



B'nei Mitzvah Manual

September 2016 – June 2017

5777

A Letter of Welcome

Dear Temple Member Family,

Mazel tov! The celebration of a child's becoming Bar or Bat Mitzvah is one of the greatest events in the life cycle of a Jewish family.

This booklet has been prepared in the hope that it will help to make the period of study and preparation for the ceremony less stressful and, therefore, more meaningful to your entire family.

Temple Beth Or has established certain expectations and responsibilities to help you and your children feel a part of the ongoing tradition from generation to generation (*L'Dor Vador*). All of these study and *mitzvah* opportunities will help you maintain the highest standards during this important life cycle event.

Becoming a Bar/Bat Mitzvah is about ritual maturity. It is about growing up as a Jew. It is about moral responsibility, about connecting to Torah, to community and to God. As you begin the process it is appropriate for you and your child to turn inward and ask yourselves, "Why are we doing this? What does it all mean?"

It is our greatest hope and expectation that the upcoming preparation and celebration you and your family are undertaking will have enduring and lasting significance. The seriousness and commitment required will help to shape the meaning of the celebration.

We are looking forward to working with your entire family in the year to come. Please know that we will make ourselves completely available to you during this process. Feel free to contact us with any questions or concerns at any time during the journey ahead.

It is our prayer that this experience will be one of many meaningful and fulfilling opportunities in the years that lie ahead.

L'shalom,

Rabbi Noah Fabricant
Anat Katzir, Religious School Director
Beth Felixson, Administrator

Cantor Sarah Silverberg
Eve Herman, B'nei Mitzvah Chairperson
Roger Gross, President

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An Introduction to B' nai Mitzvah

What is Bar/Bat Mitzvah?

The Bar Mitzvah ceremony originated as a means of recognizing that a young man had reached his religious maturity. At the age of 13, he was given an *aliyah*, an invitation to ascend the *bima* and participate in the Torah Service. It was not a celebration of a boy's 13th birthday, but rather an acknowledgment that another Son of Israel has reached maturity and was now a part of the Congregation. Bar Mitzvah means "Son of the Commandments"; it means that the child is now obligated to conduct himself as a Jewish adult.

Today we recognize that this ceremony marks a boy and a girl's transition into adolescence. The Bar/Bat Mitzvah experience is more than a recognition of a *Hebrew* accomplishment. Using newly learned skills is only part of the task that lies ahead. Now, a young Jew is expected to begin the true study of Torah. The child now has the tools and the awareness to begin to grasp the deeper significance of the Jewish lifestyle and process. Bar/Bat Mitzvah, then, is not the end of the Jewish educational experience, but a new beginning.

In the Reform setting, Bar/Bat Mitzvah is one stop along the way toward future educational goals, including Confirmation. At the end of 10th grade, the young adult confirms his/her commitment to Jewish growth throughout life. Bar/Bat Mitzvah and Confirmation are two different and essential stages in the life of a Jewish child. The first welcomes them into the Jewish community; the second allows them to affirm their adult wishes to live meaningfully as Jews. The child's religious education should be ongoing. It is the best way we can help create adults who live meaningfully as Jews.

What is the role of family?

A child's first community is his or her family. They serve as role models, and encourage that child to develop positive values. Parents are central in the life of that child and are responsible for the child's spiritual growth. Thus, Bar/Bat Mitzvah becomes an occasion in which the family comes together with the community to recognize that a boy or girl of 13 is now approaching adulthood. By their actions and involvement, parents communicate the ways in which we are expected to be a part of the worshipping community.

Recommended Reading

We suggest reading, as a family, *Putting God on the Guest List*, by Rabbi Jeff Salkin. It is important to take the time, before you embark, to concentrate on the meaning, not just on the logistics, of the journey ahead.

Scheduling a Bar/Bat Mitzvah

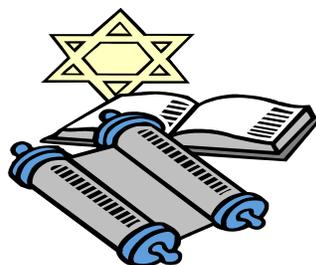
- The *B'nei Mitzvah* service will be scheduled three years in advance by the Bar/Bat Mitzvah chairperson (Eve Herman).
- The dates will be determined using various criteria such as date of birth and availability.
- A Bar/Bat Mitzvah will be scheduled on a Saturday morning throughout the year. The ceremony will be part of the regularly scheduled Shabbat morning worship, beginning at 10:30 a.m.
- In the event of extenuating circumstances, waivers to this policy may be granted by a committee consisting of the Rabbi, Cantor, the Vice President of Education, the Chair of the Bar/Bat Mitzvah committee, and the Director of Lifelong Learning.



For questions regarding scheduling, please contact:
Eve Herman, B'nei Mitzvah Chairperson
at
(201) 746-6356

Acceptance into the Program

Temple Beth Or reaffirms the belief that Jewish education is independent of ceremonies and is part of the life-long religious activity of a Jew. The value of the Bar/Bat Mitzvah is a strong force motivating the pursuit of Jewish learning. Bar/Bat Mitzvah is only one stop in the journey of life-long learning. Students are expected to continue to Confirmation, to attend our teen communal and educational programs through grade 12 and are invited, at any time, to also participate in Adult Education courses.



In order to become Bar/Bat Mitzvah:

- Your family must have a current membership affiliation in good standing with Temple Beth Or.
- All financial commitments to Temple Beth Or must be on a current basis prior to scheduling the Bar/Bat Mitzvah date. Dues and fees must remain current throughout the entire process. All Bar/Bat Mitzvah related fees must be paid at least 90 days prior to the Bar/Bat Mitzvah date itself. If this is your youngest or only enrolled child, ALL financial obligations including annual membership and building funds must be paid in full at least 90 days prior to the Bar/Bat Mitzvah.
- Additionally, there will be Bar/Bat Mitzvah program fee. This will cover the cost of programming and tutoring associated with the preparation of the Bar/Bat Mitzvah ceremony. Families with financial constraints, who wish to discuss alternative arrangements for paying this fee, should contact the TBO Office. Scholarship discussions will always remain confidential. *Your service date will not be considered confirmed until the fee is paid in full or financial arrangements have been made.*
- All fees are subject to change based on Board of Trustee approval.

Educational Requirements

Religious School:

- Children who wish to celebrate becoming Bar/Bat Mitzvah must be students in good standing in the Temple Beth Or Religious School. To be a “student in good standing”, achieve promotion and become a Bar or Bat Mitzvah, a student is asked to demonstrate honest effort and commitment. A student is evaluated based on quality of work, satisfactory behavior and regular attendance. Students must be continuously enrolled each year since third grade and have successfully completed each year since third grade. Students who become Bar or Bat Mitzvah during the 7th grade school year are required to complete the school year. All students are expected to continue learning and participate in Confirmation services in grade 10.
- In extenuating circumstances, a student who does not have four years of Hebrew may make alternative tutoring arrangements to learn Hebrew. This alternative will only be made available in extenuating circumstances. The Rabbi, Cantor, and Director of Lifelong Learning will evaluate entrance into the Bar/Bat Mitzvah program for students who do not have four years of Hebrew at Temple Beth Or.
- Should a child become Bar/Bat Mitzvah in Eighth grade, we encourage him/her to enroll in our teen community program.
- For optimum benefit, regular attendance in class is necessary. The following Religious School Attendance Policy must be adhered to:

- a) A student absent from any class session is responsible for completing missed reading/writing assignments.
- b) Should ten (10) absences occur, (5) in each semester, a make-up assignment must be completed in each semester. This responsibility must be completed before the Bar/Bat Mitzvah can take place.
- c) Any failure to adhere to the above requirements will be referred to the School Attendance Committee for review. This Committee, consisting of the Rabbi, Director of Lifelong Learning, School Chairperson, Vice President of Education, and one School Committee member, will take into account extenuating circumstances.

Family Orientation:

In each grade from 4th - 6th, there is a special program devoted to becoming B'nei Mitzvah. In grade 4, your child will receive the date of the Shabbat service during which s/he will be called to the Torah as well as his/her siddur (prayer book). In grade 5, we will explore the values behind the B'nei Mitzvah experience. In grade 6, your family will be invited to attend a special Shabbat morning service and orientation meeting and have the opportunity to meet with the Bar/Bat Mitzvah chairperson, the Rabbi, the Cantor, Director of Lifelong Learning and the Administrator to discuss Hebrew concerns, requirements, etc.

In addition, about 8 months prior to the Shabbat where your child will become a Bar/Bat Mitzvah, you will be invited to an additional meeting at which your child will receive his/her Torah portion and information about the tutorial process.

Attend Worship Services at Temple Beth Or:

Students must attend at least twelve (12) Shabbat services between the orientation meeting when the attendance cards are handed out and three months prior to becoming Bar/Bat Mitzvah. Additionally, students are expected to attend all festival and High Holy Day services.

Parents are expected to attend services with their children; you will find this will well prepare you for your family's special day.

At least six (6) of the above mentioned services must be a Saturday Shabbat service in which a child becomes Bar or Bat Mitzvah. Students should fill out the attendance cards and return them at the conclusion of each service to the Rabbi or Cantor who will sign the cards. Students may attend services at other synagogues. Up to two of the Friday evening and two of the Saturday morning required services may be fulfilled at other congregations. Proof of attendance is needed for credit (example: The order of service/program). The other eight services must be at Temple Beth Or. Part of the purpose of this requirement is to help students and parents feel comfortable in our worship setting. We reserve the right to postpone a Bar/Bat Mitzvah for students who do not complete service requirements.

Please remember to wear appropriate attire when attending services at Temple Beth Or or other synagogues.

Mitzvah Project Program - For B'nei Mitzvah Students

Each student and his or her family are required to participate in *mitzvah* projects. Each student is requested to achieve eight to ten hours of mitzvah credit for individual mitzvah work. In addition, we also recommend that each family unit do eight to ten hours of work repairing the world. (Community service work for school or other youth organizations does NOT count as mitzvah work for Bar/Bat Mitzvah).

All mitzvah projects should be initiated by emailing a project proposal no later than six months prior to the date of your Bar or Bat Mitzvah to Rabbi Fabricant or Morah Anat Katzir. The mitzvah projects must be completed at least four weeks prior the Bar/Bat Mitzvah. Please complete the Mitzvah Project Overview form and hand it in to Rabbi Fabricant.

We can provide suggestions for both the individual project and a family project. In addition, we participate in the UJA Keshet Olam Program.

Keshet Olam – B'nei Mitzvah Projects:

קשר עולם

☆ *Keshet Olam* ☆

Connection to the World

Bar-Bat Mitzvah Projects

TEMPLE BETH OR

KESHET OLAM PROGRAM REQUIREMENTS



The Keshet Olam Program is a partnership between UJANNJ and various synagogues within our community. Participation in the Program is voluntary. However, if you agree to be a part of the Program, you will be required to comply with the following:

1. Each project or projects combined (if more than one), will need to last approximately 10 hours which can be accumulated in many different ways and times. It will also need to involve hands-on activities and not merely fundraising, though it can have a fund-raising component.
2. Choice of agency must be registered with Anat Katzir, Religious School Director or Rabbi Noah Fabricant at Temple Beth Or, prior to contacting UJA to indicate your choice of agency and receive your contact information.
3. There will be an “official” mid-year check-in (via phone, email or in-person) on the status of the project and experience. This will be conducted by a professional or volunteer from either UJANNJ or Temple Beth Or, as the case may be, to ensure that everything is proceeding as expected. To the extent it is not, we will be there to assist to make sure that this is remedied in the best way possible.

4. At the end of the Program, there will be a wrap-up meeting/party with all of the students from the synagogues participating in this Program to share experiences, critique the project and Program and get to know each other.

For questions about the Keshet Olam requirements, please contact: Morah Anat Katzir, Religious School Director at 201-722-0269 or akatzir@templebethornj.org.

If you would like to advertise your project on our bulletin boards or web site, or if you would like to place a collection box in the lobby, please contact the Administrator for information and scheduling.

Participate in MAZON: Jewish Response to Hunger

MAZON, which means “food” or “sustenance” in Hebrew, was the first national organization to rally the American Jewish community around the issue of hunger, and remains the only national Jewish organization dedicated exclusively to that same cause. MAZON recognizes the importance of both responding to hungry peoples’ immediate need for nutrition and sustenance and working to develop and advance long-term solutions. We practice and promote a holistic approach to ending hunger, as demonstrated through our three interrelated strategies: advocacy & education, partnership grants and strategic initiatives. This approach symbolizes our desire to embody twin Jewish ideals: tzedakah and tikkun olam.

Over the last 25 years, MAZON has awarded grants totaling more than \$58 million to carefully-screened organizations representing the entire spectrum of the nation’s anti-hunger network: from food banks, food pantries, home-delivered meal programs and kosher meal programs to advocacy groups working at the local, state and national level to expand participation in federal food assistance programs and champion responsible government policies that can prevent widespread hunger in the future.

Donors choose to celebrate a variety of events with MAZON; weddings, Bar and Bat Mitzvahs, anniversaries and other joyous occasions. Include MAZON in your celebration by using our materials or by donating at least 3% of the cost of your life-cycle celebration. In sharing your celebration with MAZON, you honor the Jewish tradition of not eating until you have provided for the poor. Reserving a symbolic place at your table is an investment in ending hunger.

To obtain MAZON Table Cards, Certificates, “In Lieu of Gift” Notes or to make a donation or learn more about MAZON, please contact: MAZON: A Jewish Response to Hunger, 10495 Santa Monica Blvd., Suite 100, Los Angeles, CA 90025, 1-800-813-0557, www.mazon.org.

Clergy Meetings:

The preparation process is twofold: personal meetings with the Rabbi and Cantor and tutorial lessons with the tutors. At your B'nei Mitzvah Launch Meeting you will receive a binder with material that is essential for the learning process. In the binder, you will receive a schedule of meetings with each clergy member. It is extremely important that arrangements be made for students to attend their sessions with the Rabbi and Cantor.

Meetings with the Rabbi: Students and parents will meet at least four times with the Rabbi. During these meetings, students will: go over the order of service, prepare a *d'var Torah* (commentary of Torah portion), arrange service honors, and rehearse in the Sanctuary. Parents will be invited to join their students for most of the meetings.

These meetings are extremely helpful because you will have extensive conversations and receive handouts that will help you better understand the role of parents and siblings; the honors for loved ones; and the flow of the service. In addition, the Rabbi will help guide you with any personal questions you may have regarding the particular dynamics of your family.

As the event gets closer, you will receive a reminder of meeting times from Lynne Graizel our Executive Assistant regarding your upcoming appointments. We will also request a photo of your child so we can publish it in our newsletter. In addition to the photo, we will print a description of the student's mitzvah project. If you have any questions regarding scheduling, please contact Bonnie Ziff in the office 201-664-7422.

Meetings with the Cantor: Meetings with the Cantor will be divided in two parts. At the beginning of the B'nei mitzvah studies process there will be two sessions in which the Cantor will review the prayer book blessings and the Hebrew basics necessary for leading a Shabbat service. Those meetings are designed for the Cantor to get to know the student and assess his/her Hebrew skills and learning style. She will then assign one of our excellent tutors to train the child in Torah, Haftarah, and blessings (please see below).

At the end of the tutorial process, there will be six meetings with the Cantor to ensure that your child(ren) will be well prepared for the service. The first three meetings will be in the cantor's office to review Torah and Haftarah portions and all of the required prayers. The final three meetings will be spent in the Sanctuary chanting the Torah portion from the Torah scroll, reviewing the Haftarah portion, and reciting the blessings from the podium. The final meeting will take place during the week of the Bar/Bat Mitzvah service and will be a full, final rehearsal of the Shabbat morning service.

Tutorial Lessons:

TUTORING: Each student will begin weekly meetings with a tutor approximately 24 weeks before the service. The tutor will help prepare each student to read or chant the Torah and Haftarah portions. Additionally, prayers and blessings that are required for the ceremony will be reviewed. The Bar/Bat Mitzvah fee helps to cover the cost of tutoring. It is extremely important that students attend all of their scheduled meetings. The tutor will contact each student to schedule their sessions. All tutors are supervised by the Cantor.

The Worship Service

Community and Family Together:

The Bar/Bat Mitzvah ceremony is part of our regular Shabbat service. It is not an isolated event, but part of a communal worship experience. At this occasion, we recognize a child who is ready to commit his or herself to become a Son or Daughter of the Commandments. We welcome those children to the *bima*. Community and family are brought together for this joyous occasion.

Leading the Service:

The Bar/Bat Mitzvah will lead and participate in the Worship Service. When we reach the Torah service, the Bar/Bat Mitzvah will recite the Torah blessings, deliver a *d'var Torah* (explanation of the Torah reading) and chant from the Torah. In addition, they will share a personal statement about their Jewish path and Mitzvah Project. The student will also read or chant the Haftarah (from the Prophets), and appropriate blessings. After the Torah is read, parents are invited to share a special prayer expressing joy in their child being called to the Torah. Rabbi will assist you in formulating your thoughts and working with you to prepare this prayer.

Participation by friends and family:

As part of this festive celebration, friends and family will be invited to participate in various aspects of the service.

Please see “Ritual Practices for Participation in Worship Services” for Temple policy on participation on the *bima*.

Do not invite anyone to receive an honor until you have spoken to Rabbi first!
Temple Beth Or reserves the right to modify family honors at any time.

For a Bar/Bat Mitzvah service in which there are two students, Rabbi will help split the honors evenly between both families. Every family will still have the same number of aliyot.

Ritual Practices for Participation in Worship Services:

Many families have questions about the participation of non-Jewish family members and friends in the bar/bat mitzvah service. Rabbi Noah will help families find meaningful ways for all their loved ones to be included in this special service.

Saturday Kiddush:

We would be delighted for you to sponsor a *Kiddush* reception following the Bar/Bat Mitzvah. Both Lewis-Wallisch Hall and Brenner Hall are available for a *Kiddush* with advance reservation. This is a great way to celebrate within our Temple community. Temple Beth Or is a peanut and nut free building. Please see page 16 - 17 for Kiddush lunch details.

Friday Night Participation and Oneg Shabbat Sponsor:

B'nei Mitzvah families are invited to participate in the service on the Friday evening before their ceremony by lighting candles and leading *kiddush*. Students will join Rabbi and Cantor on the bima and lead one prayer during the service.

It is the obligation of B'nei Mitzvah families to provide the congregational *Oneg Shabbat* the Friday before the ceremony; therefore, we have included Oneg costs in the B'nei Mitzvah fee. Temple Beth Or will provide the food.

Friday Night Service Times:

7:30 PM Shabbat Evening Services

7:30 PM Shabbat Hallelu – (held monthly on the second Friday of the month)
Please check the TBO website for exact dates.

Friday Oneg Shabbat:

Temple Beth Or will provide the food needed for the oneg, including the fruit trays for the fee (per family) identified on page 17. This fee is due no later than 90 days prior to the B'nei Mitzvah date. **If there are any food allergies, please let us know at least a month prior to the Friday Night Service.**

Dress:

The B'nei Mitzvah experience is, first and foremost, a Shabbat worship service and the attire of all attendees should be consistent with a respectful worship experience. **Strapless attire, formal party dresses, formal gloves, and tuxedos are NOT appropriate on the *bima* on Shabbat morning.** This means no shoulders should be exposed and your *tallit* can not be used as a shawl. For women, shoulders MUST be covered on the *bima*. Ritual garb, such as *kippot* (head covering) and *tallit* (prayer shawl), are at the option of each worshipper. Temple Beth Or will provide *kippot* and *tallitot* for those who do not have their own. Guests are also strongly encouraged to help establish an appropriate worship environment. For the bat mitzvah Saturday Shabbat Service, **flats** are preferred as you will be carrying the Torah. You may discuss with Rabbi, however we encourage flats for the service then you can change for the reception. **Please notify your guests (especially teenagers) of our clothing policy as stated above.**

Photography:

Our Sanctuary is an extremely important place because it houses our Torah scrolls. We understand and invite our congregants who are celebrating *B'nei Mitzvah* to photograph the event but there are firm rules that must be followed. (1) Schedule your photographic session with the Temple office at least three weeks in advance. Rabbi, Cantor or Administrator must be present. On weekdays, photos may be taken until 2:00 p.m. or by special arrangement. **Please note: there are no photographs in the sanctuary on Shabbat. You can take pictures during your Kiddush after services.** (2) Do not take the Torah out of the ark without the presence of the Rabbi, Cantor, Educator or office staff. (3) Please do not rearrange anything on the *bima* or at the lecterns. This includes lights and microphones.

Please remember to arrange your photography session with our Executive Assistant (Lynne Graizel) at 201-664-7422.

Taking of pictures or videos during the service is strictly prohibited.

Video:

Upon request, Temple Beth Or will record a DVD of the Bar/Bat Mitzvah using a stationary camera. The fee for this service, is charged by our outside vendor. Personal video equipment will not be permitted during the service. Please contact Mark Friedman from M and M Video for more information mandavideo@aol.com.

Bus Transportation to a Reception:

Buses to transport guests must wait at the far end of the parking lot close to Ridgewood Road. At the conclusion of the service, when guests begin to exit the building, the bus may move into the front entrance area. This prevents a disruption of the service due to the sound of a bus engine.

Flowers:

You may make arrangements with a local florist. Flowers should be placed in front of the center torah table. They may not be higher than the top of the table (29"W, 32" H, 12"D). For B'nei Mitzvah – you may want to coordinate flowers with the other family who will be celebrating with you. In lieu of flowers, another option might be a Mitzvah Basket (such as food baskets to be donated to the needy). These baskets are the sole responsibility of the Bar/Bat Mitzvah family and must be removed and delivered to the appropriate organization following the Bar/Bat Mitzvah.

Flowers MUST be delivered by noon on Friday.

Invitations:

The invitation sets the tone for the ceremony. We humbly request that invitations to a Bar/Bat Mitzvah respect the honor of the day. We encourage you to order your Bar/Bat Mitzvah invitations through the congregant Michelle Meisner. **All invitations are discounted 20% and a percentage of the proceeds are donated directly to Temple Beth Or.** Michelle will be happy to assist you with the selection of an invitation in preparation for your special occasion.

Saturday morning our Shabbat service begins at 10:30 a.m., however we encourage you to put 10:15 a.m. start on your invitation.

For further information about invitations, please call

Michelle Meisner
(201) 391-2360
meisner@verizon.net

Building Opening on Saturday:

On Saturday morning, the Temple will open at 9:00 a.m. If you would like to enter the building earlier, please contact the Temple office six weeks in advance.

Ushering:

Each of us at Temple Beth Or delights in sharing in the joy of a young person becoming Bar or Bat Mitzvah. We ask members of the incoming B'nei Mitzvah class to usher at Shabbat morning services. Your presence at the entrance and in the sanctuary helps to

create a warm and welcoming sense of community and sets a positive tone for our service. Ushering also provides you with the opportunity to become more familiar with how services are conducted. Families have found the experience invaluable in helping them prepare for their own special day.

You will receive a letter with information regarding the ushering schedule, as well as instructions for ushers. All families are assigned to usher three B'nei Mitzvah Saturday morning services, typically twice in your child's 6th grade school year, and once in his/her 7th grade year. In short, as an usher your main responsibilities are to greet worshippers, offer assistance and maintain service decorum. A Head Usher, someone who has already had the experience of ushering, will be on-site to serve as a point person for the other ushers. Please arrive by 10 a.m.

We thank you in advance for enriching our Shabbat morning service experience. If you have any questions you can contact Brian Zeiler, our Ushering Coordinator at bz@apexbiomedllc.com, or Eve Herman, our B'nei Mitzvah Chair at mherman999@aol.com.

Infra-red devices for the hearing-impaired:

Our sanctuary at Temple Beth Or is equipped with an infra-red sound system for the hearing-impaired.

Many older people are reluctant to try new electronics, especially if they are confronted with it on the day of the Bar/Bat Mitzvah. If you anticipate having any guest who might benefit from this system, it would be wise to let them know in advance that it is available and how it works. It may mean the difference between a grandparent hearing a grandchild or not.

The headset, worn under the chin, is used without any hearing aids and is usually loud enough even for people with moderate to severe hearing losses. The headset is worn with the clear button away from the body. This button receives the signal so it must not be covered. The volume is adjusted using the rotary dial. The headsets are in the credenza outside the Sanctuary.

Bar/Bat Celebration Space Rental Information

Space rental is on a first come, first serve basis. Please call our Administrator to learn more about your party options.

1½ hour Kiddush reception in Lewis-Wallisch Hall (opposite office)	\$400.00
1½ hour Kiddush reception in Brenner Hall (behind sanctuary)	\$450.00
Catered meal in Brenner Hall (12 noon – 5:00 p.m.)	\$750.00
Catered meal in Brenner Hall (7:00 p.m. – midnight)	\$850.00

Additional Information

- There may be an extra cost for chair and table rentals when numbers exceed our resources. Families will be notified ahead of time.
- No smoking is allowed in Temple Beth Or as well as adjacent to any entrances.
- Additional fees may apply for extended hours and for extra custodial service.
- As long as the caterer or renter is in the building, the custodian must be on premises.
- Balloons are not permitted in Brenner Hall (fire code) nor is confetti of any kind.

Rental Space at Temple Beth Or

Facility Lease, Caterer's Agreement, Certificate of Insurance from caterer, and rental fee must be received one month (30 days) prior to function.

Important notice:

Room rentals are on a **first come, first serve** basis. When there is already a rental, the second party, renting an alternate space, **MUST** agree to use the same caterer as the first renter.

Kiddush Reception in Brenner or Lewis-Wallisch Hall (opposite office)

Various set ups can occur in each room, for specifics please see Beth Felixson (Administrator) to help you make your event unique and special. Your family is responsible for supplying paper goods. Food delivery by caterer must be completed prior to 9:30 a.m. for the 10:30 a.m. service.

You can reserve a room by checking the appropriate box on the response form. Please note that filling out this form does not guarantee that the requested space will be available. Please confirm your request with the Administrator.

Return Response Form

B'nei Mitzvah dates between September 2016 and June 2017

Please return this form and a check to:
Temple Beth Or
56 Ridgewood Road,
Township of Washington, New Jersey 07676

CHILD'S NAME	
BAR/BAT MITZVAH DATE	

<input checked="" type="checkbox"/>	Bar/Bat Mitzvah Fee <i>Includes professional fees, pianist, silk flowers, tutoring and educational materials.</i>	\$ 1100*
<input checked="" type="checkbox"/>	Oneg Fee – Includes paper goods, beverages, baked goods, and fruit	\$ 350*

<input checked="" type="checkbox"/> Please check to select your options below:		
<input type="checkbox"/>	Leaf on the Tree of Life (orders require 3 months lead-time) <input type="checkbox"/> hang leaf before event <input type="checkbox"/> hang leaf after event	\$ 180
<input type="checkbox"/>	1½ hour Kiddush reception in Lewis-Wallisch Hall (opp. Office)	\$ 400¹
<input type="checkbox"/>	1½ hour kiddush reception in Brenner Hall	\$ 450¹
<input type="checkbox"/>	Catered meal in Brenner Hall (12 noon – 5:00 p.m.)	\$ 750¹
<input type="checkbox"/>	Catered meal in Brenner Hall (7:00 p.m. to midnight)	\$ 850¹
	TOTAL	

* The Bar/Bat Mitzvah and oneg fees will appear on your July 1 Temple statement for Bar/Bat Mitzvahs that take place September through the following June. All Bar/Bat Mitzvah related charges are due in full no later than 90 days prior to the Bar/Bat Mitzvah. Payment at your earliest opportunity is gratefully appreciated. These fees are approved in the Temple's annual budget process and may be subject to change.

By signing below, I also give Temple Beth Or permission to print in the Temple Bulletin, the name of my son/daughter and the date of the bar/bat mitzvah.

Signature of parent (required): _____ **Date:** _____

Home Phone: _____ Cell Phone: _____

¹ Clean-up should be provided by caterer; there is an additional \$100 fee for additional Temple Beth Or custodial clean-up. Please contact the temple office for information.

Important Phone Numbers

	Name	Phone Number
Rabbi	Rabbi Noah Fabricant	(201) 664-7422, ext. 14 rabbiFabricant@templebethornj.org
Cantor	Cantor Sarah Silverberg	(201) 664-7422, ext. 20 cantorSilverberg@templebethornj.org
Religious School Director	Anat Katzir	(201) 644-7422, ext. 19 akatzir@templebethornj.org
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President	Roger Gross	president@templebethornj.org
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Video	Mark Friedman	(908) 668-0793 mandmvideo@aol.com

**We wish you and your family Mazal Tov
on this important life cycle event!**

Notes:



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