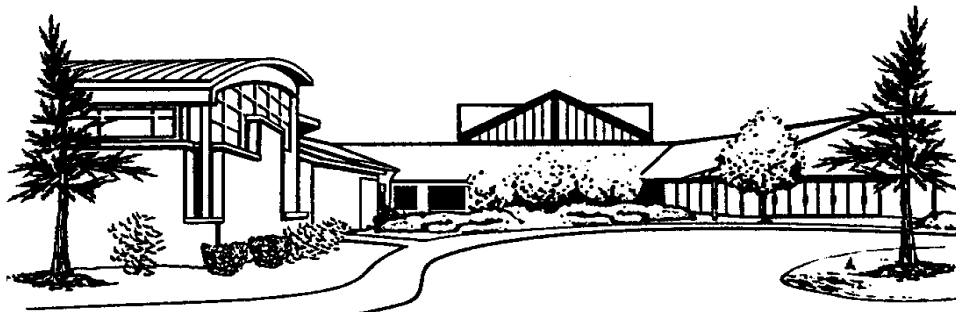




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B'NAI MITZVAH GUIDE

A LETTER TO PARENTS

Dear Parents:

Your child becoming a Bar or Bat Mitzvah is a very significant event in a family's life. A Bar/Bat mitzvah reflects our love for our children, and our commitment to the Jewish values we hope will remain a beacon of security and light for them as they brave the sometimes-troubled waters of life.

Your child will become a Bar/Bat Mitzvah soon. Obviously all of us want this to be as meaningful and successful an experience as it can be.

Speaking of success, it is important for you to know that I do not measure success by the number of verses your child reads, nor the eloquence of the "d'var Torah" (the speech). Our goal is to have your child feel a sense of accomplishment, having mastered to the best of his/her ability the material, but even more significantly, feeling a part of the congregation, and having a sense of belonging and familiarity with its practices.

To that end, we would encourage you...parents and children alike, to make every effort to attend our Friday night worship and Saturday morning Bar/Bat Mitzvah services (No! One does not need an "invitation" to attend a Bar or Bat Mitzvah in the sanctuary!). Even if there is not a Bar or Bat Mitzvah in the weeks preceding yours, there is always a chapel service, and we would encourage you to attend this.

As you know, Temple Emanuel prefers regular attendance in our Religious School prior to the Bar or Bat Mitzvah. Obviously, the more serious the commitment to Jewish education and Hebrew learning, the easier the preparation for the Bar or Bat Mitzvah ceremony.

When you and I grew up, Bar/Bat Mitzvah was the main objective of our religious education and hence for many of us, the conclusion of our Jewish learning. But today's world is a very different place.

Pluralism is a fact of life, and assimilation, for all its stated evils, has, in reality, opened a lot of doors for us. But to enjoy the fruits of an open society we must arm our children with a very sure understanding of who they are and what they are about. The religious identity we hope will remain with our children can be found primarily in our homes, but also in a setting of informal Jewish learning, which we call our "Confirmation" program.

We are making every effort to make our eighth, ninth and Confirmation classes as relevant and as realistic as they can be. We will try to do our part, and we hope you will do yours and encourage your children to remain a part of their Temple Emanuel family.

And finally, although we have attempted to answer as many questions as we could in this packet, I would encourage you to call me if you have any additional questions or concerns. Additionally, if there is any way you feel I can help to make this experience more fulfilling and purposeful, please call me.

Mazel Tov on your upcoming *simcha*! I know it is going to be a wonderful day for you and your family.

Sincerely,

Rabbi Robert S. Goldstein

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WHAT IS A BAR OR BAT MITZVAH?

Bar and Bat Mitzvah mean, literally, son and daughter of the Commandment. The Bar and Bat Mitzvah ceremonies have developed as a public recognition that a young person has reached the age when he or she is responsible for the performance of the *mitzvot* (commandments). The individual is no longer a minor according to Jewish law and, therefore, takes on new religious privileges and responsibilities. This new status is attained with or without the ritual. Becoming Bar/Bat Mitzvah is the first step of becoming a Jewish adult. The journey continues through confirmation (in 10th grade), lifelong learning, and creating a Jewish family.

WHEN IS A BAR/BAT MITZVAH CELEBRATED?

Traditionally, a Bar/Bat Mitzvah is celebrated on Shabbat morning during the Torah service. There are also a limited number of Mincha/Havdallah Bar and Bat Mitzvah services available. Please note that all Mincha/Havdallah Service take place at 5:30 pm regardless of time of sunset. Please check with the Temple office before scheduling the service and reception. While there are the same number of ark openings for both the morning and Mincha/Havdallah services, there is one less aliyah and **no haftarah** during the Mincha/Havdallah Service.

WHAT HAPPENS AT A BAR/BAT MITZVAH?

The central part of the Bar/Bat Mitzvah ceremony is the calling of the child to the Torah to recite the blessings and participate in the Torah Service. The Torah, or Pentateuch, consists of the first five books of the Bible known by their English names: Genesis, Exodus, Leviticus, Numbers and Deuteronomy; or in Hebrew: Bereshit, Shemot, Vayikra, Bemidbar and Devarim. The Torah is divided into 54 sections, which are read in the synagogue on consecutive Shabbat mornings. Over the course of the Jewish year, the entire Pentateuch is read. The portion for the week is called the *parashah* or "sidra" from the Hebrew word meaning order (it is similar to Seder and Siddur). Each Shabbat takes its name from the portion read that week.

Three times during the week a special Torah service is inserted into the worship service. A small section of the *parashah* is read on Monday and Thursday, and Saturday afternoon. Traditionally the entire *parashah* sidra is read on Shabbat morning. After the Torah portion, its accompanying haftarah (conclusion) or prophetic section is read. Usually, the Haftarah contains some reference to an incident mentioned in the Torah portion.

The person who receives the honor of reading the Haftarah is referred to as the Maftir, meaning the one who concludes the reading of the Torah. In addition to the haftarah, the Maftir reads at least the last three verses of the weekly *parashah*.

At Temple Emanuel, there are four Torah readings during the morning service and three in the afternoon and evening services. Students are encouraged to read as many portions as possible. It is important to work with the Cantor to determine what will work with your child. Generally, the Bar/Bat Mitzvah reads at least the Maftir, the last section of the Torah portion, and the Haftarah portion (at the morning service). He/She also assists in conducting the service. Family members also may read from the Torah.

HOW DOES THE STUDENT PREPARE?

The best preparation for becoming an adult member of the Jewish community is to feel a part of that community. The more frequently students attend services at Temple Emanuel, the more they will feel comfortable and at home here. Candidates and their families should plan to attend Shabbat services on a regular basis for the year prior to their Bar/Bat Mitzvah to become familiar with the Shabbat liturgy.

During their sixth grade year students meet on a regular basis with the Cantor to learn prayers and blessings which they will be responsible for leading at their Bar or Bat Mitzvah service, such as Torah and Haftarah blessings, V'ahavta, Avot V'imahot and Havdallah (for Mincha services). They have been given a flash drive and should be practicing these prayers and blessing regularly.

About a year before the Bar/Bat Mitzvah date, we will contact you to set up a meeting with the Cantor to discuss the process of preparation and to schedule formal lessons. We encourage you to meet with the Cantor about half way through the process to assess your child's progress. Bar/Bat Mitzvah students will meet with the Cantor weekly. These lessons will be used to renew, learn, and practice the prayers. We will give each student a booklet that contains the Hebrew and English text along with some explanatory notes and a flash drive with audio recordings. Additional recordings will be sent by email as needed.

Of course, the meetings with the Tutoring staff are not sufficient for the student to master all the material. The student must practice at home each week (it is suggested that the student block off 15 minutes at the same time each day) to learn the new material and review the material already mastered. We recommend parents check in with the Cantor regarding your child's progress. Weekly notes/assignments can be found in the inside cover of your child's Bar/Bat Mitzvah Study Guide to help you follow your child's progress. It is suggested that parents help their children set a weekly schedule to achieve these goals. In addition, the student must be enrolled and attend Religious School on a regular basis. The curriculum in the Religious School has been designed to help the students understand the historical context of the Bible, learn to read and translate certain Biblical phrases, study the Biblical narrative, relating them to Jewish values, and see the continuity of the worship service.

Four to six weeks preceding the Bar/Bat Mitzvah the Rabbi will send a letter to the student inviting him/her to join his Monday afternoon class (3:30 - 4:00 pm). This class is comprised of a small group of other upcoming Bar/Bat Mitzvah students. This is when the Rabbi and the student can discuss the meaning of the portion and develop the speech. He/she will be asked to summarize the meaning of the Torah and Haftarah portion from which he/she is reading. The D'Var Torah should come from their Torah portions. Students are encouraged to speak about their Mitzvah projects. Parents are also encouraged to discuss the entire portion with their child before the writing process begins. Additional resources are available through the Temple office and the religious school. At this time parents should also schedule a meeting with the Rabbi to discuss the service, go over *aliyahs* (honors), Hebrew names, and schedule a walk thru, usually Friday morning before the Bar/Bat Mitzvah.

Bar/Bat Mitzvah Student Prayer List

Friday Night

Candle Blessing (Bat Mitzvah or Mother/grandmother of Bar/Bat Mitzvah)
V'ahavta
Avot V'imahot
Kiddush

Saturday Morning

9:30 Minyan

Torah Blessings
Up to 4 Torah readings
Haftarah Blessings
Haftarah

10:30 Service

Blessing over tallit
Sh'ma and V'ahavta
Avot V'Imahot
G'urot
Torah Blessings
Up to 4 Torah readings
Speech
Haftarah Blessings
Haftarah
Kiddush
Motzi
Shehecheyanu

Saturday Evening (Mincha Bar/Bat Mitzvah)

Ashrei
Avot V'Imahot
G'urot
Blessing over tallit
Torah Blessings
Up to 3 Torah readings
Speech
Sh'ma and V'ahavta
Shehecheyanu
Havdalah blessings
Eiliyahu Hanavi

WHAT ELSE TAKES PLACE DURING THE WEEKEND OF THE BAR/BAT MITZVAH?

FRIDAY NIGHT:

The family is expected to participate in the evening service.

It is customary for the family to host the ONEG SHABBAT on the Friday evening before the Bar/Bat Mitzvah. A month or two before your event, the office staff will send you a letter outlining your participation. Since the Shabbat evening service is for the entire congregation, there is always the possibility of being asked to co-host the Oneg with the other congregants who are celebrating a simcha of their own, in which case you will be responsible for a portion of the Oneg.

Several weeks before your child's Bar/Bat Mitzvah, call the Temple Office to discuss your plans for hosting the Oneg Shabbat. At this time all services are scheduled for 6:30 pm. We request that you provide cheese and crackers and 100 pieces of pastry for the Oneg after service and the Minyan (which should include a separate tray of 2 to 3 dozen breakfast pastries). In addition, many families like to provide fruit. Please call the Temple office for the specifics of your particular Friday evening. Special care should be taken to assure that the pastries do not contain any animal shortening. Otherwise, they can be baked by the host, or purchased at a bakery.

The Temple provides sugar, coffee, tea, lemon, non-dairy creamer, plastic wrap, doilies, napkins, and silver trays. The Bar/Bat Mitzvah family is responsible for setting up the pastries on trays. This should be done on Friday morning often times before or after your walk-thru with the Rabbi. The custodian will set everything out during the service Friday evening.

The family may also choose to adorn the Bima with FLOWERS for the Shabbat of the Bar/Bat Mitzvah. In recent years, many have chosen food/gift baskets, which can be delivered to food pantries. We now participate in a Mitzvah to Mitzvah program and arrangements for Mitzvah baskets for the Bima may be ordered through the Temple Office (Please see the included flyer). When two families are celebrating a simcha on the same Shabbat, they may share the expense of the flowers or food baskets. The arrangements should be in place by 12:00 noon on Friday afternoon. When contracting with your florist be sure to inform them that Bima Flowers should not obstruct the view from the podium or the stairways to the Bima.

SATURDAY MORNING:

On the morning of the service, the Bar/Bat Mitzvah student whose service is at 10:30 am will generally chant their Torah portion for the Chapel Minyan 9:00 am service. Students should report to the Chapel by 9:30 am.

At the beginning of the Bar/Bat Mitzvah service it is customary for the parents to offer words of praise and/or read a poem and present their child with their Tallit. Near the end of the service, after the Torah is returned to the Ark, a representative of Sisterhood or Brotherhood will present a gift to the Bar/Bat Mitzvah. In addition, a Temple Board member will sit on the Bima during the service. If the family wishes, they may choose their own Sisterhood, Brotherhood, and/or Board Representative. It is also recommended that you choose a friend or family member to help usher guests into the sanctuary. The service starts promptly at 10:30 am (10:15 is generally stated on your invitation) and guests should be seated prior 10:30.

HOW TO HONOR FAMILY MEMBERS

There are many opportunities for honoring family members during the service. The honor of being called to the Bima to participate in the service is called an *aliyah* (going up). In order to have an *aliyah*, the person must be Jewish and of post-Bar/Bat Mitzvah age. No distinction is made at Temple Emanuel between men and women; all are entitled to the same privileges and honors.

There are four *aliyot* (three at a Mincha/Havdallah) which require the chanting of the Torah blessings. The fourth *aliyah*, Maftir, is reserved for the student who is becoming a Bar/Bat Mitzvah. Parents may decide who will be called to the Torah for the first three *aliyot* (two at a mincha). Often these honors are given to parents and grandparents.

After the Torah reading, two more people are needed for Hagbah and Gelilah, the raising and dressing of the Torah. Hagbah, the lifting of the open scroll high in the air so the congregation may see it, requires a person with a bit of strength. It is the custom at Temple Emanuel to call up the *aliyot* (those chanting the Torah blessings) by their Hebrew names. The rabbi will help with the names when you meet with him prior to the Bar/Bat Mitzvah.

Additional honors may be added if necessary. Two people could open and close the ark during the Torah service. Younger siblings or other family members may be involved by wheeling out the wine and challah cart for Kiddush and Motzi.

We also have one or two beautiful English responsive reading appropriate for non-Jewish relatives whom you may wish to include in the service. These readings are in this packet and copies of the readings are available in the office.

At the end of this booklet, you will find copies of the Torah blessings in Hebrew as well as in transliteration. They can also be viewed as well as heard on our Temple website at templemanuel.net. They may be taken out and sent to participants in advance so they may practice.

ADDITIONAL CUSTOMS AT TEMPLE EMANUEL

It is customary for male worshippers at Temple Emanuel to wear the traditional head-covering, kippah (yarmulke), whenever they are in the sanctuary (women may choose to wear one as well). Kippot are provided for the congregation, however, personalized kippot are available through many online vendors.

On Shabbat morning, Jewish men traditionally wear a tallit (prayer shawl). At Temple Emanuel women may also wear a tallit. Tallitot are available at the Temple for worshippers or for purchase from Hermie's Chosen Gift. It is especially meaningful for the parents or the grandparents of the Bar/Bat Mitzvah to purchase a tallit for their child who is now responsible for the Commandments, which are represented by its fringes. Parents will have the honor of placing it on their child's shoulders near the beginning of the service. Men coming onto the Bima are required to wear a head covering, and a tallit, as well, if they are coming into contact with the Torah.

Please note: **Flash Photography is not permitted** during any services and any photography during services must be taken from a stationary point in the back corner of the sanctuary. The following dress code applies to all services: **Those coming to the Bima must be appropriately attired, ie., no revealing necklines, shoulders and backs must be covered. Bare midriffs, mini skirts, untucked shirts, jeans, flips flops and sneakers are also inappropriate.** In order to avoid embarrassment, please inform anyone coming to the Bima for an honor of this Temple policy.

The name of the Bar/Bat Mitzvah will be inscribed in the Book of Life, which is located in the foyer of the Temple. There is no fee to have the name inscribed in the Book of Life.

TZEDAKAH

No Bar/Bat Mitzvah has truly accepted the Commandments without a display of *tzedakah* (justice). The use of the Hebrew word for justice to refer to charity shows the importance Judaism places on the act. It is the obligation of all people to provide food, clothing and shelter for the poor.

We encourage students to do "Mitzvah Projects" around the time of their Bar/Bat Mitzvah. You will find a Mitzvah Project Guide included in this packet to help the Bar/Bat Mitzvah select or create a Mitzvah Project. Our Religious School staff is available to meet with any Bar/Bat Mitzvah student and/or their family, to discuss the many different options for their projects. When offering guidance on a Bar/Bat Mitzvah project, we will incorporate the student's interests, hobbies, and Torah portion in finding a meaningful and rewarding project to undertake.

SUGGESTIONS ON INVITING CLASSMATES

Family and friends are traditionally invited to share in the joy of this occasion. For your convenience, a copy of the names and addresses of your child's Religious School classmates is included in this packet. Please be sensitive to the feelings of these young people. Temple Emanuel recommends that if you are planning to invite more than half of the class, that you invite the entire group of children. To invite five students out of twenty-five is acceptable; but, if you invite twenty and leave out five, it would be most painful to those who are omitted.

Rent a Floral Arrangement

The Sisterhood of Temple Emanuel has joined with Jewish Family and Children's Services to help fund the Mitzvah-to-Mitzvah initiative. Through our "Rent a Floral Arrangement" program, 100% of the funds raised go towards helping Boston area families defray the cost of a tutor, subsidize the cost of room rental, or help sponsor a Kiddush luncheon for a Bar/Bat Mitzvah whose family is experiencing financial challenges.

Families at Temple Emanuel celebrating their simcha can rent one or two floral arrangements. The celebrating family makes a contribution of \$180 for two arrangements, or \$90 for one arrangement. The flowers can be placed on the bima for the Bar/Bat Mitzvah service, or in the Social Hall for either the oneg on Friday night or a Kiddush luncheon on Saturday Morning.

This is a wonderful and meaningful way to add a "mitzvah" to your child's Bar/Bat Mitzvah. To rent the arrangements, please contact the Temple Office at 978-470-1356, or at bholstein@templemanuel.net



Directions to Temple Emanuel

From Boston and South: Take Interstate 95/Route 128 to Exit #37 - Interstate 93 North. Follow I 93 North to Exit #43 - Route 133. Turn left at the end of the ramp onto Route 133 West. Follow Route 133 for approximately one mile, (you will see Haggetts Pond through the trees on your right). Turn left onto Haggetts Pond Road (there is a small convenience store on the right hand corner.) The Temple driveway is one tenth of a mile down on the left.

From the North: Take Interstate 93 South to Exit #43B - Route 133, Tewksbury. Bear right onto Route 133 West. Follow Route 133 for approximately one mile (you will see Haggetts Pond through the trees on your right). Turn left onto Haggetts Pond Road (there is a small convenience store on the right hand corner). The Temple driveway is one tenth of a mile down on the left.

Additional direction information is available on the Temple website at www.templemanuel.net

PLANNING CHECKLIST

Honors and family preparations:

- Invitations
- Hotel rooms for out of town guests
- Flowers, Mitzvah to Mitzvah baskets, or food baskets for the bimah
- Order kippot 10-12 weeks in advance
- Return Biographical/Mitzvah Project form for the bulletin
- Parents' Speech and/or Prayer/Reading
- First Torah aliyah (English and Hebrew Name)
- Second Torah aliyah (English and Hebrew Name)
- Third Torah aliyah (English and Hebrew name)
- Hagbah
- Gelilah
- Ark openings/closings
- Interfaith Readings
- Representative to sit on the Bimah and make presentations
 - (Board of Governors)
 - (Sisterhood/Brotherhood)
- Provide the Temple with the Hebrew names of the parents and student
- Provide the Hebrew names of the people who will be called for an aliyah
- Discuss Friday evening candle blessing with Rabbi or Cantor and practice
- Host Oneg Shabbat on Friday evening

Planning your reception at the Temple

- Social Hall reservation
- Return reservation forms and security deposits to the synagogue office
- Caterers must be approved by the Temple and provide a Certificate of Insurance
- Choice of music/entertainment
- Meet with Rabbi's Assistant or Executive Director to discuss floor plans/logistics

BAR/BAT MITZVAH FINAL CHECK LIST

Fees: All dues, Religious School, Bar/Bat Mitzvah (should be paid before starting lessons), and facilities fees should be paid one month prior to your simcha. If financial arrangements have not been made, while we will never cancel a Bar Mitzvah, we will reschedule the service to a 9:00 am Chapel service and no function will be allowed in the Temple and you will receive a notice to this effect. If you have any questions, please contact the Executive Director upon receipt of this notice.

Friday:

Oneg:

The Bar/Bat Mitzvah family is responsible for providing for the Oneg on the Friday night prior to their Bar/Bat Mitzvah. This involves providing pick-up pastry or cookies (100 pieces) as well as cheese and crackers and crudité which you should arrange on platters provided by the Temple. This is generally done on Friday mornings as families usually do a final “walk-through” with the Rabbi at this time. Trays should be set up by noon on Friday unless they are being provided by a caterer, in such cases, you should inform the Temple Office. Custodians will then put them out at night. We will provide coffee and tea with setups. If you are serving anything, i.e., fruit, that requires a fork, toothpick or plate, you must provide that.

Services on Friday evenings will be held at 6:30 pm. Please contact the Temple Office to see if you will be sharing the Oneg responsibilities that evening.

Families are responsible for setting aside a separate **Minyan tray** (approx. 2 - 3 dozen pieces) for the Saturday morning minyan.

Flowers should be on the Bima by 12:00 noon on Friday. Please remind your florist that flowers should not obstruct the podiums or the stairways to the Bima. Flower arrangements should not be taller or wider than the podium (under 3 feet by 3 feet).

Friday Night Candlelighting: The names of those individuals participating in the candlelighting should be given to Barbara by Thursday. She can provide you with the appropriate blessing for that evening's service.

Saturday:

Motzi and Kiddush: The Temple will provide a Challah for your Motzi from the Bima. If you would like a larger Ceremonial challah for the Bima or your reception, you must provide your own. The Temple will provide ceremonial wine.

Photography: Please remember that Flash Photography is **NOT** permitted during services. Any photography should take place at the back corner of the Sanctuary, so that it will not be intrusive.

Dress Code/Ritual Wear: Please remember that women coming up to the Bima should have their shoulders, backs, and necklines covered. Men coming up to the Bima are required to wear a Yarmulka. If they are coming up for an aliyah or having direct contact with the Torah, they should also be wearing a Tallit.

Room Set-up: If you are having a reception here you must provide the Temple Office with all set-up information details by the Monday prior to the Bar/Bat Mitzvah.

Ushers: Please ask a friend or two to help usher people into the service as the Rabbi starts promptly at 10:30 am.

What to Expect the Last Few Weeks Leading Up to the Bar/Bat Mitzvah

1. About six weeks prior to the day of your service, you will receive a letter from the Rabbi with instructions regarding setting up an appointment with him to go over all the particulars of your family's simcha and letting you know that he will soon be meeting with your son/daughter to discuss their Bar/Bat Mitzvah speech.
2. A month prior to your simcha, you will receive a letter from the Temple office providing you with all the information you will need regarding the Oneg Shabbat, as well as asking you for information about your son/daughter to be published in our Temple Bulletin.
3. Four or five weeks prior to the date of your service, your son/daughter will begin meeting with the Rabbi to work on their speech. At this time, they will also meet for longer sessions each week with the Cantor.
4. Within a few weeks of your simcha, you will meet with the Rabbi to discuss the particulars of your family's simcha, including honors at the Bar/Bat Mitzvah service, as well as scheduling a walk-through a day or two prior to the Bar/Bat Mitzvah.
5. If you are having any of the celebration at the Temple, you should meet with the Rabbi's Assistant, no later than two weeks prior to your affair to go over the logistics and floor plans.
6. A day or two prior to the Bar/Bat Mitzvah, you and your child will meet with the Rabbi and run through the ceremony.
7. At the Shabbat Service on Friday evening, your family will light the Shabbat candles and your child will lead the congregation in a number of prayers.

Day of the Bar/Bat Mitzvah

1. If you have a 10:30 am service, you can arrive as early as 8:00 am, if you'd like to take pictures in the Sanctuary. We allow families (with Clergy supervision) to remove a Torah scroll from the Ark and have the Bar/Bat Mitzvah photographed holding the Torah.
2. If you have a 10:30 am service, please make your way down to the Chapel at 9:35 am, so that your son/daughter can participate in the minyan.
3. If you are having a Mincha Bar/Bat Mitzvah service, please check with the office regarding what time you may come to take photographs prior to the beginning of the service. They will let you know what time the building will be available in case there was another party at the temple earlier in the day.
4. It is a good idea to ask a friend to help usher in guests about ten minutes prior to the beginning of the service. The service starts promptly at the time indicated by the Rabbi. Most congregants invite guests to arrive 15 minutes prior to the designated start time of the service.
5. If you have invited a lot of your child's friends to the service, you might want to assign an adult to sit with them. Active 13 year old guests in the pews tend to distract the Bar/Bat mitzvah on the pulpit.

INSTRUCTIONS FOR HONORS

The following is a detailed description of the way we perform the various honors at Temple Emanuel. The clergy will be available to help you feel comfortable on the *bima*.

Opening and Closing the Ark at the beginning of the Torah service:

The Rabbi will call those opening the Ark to come up onto the *bima*. When the Rabbi indicates, open the doors. Please come up and stand near the Ark. Remain standing at the side and face the Ark until the Rabbi tells you to close it again. The Rabbi will tell you when to return to your seat.

Aliyah (Blessing before and after the Torah):

Please rehearse the Torah blessings ahead of time. There will be a large print version of the prayers in Hebrew and in transliteration on the *bima*. You can view and hear the blessings being chanted on the Temple website: www.templemanuel.net under “music”.

You will be called up by your full Hebrew name, as well as your English name. When you hear your Hebrew name called, ascend the *bima* from the left and stand facing the congregation to the right of the Torah reader at the reader's table. When the reader points to the place in the Torah where he or she will be reading, take the *tzitzit* of your *tallit* and touch that spot in the Torah and then kiss the *tzitzit*. (Women who choose not to wear a tallit may use their prayer book for this.) Then you recite the blessing before the Torah reading. After the reader finishes, again touch the spot the reader indicates with your *tzitzit* or prayer book, kiss it and recite the blessing after the Torah reading. You will then move to the left of the Torah reader and remain at the reader's table during the next *aliyah*. Then please return to your seat, after shaking both the Cantor's and Rabbi's hands.

Hagbah and Gelilah – Lifting and Dressing of the Torah:

After the last aliyah, the Hagbah and Gelilah come up onto the *bima* when called by the Rabbi. The Hagbah raises the Torah, turns around to show the text to the congregation and then sits down as directed. The Gelilah is led through the dressing of the Torah by the officiating Cantor. The Hagbah places the Torah on the display stand, then the Hagbah and the Gelilah leave the *bima* and return to their seats.

The following dress code applies to all services: Those coming to the bima must be appropriately attired, i.e. no revealing necklines, and shoulders and backs must be covered. Bare midriffs, mini skirts, untucked shirts, jeans, sneakers and flip flops are also inappropriate. In order to avoid embarrassment, please inform anyone coming to the bima for an honor of this Temple policy.

**Presentation from the Board of Governors and the
Sisterhood and Brotherhood of Temple Emanuel**

In order to add to the warmth of our services, we like to have members of the Temple community share in our family simchas. We welcome the family's input in the choice of representatives and will assign one if they do not have a preference. The representatives must be members of the Temple.

Below are some presentation guidelines. Please give this sheet to whomever you choose.

Thank you for your willingness to share in the simchas of our Bar/Bat Mitzvah students.

For Bima Representatives...

If you are sitting on the Bima and representing the Temple and the Board of Governors you should arrive at the Temple fifteen minutes prior to the start of the service. You will walk onto the Bima with the Rabbi and sit next to the Bar/Bat Mitzvah child in the seat closest to the stairs. The Bar/Bat Mitzvah child sits in between you and the Rabbi. You can sit and enjoy the services. Near the end of the service, the Rabbi will invite you to present the Bar/Bat Mitzvah certificate to the child.

Please walk over to the pulpit (joined by the child) and say the following (or something similar):

To the congregation... Shabbat Shalom. As a representative of the Temple and our Board of Governors, I am pleased that you were able to join us at services.

To the child... I of course would like to congratulate you, child and the entire _____ family. You did a wonderful job. You have made your parents and all of us very proud.

I would like to present you with this certificate (hand the child the certificate which is on the Bima) with best wishes from your "Temple Emanuel" family. We look forward to your continued participation in the life of our congregation. Mazel Tov.

You are more than welcome to add personal experiences and well wishes relating to the child. Please keep it brief. Following your speech, please return to your seat on the Bima. Rabbi will also call up a Sisterhood/Brotherhood Representative to present the Bar/Bat Mitzvah child with their gift, a kiddush cup or candlesticks. This is sometimes done by the same person. If so, incorporate the Sisterhood and Brotherhood gift into your speech. At the conclusion of the service, please join the family, the Cantor and the Rabbi (stand at the end next to the Cantor) for the receiving line.

Presentation of gift from Brotherhood/Sisterhood...

You can sit in the congregation during the service. Near the end of the service the Rabbi will call you up by name. Stand at the pulpit with the Bar/Bat Mitzvah child. You should congratulate the child and his/her family. You may feel free to add your personal congratulations and reflections on the child. Please be brief. Present the gift (a Kiddush Cup or Candlesticks) on behalf of the Sisterhood and Brotherhood of the Temple.

Again thank you for your willingness to represent the Temple. Your presence adds a very important measure of warmth to our services.

Aliyah Blessings

Shehechyanu

Readings

Prayer for our Country can be found on page 258 in the Mishkin T'Fillah

O GUARDIAN of life and liberty,
may our nation always merit Your protection.
Teach us to give thanks for what we have
by sharing it with those who are in need.
Keep our eyes open to the wonders of creation,
and alert to the care of the earth.
May we never be lazy in the work of peace;
may we honor those who have died in defense of our ideals.
Grant our leaders wisdom and forbearance.
May they govern with justice and compassion
Help us all to appreciate one another,
and to respect the many ways that we may serve You.
May our homes be safe from affliction and strife,
and our country be sound in body and spirit.
Amen

Alternative Reading can be found on page 81 in the Mishkin T'Fillah

I can stay the tears of others, if I can see myself
as diminished of their sorrows.

I can hasten time when everyone will be able
to rejoice in freedom,

And if I can see myself as the companion,
of those fighting against oppression,

I can honor the struggle of people everywhere
to gain the dignity and deliverance from bondage.

When I look at myself in the mirror
who will I see?

THE RECEPTION

IMPORTANT INFORMATION ABOUT PLANNING A RECEPTION

We hope that you will choose to have your reception in our Social Hall.

Included in this package is a reservation form and fee schedule which is subject to change. Please check with the Temple Office before returning your forms. Since arrangements are made many months in advance, we will assume that you are planning to have the reception outside of the Temple if we do not hear from you six months prior to your child's Bar/Bat Mitzvah.

If you are planning on having your reception at the Temple, please refer to the attached Reception portion of this packet.

FEE SCHEDULE
FOR BAR/BAT MITZVAH CELEBRATIONS
(As of November 1, 2017)

| | <u>Social Hall</u> | <u>MPR**</u> |
|--|--------------------|--------------|
| Friday Night Dinner | \$400 | \$250 |
| Friday Night Bar/Bat Mitzvah Service Followed by Catered Oneg | \$250 | \$250 |
| Buffet Kiddush Following Saturday Morning Service | \$400 | \$250 |
| Luncheon Reception and Party Following Saturday Morning Service | \$600 | \$500 |
| Dinner Reception and Party Saturday Evening | \$750 | \$550 |
| Both Afternoon Kiddush and Saturday Evening Reception | \$950 | \$700 |
| Multi-Purpose Room (MPR) Use in Conjunction with Any Above | | \$250 |
| Foyer Use in Conjunction with Any Above | \$100 | \$100 |

Please be advised that you must be a member in good standing prior to you child's Bar/Bat Mitzvah and that your child must be enrolled in the Temple Religious School during the year of the Bar/Bat Mitzvah (even if your Bar/Bat Mitzvah is at the beginning of the school year).

All facility fees, including security deposits, must be paid in full 30 days prior to your service. Bar Mitzvah Fee must be paid before your child begins lessons with the Cantor. All other fees (ie., Religious School Tuition, and Temple Dues) must be paid in full 30 days prior as well. In regards to Dues, if you have a Bar/Bat Mitzvah scheduled in the Fall, then you must be up to date with your payment schedule. If your Bar/Bat Mitzvah is after January 1st, then your dues must be paid in full.

Between the date this agreement and fee schedule is executed and the date of the event, the Temple's costs may increase and you will be responsible for any such price increase.

**Please contact the Temple Office for a room rate if your needs require the combined space of the Multi-Purpose Room and Chapel.

Temple Emanuel
CONTRACT FOR USE OF BUILDING FACILITIES FOR BAR/BAT MITZVAH

Name of Bar/Bat Mitzvah: _____ Day & Date of function: _____

Friday Dinner, Saturday Kiddush, Afternoon or Evening Reception (Check all that apply)

Name of contracting party: _____

Address: _____

Home phone: _____ Business phone: _____ Email: _____

Caterer Name and Phone:

FRIDAY: _____ Email: _____

SAT KIDDUSH: _____ Email: _____

AFTERNOON _____ Email: _____

EVENING: _____ Email: _____

Photographer Name and Phone:

_____ Email: _____

Orchestra/DJ Name and Phone: _____ Email: _____

Florist Name and Phone: _____ Email _____

Party Coordinator Name and Phone: _____ Email: _____

* If you are contracting with vendors not named above, please list their information on the back of this sheet. All vendors must be listed.

FOR OFFICE USE ONLY

| | | | |
|---------------------------|---------------------------------|------------|-------------|
| Security Deposit: \$ 200 | Security Deposit Rcvd: \$ _____ | Ck#: _____ | Date: _____ |
| Rental Fee: _____ | Rental Deposit Rcvd: \$ _____ | Ck#: _____ | Date: _____ |
| Additional Fees: \$ _____ | Balance Received: \$ _____ | Ck#: _____ | Date: _____ |
| *TOTAL CHARGE: _____ | Paid in full: \$ _____ | Ck#: _____ | Date: _____ |

The above named applicant hereby applies for permission to use the Temple's facilities as specified above and agrees that the "Rules and Regulations Governing Building, Grounds and Facilities of Temple Emanuel, Andover, MA" are an integral part of the terms and conditions of this Application and will be strictly observed and complied with at all times by the Applicant.

- *TERMS: 1. 1/2 rental fee due with signed contract. Approximately 6 months prior to event.
 2. Security deposit required within 30 days of event
 (Please make out a separate check as it will be held and returned after the event)
 3. Balance of charges due 30 days prior to event
 4. All charges for any interim price change

 Signature of Responsible Party Date Administrator or House Chairperson Date

The renter will hold Temple Emanuel harmless from any and all claims that may result from the rental and use of Temple Facilities for the above-stated event and further agrees to indemnify Temple Emanuel from any and all claims, actions or suits brought against Temple Emanuel which may be a result of the use of Temple facilities. Nothing herein shall exempt Temple Emanuel from responsibility due to the negligence of the Temple or its agents.

KASHRUT GUIDELINES

In order to encourage more families to celebrate life cycle events such as Bar/Bat Mitzvah, weddings, birthdays, anniversaries, etc., at Temple Emanuel, the Ritual Committee has mandated the following guidelines to be used when any caterer uses our kitchen facilities.

1. The caterer must be recognized as such and must have his/her own facilities in which foods can be prepared and made ready for service. Caterer must carry company insurance, proof of which must be given to Temple Emanuel so that we will not be exposed to any liabilities.
2. All caterers coming to the Temple for the first time will be apprised of our Kashrut (Kosher) guidelines. Any infringements of rules and regulations will bar a caterer from future use of our facilities.
3. We do not allow mixing meat and dairy at the same meal. The cocktail hour and the main course must be either meat or dairy. You may serve dairy desserts once the main meal has been cleared
4. We no longer require meat be Kosher.
5. No "treffe" products, e.g., shellfish or pork products will be allowed within the Temple.
6. It is necessary for the caterer to check all packaged foods to make sure that no animal products are in the ingredients.
7. Accommodators will be screened on an individual basis as requests are received.
8. Every caterer and accommodator must present a complete menu for review and approval by the Temple two weeks prior to the event.

We trust that the above guidelines will be adhered to so that all of our Temple families will be able to enjoy the celebration of a "simcha" on our premises.

RULES AND REGULATIONS GOVERNING BUILDING, GROUNDS AND
FACILITIES OF TEMPLE EMANUEL, ANDOVER, MA

1. The renter (applicant) acknowledges receipt of rules and regulations when signing rental agreement and will give the Temple the names of caterer, photographer, florist, musician and others engaged to work on the premises submitted with application, but no later than 3 weeks prior to function.
2. All rental fees must be paid in full and special facility set up requests submitted 30 days prior to the function.
3. If a reservation is canceled, no refund of deposit will be made unless the facility can be rented, in which case the deposit will be refunded less any expense incurred.
4. A \$200 security deposit is required of all renters and will be returned within 30 days following function if there is no damage to Temple property. Permission to use Temple Emanuel shall be granted only with the full understanding that the renter will assume full responsibility and will reimburse Temple Emanuel for any damage to the building or contents resulting from such use. Any expense incurred as a result of any loss of equipment, breakage, or damage shall be deducted from, but shall not be limited to the deposit. The Temple reserves the right to ask for additional security deposits if deemed appropriate.
5. Renters must conform to occupancy laws established by Andover Fire Department and Andover Building Inspector:
 - a. Sanctuary--290 maximum (stationary seats)
 - b. Social Hall seating with tables--300 maximum
 - c. Social Hall with tables and dance floor--240 maximum
 - d. Social Hall for seating only--700 maximum
 - e. No open flame is allowed.
Candles may be used only if enclosed by a Hurricane Lamp or Votive Holder.
6. Temple Emanuel is a smoke-free facility.
Smoking is not permitted in any area of the building at any time.
7. Alcoholic beverages shall not be served prior to any religious service, ceremony or served to minors.
8. Nothing can be set up in the foyer prior to any religious event.
9. For private functions where alcoholic beverages are served, such alcoholic beverages are to be served by bartenders in the employ of caterers or by bartenders in the employ of bar service agencies who have liquor liability insurance. Certificates of Insurance must be provided to the Temple. Compliance to this rule is the responsibility of the renter. Free standing bars must have floor mats, which are the responsibility of the caterer or bartending service.
10. Caterers or renters are responsible to provide all dishes, utensils and linens.
11. All caterers must be licensed.
12. Current Certificates of Insurance covering Workman's Compensation and Public Liability must be procured from any catering firm employed by the applicant and placed on file with the Administrator at least fourteen (14) days before the each event.

13. Catering services and/or food service plans must be approved by the Board of Health.
14. All persons or organizations and their caterers using Temple facilities and equipment shall leave them the same, in a clean and undamaged condition, and shall sign a release with any custodian before leaving. Any expense caused the Temple by failure to comply with any provisions of this paragraph shall be charged to the applicant.
15. Temple custodians shall take orders only from the Administrator and House Chairpersons.
16. The custodian's function is for set up and maintenance of Temple property only.
They will be available in a supervisory capacity only.
17. A custodian must be on the premises when Temple Emanuel is in use.
18. Administrator must be notified as to seating and other arrangements, preferably two weeks before, but no later than ten days prior to affair.
19. The use of tacks, tape, nails on walls, ceilings, and floors throughout the building is prohibited. Balloons are not to be tied to the wall sconces or throughout the building. Nothing may be hung from or pulled down from the ceiling. Violations could result in denial of further use; renter will be responsible for charges for cleaning and/or repair services.
20. The use of cotton candy and deep frying machines (i.e., fried dough, etc.) is prohibited.
21. The renter is responsible for removal of all other decorations and personal belongings immediately after the function, no later than 8 a.m. the following morning. Temple Emanuel is not responsible for any loss or damage to any items used during a function. The Temple assumes no responsibility or liability for personal property.
22. Use of audio or visual equipment and extra lighting must be cleared through the Administrator 30 days prior to event. Extra lighting must be free standing (nothing may be attached or hanging from the ceiling or walls). Organization/individuals must be prepared to hire a trained individual, if deemed necessary by Temple Emanuel, and assume full responsibility for damages to equipment. **Please note:** There will be no substitution of any house lighting.
23. Temple supplies chairs and round or long tables.
24. Orchestra and/or DJ equipment may not be brought in and set up until day of function. Cabling for all electronic equipment must be secured with plastic track. No tape may be used on the rug.
25. Premises should be vacated for afternoon functions by 4:30 p.m., evenings by 11:30 pm.
26. Applicant will abide by parking regulations. All driveways must be kept clear. No parking at the front of Temple. Parking permitted only in designated parking areas.
27. The sanctuary doors must be closed during private functions.
28. The House Committee and Administrator reserve the right to make special regulations and charges relating to the rental of Temple Emanuel.
29. If a social occasion includes many children, you have the responsibility to have supervision outside of the social hall, i.e. - washrooms, coat room, and hallways.

VENDORS

This is a list of vendors often used at the Temple.

It is by no means a complete list. Please feel free to inquire about other vendors.

We do not endorse one over the other. This is just to help in your selection process.

CATERERS

CATERING BY ANDREW

404A Harvard St., Brookline, Ma 02446
617-731-6585

CELEBRATIONS GOURMET CATERING

Off the Vine Catering Group
163 Morse Street, Norwood, MA 02062
781-762-9770
tkarlyn@celebrationsgourmet.com

CHOICE CATERING AND EVENTS

Rob Pelletier
301 Reservoir Street, Needham, MA 02494
781-444-6900

CREATIVE CATERING

58 Park Street, Beverly, Ma 01915
978-921-0448

DAVID'S CATERING AND EVENTS

David Poritzky
30 Commerce Way, Woburn, MA 01801
781-938-8007/FAX 781-935-4434
www.davidscateringandevents.com

DiSH

Amy Aycock
978-475-2991
www.dinnerbydish.com

HENRY'S

Deedie Beider
588 Cabot St., Beverly, Ma 01915
978-922-3885
www.henrysofbeverly.com

HOLTEN BRANDI FOODS

10 Garden St, Danvers, Ma 01923
978-777-6460

LARRY LEVINE'S

KOSHER BUTCHERY
474 Lowell Street, Peabody, MA 01960
978-535-6449

THE PARTY CONNECTION

Cindy Parnagian
Railroad St., Methuen, Ma 01844
978-686-6331/771-7458
thepartyconnection@comcast.net

THE PARTY SPECIALISTS

Bruce Silverlieb
530 Chestnut St., Lynn, Ma 01904
781-592-0988
bsilverlieb@aol.com
www.thepartyspecialist.com

SWARTZ CATERING

Susan Shapiro
854 Broadway, Somerville, MA 02144
617-628-1632
www.swartzcatering.com

TUSCAN KITCHEN CATERING

93 Main Street, Salem, NH 03079
603-321-7096

TWO CHEFS ARE BETTER THAN ONE

1001 Pawtucket Blvd., Lowell, MA 01852
978-970-0212
www.twochefsfood.com

VINWOOD CATERERS

Gary
gary@vinwoodcaterers.com

ONEGS

ANDOVER CAKES

Emily Gran
978-475-6641
www.andovercakes.com

CUPCAKE BOUTIQUE

Sharon Breigher
978-475-4429
www.theccboutique.com

I DREAM OF JEANNE CAKES

Jeanne Topham
978-869-6013
www.jtcakes.com

Sharon's Sweets
Sharon Morgenstern
978-474-0041

Whole Foods
978-749-6664

Yummy Mummy Cookie Co.
475-3835

CHOCOLATE NOVELTIES –

Sweet Mimi's 978-749-9969

FLORISTS –

Boston Flower Market 978-663-5774
Flowers by Steve 978-372-3828
Ford's 603-893-9955
Lavender 978-448-8411
Les Fleurs
www.lesfleurs.com
Yvette 978-475-9669
Martin's Flower Mart 978-689-8104
Natures Design 800-683-0141

PARTY RENTALS –

Event Furniture and
Lighting Rentals 978-317-3749
Festive Occasions 781-933-8777
Masquerade 617-886-4752
Party Designs 781-447-1112
Petersons 781-729-4000
Taylor Rental 978-475-7550

PHOTOGRAPHERS -

Amanda Stevens 617-797-2207
photogmanda@yahoo.com
Robert Castagna 617-833-9271
www.robertcastagna.com
William Charles 978-535-5301
Pierre Chiha 978-369-9949
pcphoto@pierre.com
Hillary Deane 207-992-3944
www.hillarydeanephotography.com
Zev Fisher 617-797-9480
www.zevfisher.com
Linda Jennings 800-730-3686
www.photographybylinda.com
Kyle Perler 203-240-0280
Walter Perlman 508-460-6656
Paula Renda 978-463-7873

EVENT PLANNING –

Invitations

A Perfect Setting - Invitations
Aperfectsetting1@verizon.net
(Deb Sparrow) 978-392-0424
Inviting Designs
www.invitingdesignsonline.com
Lauren Duerr 978-475-1009

Party Planner

ALL ABOUT PARTIES
Paula Mollov 978-352-2697
CREATIVE CELEBRATIONS
Elisa Bernstein 978-774-7737
Errands and Events
Lauren Hajjar 978-807-6937
Events by Ellen 978-835-8272
Eventsbyellen.info@gmail.com
Janie Haas 978-725-5956
Monx Design
Monique Johnson 978-771-1061
TABLE SENSATIONS
www.tablesensations.com
Cheryl Marcus 508-265-0475
Debi Katz Marrow 617-335-2246

Balloons and Decorations

Anything Balloons
and Flowers 978-921-8242
Leslie's Ballooney
Leslie Salerno 978-828-7649
lesliesballooney@comcast.net
Sweet Mimi's 978-749-9969

MUSIC

A Touch of Class 800 480-3200
Bates Entertainment 866-79-BATES
Michael Bates/Ralph Anthony
www.batesentertainmentinc.com
Bean Town 978-256-0360
Phil Cohen 978-535-0770
Curtis International 617-444-9900
Entertainment Plus 800-734-8765
Jeff Glassman (DJ) 781-341-4777
Hart To Hart 516-935-1177
Night Rhythm
(Dan Calvo) 978-256-1400
Paris Productions, Inc. 978-988-2400
www.parisproductions.com
Party Excitement 978-535-3100
Pure Energy/
Boston DJs 978-646-9226
Steve Siagel 617-527-0493
Wilson Steven's 978-256-0360
Zaitchik Brothers 978-531-6686

KLEZMER

Khevre 617-413-7417
Klezamir 413-253-3831
Mashke 508-359-2706

LIQUOR

Pop N' Kork
popnkork2013@gmail.com
Eric Pearlman 508 320 0142

Sav-Mor Liquors
Info@savmorspirits.com
Ben Weiner 617-628-6444

**Floor plans –
Chapel and MP
Social Hall
Foyer**