



# *Bar & Bat Mitzvah Handbook*

## *A Guide for Parents 2011*

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*Adar 5770*

February 2010

Dear Friends,

This booklet contains information, which we trust will make the experience of your preparing to become *Bar/Bat Mitzvah* more meaningful and guide you through the process we follow here at Beth El Hebrew Congregation. In order to set the context for it all we want you to know what a wonderful experience a family's celebrating a *Bar/Bat Mitzvah* can be. Our people have celebrated the journey of a Jewish child towards adulthood for centuries and have bestowed the occasion with great meaning and ritual.

The origins of a child becoming *Bar/Bat Mitzvah* are based in the legal emergence of a 13-year-old boy into legal adulthood. After a young man's thirteenth birthday he was able to read from the *Torah*, a legal right reserved only for adults. He was also legitimately counted as part of a minyan, was encouraged to marry, earn a living and raise a family. Though girls were not afforded the right to read from *Torah*, they were granted legal rights of maturity at age twelve. While we realize that the legal stature of becoming *Bar/Bat Mitzvah* (note the terms are nouns and should not be used as verbs such as in the phrase "to be *Bar/Bat Mitzvah*") no longer has significant impact, the occasion still contains a tremendous affirmation of continuity.

We attach great importance to these celebrations and take seriously both the preparation and the commitments we ask of our students. No one would expect to end his/her formal secular education at age 13; neither should we think of this process as an end. Rather, becoming an acknowledged son or daughter of our people is a window opening to a lifetime of Jewish learning. It would not be fair to expect adults to function well with a 13-year-old's knowledge of Judaism; the most difficult religious issues need ever greater maturity for discussion. Please be assured that we will work closely with you to answer questions you may have.

The following pages provide a road map both to the schedule and to the people you can contact if you have questions. Of course, please feel free to contact our clergy for counsel or guidance.

We look forward to a wonderful and rewarding family celebration.

Brett R. Isserow  
Rabbi

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Cantor

Moshe A. Teichman  
Executive Director

Barry H. Smith  
Dir. Of Education

Marsha Kaufman  
President

Sons and daughters are given to us that we may care for them and help them grow. Care and sustenance are not just physical, but include hope and faith. In this sense, parents are partners with God in the creating of life and in giving meaning and value to it. Jewish parents are teachers too - they want their children to learn the meaning of life and to feel the presence of God. This is the purpose of Jewish education; children joining as partners with parents in passing down our Jewish heritage. To stop growing is to stop living. Jewish education is the means by which the spirit of the individual is helped to grow and mature.

*Bar/Bat Mitzvah*, meaning “son/daughter of the Commandments,” cannot claim ancient origins. There is not a hint of it in the Torah, but the Talmud says that 13 is the age “for the fulfillment of the Commandments.” Children were denied the privilege of observing the commandments until they were 13, and so these became the central features of the *Bar/Bat Mitzvah* observance.

The actual ceremony of becoming a *Bar/Bat Mitzvah* is included in the ritual of regular community Shabbat services. The student shows that he/she is prepared to take on responsibilities in Jewish life when he/she reads from Torah and leads the congregation in worship, thus demonstrating his/her learning and familiarity with our tradition. The religious service is the central feature of the occasion. Becoming a *Bar/Bat Mitzvah* bestows no magical and instant transformation. At age 13 our children are still children, and will remain so for years to come. A *Bar/Bat Mitzvah* celebrates the process of becoming a Jewish adult committed to observing *mitzvot*. It takes guidance from parents and many years of learning to accomplish this goal. But it is a goal within the reach of our children and one worth striving for.

In earlier times, the celebration of this occasion took place in the student’s home where a modest meal was served after the service in the synagogue. With the passage of time, the festive family grew into a party, and sometimes banquets were held in public halls. We encourage dignified celebrations, so that festivities will not dwarf the religious significance.

The Religious School, Rabbi, Cantor, and tutors appointed by the Cantor provide the preparation, but the parents’ help is essential. Parents should motivate their children properly for study, encourage excellence in their activities, attend worship services with their child, and arrange the celebration itself in accordance with the religious spirit of the occasion. While a student is studying for this important religious life cycle event, parents should take to heart their own obligations as Jews. Likewise, parents should never give students an indication that *Bar/Bat Mitzvah* is the end of their religious education. It is properly only the beginning.

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## **RELIGIOUS SCHOOL BAR/BAT MITZVAH TIMETABLE**

### **I. RELIGIOUS SCHOOL REQUIREMENTS**

Bar/Bat Mitzvah girls and boys are required to attend both the Sunday and Wednesday Religious School sessions. To qualify for Bar/Bat Mitzvah, a child "must be enrolled in the Religious School continually from 4th grade through 7th grade except when a family joins the Temple with a child in a grade higher than 4th grade. That child shall attend Religious school at Beth El continuously from the date the family joins the Temple and that period shall not be less than 1 year and must include **completion of 7th grade.**"

The Temple requires that students must be enrolled in Religious School at the time of their Bar/Bat Mitzvah. Students who attend a Jewish Day School may be offered alternatives to class attendance. Alternatives may include Mitzvah projects and independent study. Participation in Jr. Congregation, BEFTY and other regular congregational activities will still be expected. All students become B'nai Mitzvah **WITH THE UNDERSTANDING THAT THEY WILL SUCCESSFULLY COMPLETE THE SEVENTH GRADE YEAR. B'NAI MITZVAH ARE EXPECTED TO CONTINUE THEIR JEWISH EDUCATION THROUGH CONFIRMATION.**

At least six (6) school months (which excludes June, July and August) prior to the assigned Bar/Bat Mitzvah date, your child will be evaluated as to Bar/Bat Mitzvah preparedness. When your child is determined to be ready, the date of the celebration becomes final.

Prior to this evaluation, your child will have participated in a special course for Bar/Bat Mitzvah preparations. The curriculum includes prayers and blessings, Torah and Haftarah *trope* (the musical system of the scriptures), liturgy and public speaking.

### **II. REQUIREMENTS FOR WORSHIP: ATTENDANCE AND LEADERSHIP**

**All Bar/Bat Mitzvah students must attend eight (8) Shabbat morning and three (3) evening services at Beth El (excluding Jr. Congregation) during the year of their becoming a Bar/Bat Mitzvah.** Each child will be expected to complete the attendance sheet found in their bar/bat mitzvah notebook. These experiences enable the students to familiarize themselves with the Beth El sanctuary worship and the Torah services. Attending worship service symbolizes the commitment to frequent Jewish worship that we hope Bar/Bat Mitzvah represents. Whenever possible, parents should join their children at these services. Your attendance has the added benefit of enabling you to become familiar with the service (including your role in the service).

It has been demonstrated that parents and students who are familiar with the music, rubrics, and choreography of the Shabbat morning service are more relaxed and confident when it is their turn to participate in services.

During the few months prior to the Bar/Bat Mitzvah, your child will be requested to serve as a student reader at a Beth El Shabbat morning service. It is anticipated that by the time students reach the seventh grade, they have attained knowledge of our liturgy, as well as a familiarity with the order of worship. Service as a "congregational lay reader" performs a mitzvah for the community, and brings honor to the student and his/her family.

### **III. SYNAGOGUE ETIQUETTE**

B'nai Mitzvah are celebrated in the context of the larger synagogue community. The Shabbat Morning Service is a vital component of Jewish life; your family's celebration is a joyous addition to the Shabbat Morning Service.

The information that follows will not only help you and your family enjoy the celebration, but will also enhance the dignity and decorum of the day. To assist you in the task of informing friends and family about synagogue etiquette and sparing them potential embarrassment, you are kindly asked to review the following information on decorum in the synagogue.

- Please ensure that your immediate family arrives on time. Shabbat services begin at 10:30 a.m.
- Your joyous event provides ample opportunity to celebrate with family and friends...*after* the service. Greeting relatives during the service disrupts the decorum of communal worship.
- Out of respect for the sanctity of Shabbat and one's presence in a House of God, worshippers are asked to wear clothing reflective of the occasion's dignity. Women, including the Bat Mitzvah, should wear a dress or skirt of respectable length. Shoulders should be covered (no sleeveless tops), while very low cut blouses and dresses are inappropriate forms of clothing for worship. Jeans are not appropriate dress in a Synagogue.
- Ushers will be present to coordinate entry into and exit from the Sanctuary. At certain times during the service it is improper to enter or depart the Sanctuary. During these moments, ushers will politely request those who wish to do so to wait until an appropriate opportunity presents itself.
- Beth El Hebrew Congregation welcomes adults *and* children, while we ask that parents exercise reasonable discretion in removing genuinely disruptive children, we want our youngest visitors to feel at home in our synagogue. Should your children become restless, you are requested to take them to the Library where they may follow the audio portion of the service.
- Please assign an adult to sit with your child's friends during services.
- Often friends who are not Jewish are invited to attend the celebration. You are encouraged to consider including a letter explaining services in the synagogue with the invitation.

### **IV. THE BAR/BAT MITZVAH AND THE LITURGICAL LIFE OF THE COMMUNITY**

The celebration of your child's Bar/Bat Mitzvah is a wonderful event in the life of our community. As such, it is observed within the normal liturgical calendar of our synagogue, a time when many members of the congregation may gather to celebrate with family and friends.

On the weekend of your child's *simchah*, your family will be asked to participate in Friday evening worship with Beth El, when you will be asked to kindle Shabbat candles, to open and close the Ark doors for the Aleinu, and to sanctify the Shabbat by leading the congregation in the Kiddush and Motzi following the service.

On Shabbat morning, your child will have a substantial role in leading morning worship, reciting or chanting a section from the Torah and the accompanying Haftarah, offering a personal Torah commentary to the congregation, and receiving a blessing from their parents, the Rabbi and Cantor and special memento gifts from the Congregation.

In addition, parents and student participate in the ritual of passing the Torah *midor l'dor*, from generation to generation, which can take place on either Friday night or Shabbat morning.

Since our B'nai Mitzvah celebrations normally take place during scheduled services, there may be times when special holiday celebrations, communal observances, and other families' life cycle events will take place on the Friday night or Shabbat morning of your family's *simchah* weekend. We know that you will celebrate with others in the same way that they will celebrate with you.

## V. PARENT/CHILD MEETINGS WITH THE RABBI AND CANTOR

Approximately six (6) months before your child's Bar/Bat Mitzvah date, he/she will meet with the cantor. At this meeting, your child will be evaluated on preparedness to lead the required blessings for the Bar/Bat Mitzvah service. If your child is not prepared with the blessings at this time, he/she will have one month time to demonstrate readiness. A list of private tutors will be made available to the family at this time. Please note that there is an extra charge for this tutoring. Your child must be fully prepared with the required blessings prior to working with the private tutor on the Torah and Haftarah portions.

Approximately five (5) months before your child's Bar/Bat Mitzvah date, you will meet with the rabbi and then the cantor. At these meetings, your child will receive a binder with the proper Torah and Haftarah portions as well as other information regarding preparation for the Bar/Bat Mitzvah, and your child will have an initial tutoring session.

Approximately six (6) weeks before your child's Bar/Bat Mitzvah date, he/she will meet with the rabbi to begin preparing his/her D'var Torah. Students will be expected to prepare a draft and final copy within the following four (4) weeks.

Each child will meet with the cantor twice during the five-month intensive preparation period. The meetings will be to evaluate preparation progress. They will usually take place about three (3) months and two (2) months prior to the Bar/Bat Mitzvah date. Upon request, more meetings may be arranged.

There will be two rehearsals for the Bar/Bat Mitzvah service. The first meeting will usually be held on a Thursday from 4:00 p.m. to 6:00 p.m., 1-1/2 weeks prior to the service. The second rehearsal will usually take place on the Tuesday during the week of the service from 4:00 p.m. to 5:00 p.m. The entire family should plan to be at both rehearsals. Should you request it, the rabbi is also available for consultation at any time between these two meetings.

## VI. INDIVIDUAL TUTORING

Following the initial meeting with the rabbi, you should be in touch with your tutor to schedule **10 private sessions (covered by the B/M fee)**. Please note that these tutoring meetings are in addition to regular religious school sessions. The purpose of these sessions is to prepare the Torah and Haftarah readings and review the blessings. Occasionally, you and the tutor may decide that additional lessons would be helpful. Please note that there is an extra charge for any such sessions which would be negotiated directly with the tutor. Tutoring lessons will take place either in the tutor's home or at Beth El. **Please arrive to your appointments promptly, both out of respect for our dedicated tutors and because lessons are frequently scheduled back-to-back.**

You can help the tutor ensure that your child prepares for this day with maximum fulfillment and minimal stress. Regular study of the material is imperative. Even bright students can find themselves in difficulty if they procrastinate. Please help your child and tutor by monitoring your child's practice schedule and progress.

## **VII. TWO B'NAI MITZVAH ON THE SAME DAY**

Scheduling circumstances may necessitate that we schedule two (2) B'nai Mitzvah on a Shabbat. Please be aware that we reserve the right to schedule a second family to your Shabbat up until six (6) months prior to your date. We will inform you of any such change before the six-month (6) cut-off. Please note that such an arrangement does not change in any way your child's role in the Torah Service.

## **VIII. CREATIVE WORSHIP SERVICE**

Many families find that creating a unique worship service, taken from readings not found in our prayer book - *Mishkan T'filah*, adds meaning to the Bar/Bat Mitzvah experience. If you would like to create your own service, there are additional liturgical guidelines of which you need to be aware. The rabbi and/or cantor will assist you in compiling this special service; **you must contact one of them at the beginning of your creative work.** Please note that the final product is due six (6) weeks before the Bar/Bat Mitzvah date. B'nai Mitzvah families assume all production and printing costs for these special services.

## **IX. FOR FURTHER READING**

Please refer to the following books that can add to the meaning of the day, as well as to your comfort and ease in planning:

1. **Putting God on the Guest List and Putting God on the Guest List for Kids** by Rabbi Jeffrey Salkin. These books stress the need for focusing upon the truly important spiritual and emotional aspects of the Bar/Bat Mitzvah day rather than on the party and attendant social events.
2. **How to Be a Perfect Stranger, Volume 1**, edited by Arthur Magida. This book outlines for 20 different faith communities the things that people ("strangers") need to know before entering a house of worship that is not their own. Many families have found it helpful to send along to friends and relatives the section on Judaism so that others are familiar with the ritual, dress, decorum, and other expectations of our worship.

## **OTHER IMPORTANT ITEMS TO NOTE**

### **I. BAR/BAT MITZVAH FEES**

In addition to the regular two-day (2) per week Religious School registration fee, you will be required to pay a Bar/Bat Mitzvah fee to cover all costs involved in preparing your child for this occasion.

Payment of the Religious School registration fee and the Bar/Bat Mitzvah fee (currently \$550.00 - \$565.00 if payment is made by credit card) is required at the time of Religious School registration for the 7th Grade.

**Please be advised that you must be current in your financial obligations to Beth El. Obligations include your Fair Share pledge and your annual Building Fund installment prior to the date of your child's Bar/Bat Mitzvah.**

Any questions that you have regarding the status of your financial account should be addressed to either the Executive Director or to the Treasurer of Beth El.

### **II. BETH EL BULLETIN**

We would like to place a public expression of congratulations to each Bar/Bat Mitzvah child in the "Temple Family" section of our Bulletin. **You are kindly asked to submit a brief profile of approximately 100 words.**

You will want to include the Bar/Bat Mitzvah date, the child's school and grade, special talents/interests and any other pertinent information. **This information should be e-mailed directly to the Bulletin Editor at [efeditor@cox.net](mailto:efeditor@cox.net) by the FIRST of the month prior to your child's Bar/Bat Mitzvah date.** Please write the names of the Bar/Bat Mitzvah and parents as you would like them to appear in The Bulletin. For examples of appropriate profiles, please refer to recent issues of our temple Bulletin now on-line.

**You are kindly asked** to provide the names and relationship(s) (to the Bar/Bat Mitzvah) of the people who will be sponsoring the Bimah flowers and the Oneg Shabbat, how you wish your names and the Bar/Bat Mitzvah's name to appear in the Shabbat folder, as well as how the Bar/Bat Mitzvah's name should appear on their Kiddush Cup. **Please e-mail this information by the FIRST of the month prior to your child's Bar/Bat Mitzvah date to [schurch@bethelhebrew.org](mailto:schurch@bethelhebrew.org).** You will also be responsible for providing the names, addresses and phone numbers of your hostesses for the Friday night Oneg Shabbat to Sylvia Kassalow at [mmemoderne@aol.com](mailto:mmemoderne@aol.com). **She will need this information at least three (3) weeks prior to your child's Bar/Bat Mitzvah.**

### **III. TAKING OF PHOTOGRAPHS/VIDEOTAPES**

The policy at Beth El is that **still photography is not permitted** in the Sanctuary during the worship service. With advance notice to and agreement with the Executive Director, you may schedule use of the Sanctuary for a photography session the week before your ceremony. If you plan to take pictures on the day of your child's ceremony, you may do so before 10:15 A.M. (or after 12:30 P.M. with advance agreement with the Executive Director). Please ask for permission from the Rabbi or Cantor in order to open the Ark and handle any of the Torah scrolls.

**Videotaping** of the service by a videographer is permitted with **special permission**. The videographer may record the service only by placing the camera and standing inside the centermost doorway of the Social Hall - Sanctuary movable wall. No parts of the camera may intrude into the Sanctuary proper. With proper patch cords, the videographer may record the sound of the service through the amplification system; the use of wireless microphones is permitted as long as they are inconspicuous to the congregation, and as long as they do not affect activities on the bimah. Please contact the Executive Director if you have any questions about videotaping.

The Beth El Brotherhood will provide the Bar/Bat Mitzvah family with a complimentary VHS and DVD of the service.

#### IV. **CONTRIBUTIONS**

##### *Weinberg Tree of Life*



In honor of this special occasion a donation of a leaf to our Tree of Life would be most appropriate. Please call the Executive Director for further information.

##### *MAZON*



A contribution to MAZON (a Jewish response to hunger) of 3% of the cost of life cycle celebrations is recommended. The address for MAZON is: 1990 S. Bundy Drive, Suite 260, Los Angeles, CA 90025-5232

#### V. **ISRAEL QUEST**

After years of research by the Charles Bronfman Foundation, it was determined that the most influential factor in maintaining Jewish identity amongst our youth, was an Israel experience. As a result, the Bronfman Foundation and UJA Federation of Washington have joined together to provide funding for the Israel Quest Program.

Students are given the opportunity in grades seven (7) or eight (8) to sign up for the program. This program is designed to assist teens who travel to Israel after completion of their Jewish education (after the 10th grade year). A list of approved programs will be provided by Israel Quest. In addition, teens may participate in exciting community-wide events such as day trips, concerts, community projects, and retreats.

Upon their return from Israel, the students will participate in a variety of pre-college events and serve as

ambassadors for the Israel Quest Programs.

Teens who participate will be eligible for:

- 1) An Israel Quest Grant of \$1000. Sponsoring organizations can offer a contribution which Israel Quest will match up to \$500. The maximum amount that can be received is \$2000.
- 2) NFTY in Israel gift certificate of \$250.



## **II. ONEG SHABBAT REFRESHMENTS**

It is traditional at Beth El that the Bar/Bat Mitzvah family sponsors the Oneg Shabbat on the Friday night preceding their child's Bar/Bat Mitzvah service. BE-WRJ provides the service of ordering and delivering the baked goods, and having the tables set upon Friday in preparation for that night's Oneg Shabbat

Please call the synagogue office **four (4) weeks prior** to the Bar/Bat Mitzvah date and specify who should be listed in the Shabbat Service folder as the sponsor of the Oneg Shabbat (i.e., parents, grandparents, or other).

The prices listed below include the cost of pastries, cookies, punch, iced tea, hot tea and coffee, paper goods, candles, and payment of the kitchen help for that evening.

### **Cost of the Oneg Shabbat:**

Single Bar/Bat Mitzvah (One Family)	\$360.00
Double Bar/Bat Mitzvah (Two Families)	\$220.00 per family

For an additional charge, you may order a Bar/Bat Mitzvah cake. If you do not wish the cake to be cut during the Oneg, it must remain boxed and in the kitchen. A cake may not be put on the Oneg table for display only. Please contact the WRJ representative for current prices.

As an option, you may choose to bake and/or buy your own cakes, cookies and pastries for the Oneg Shabbat you sponsor. You will need to provide approximately 350 pieces of bakery goods. If you choose this option, **you will be charged \$125 payable to BE-WRJ** to cover the cost of beverages, supplies and part of the expenses for the kitchen help. **You must deliver the baked goods to the Temple kitchen before 3:00 PM on the Friday afternoon of the Bar/Bat Mitzvah. Packages should be clearly labeled as "Oneg Shabbat for (date)".** The Kitchen staff will arrange your baked goods onto Sisterhood's platters.

**NOTE: If you elect this option, please contact our representative 4 weeks ahead of the scheduled Bar/Bat Mitzvah so no bakery order is placed that week.**

**CONTACT FOR BAKERY GOODS: Lil Daniels 703-354-9446  
or email Lil at: [lilandtayd@gmail.com](mailto:lilandtayd@gmail.com)**

## **III. HOSTS/HOSTESSES FOR THE ONEG SHABBAT**

It is the responsibility of the family to make sure that they provide 4 family members or friends to share the honor of being Oneg Shabbat hosts/hostesses to pour refreshments following the Friday night service. BE-WRJ will provide a Hostess-in-Charge. **Please contact Sylvia Kassalow at least 3 weeks prior to your child's Bar/Bat Mitzvah.** If your child will become a Bar/Bat Mitzvah in a double ceremony, please call the family sharing the date with you to coordinate arrangements.

**CONTACT FOR HOSTS/HOSTESSES: Sylvia Kassalow 703-354-5654  
or email: [MmeModerne@aol.com](mailto:MmeModerne@aol.com)**

**IV. ADDITIONAL OPTIONS**

**Candlelabra:** Our Judaica Shop has a Bar/Bat Mitzvah candelabra available for your party (held at Beth El only) for a fee of \$25.00. **You must supply the drip less candles** and return the candelabra free of all wax drippings.

**CONTACT FOR CANDELABRA:                      Annette Kilian                      703-765-4671**

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**TOTAL COSTS FOR FLOWERS AND ONEG SHABBAT**

BIMAH FLOWERS	\$125.00
TABLE CENTERPIECE	40.00
REFRESHMENTS	<u>360.00</u>
	\$525.00

<i>Optional Candlelabra:</i>	<u>25.00</u>
	\$550.00

**All prices listed on this page are subject to change.**

**WRJ will bill you for these services.**

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**V. PHONE LIST FOR BE-WRJ SERVICES**

Flowers and Oneg Bakery Goods:	Lil Daniels	703-354-9446
	or email:	<a href="mailto:lilandtayd@gmail.com">lilandtayd@gmail.com</a>
Candelabra Rental:	Annette Kilian	703-765-4671
Financial Arrangements for above:	Lil Daniels	703-354-9446
	or email:	<a href="mailto:lilandtayd@gmail.com">lilandtayd@gmail.com</a>
Oneg Hosts/Hostesses:	Sylvia Kassalow	703-354-5654
	or email:	<a href="mailto:MmeModerne@aol.com">MmeModerne@aol.com</a>

Catering  
By Beth El Brotherhood

The Brotherhood of Beth El Hebrew Congregation is pleased to offer a very personalized, high quality catering service. We have designed this service primarily to provide Beth El members with a more convenient and reasonably priced alternative for catered events at Beth El.

Our catering service, now completing its 31<sup>st</sup> year, is available for Bar/Bat Mitzvah luncheons, wedding receptions, banquets, and dinners for any occasion.

**THE SERVICES PROVIDED:**

Planning assistance  
Varied menus  
Food preparation and presentation  
Attractive dining room arrangements with table linens  
Attended buffet service.

**OPTIONAL EXTRAS INCLUDE:**

Black tie waiter services  
Bartending Service  
Hors d'oeuvres  
Extra fancy desserts

**HOSTS WILL NEED TO MAKE SEPARATE ARRANGEMENTS FOR:**

Social Hall rental (contact the Temple office at (703) 370-9400)  
Flowers or other decorations (we can provide bud vases at no cost)  
Alcoholic beverages, including wine  
Decorated cake  
Music or other entertainment  
Other room decorations  
Photographer/videographer services

**To discuss catering an event or to get more information, please contact:**

**Mitchell Singer: 703-765-5428**  
**E-mail: [catering@bethelhebrew.org](mailto:catering@bethelhebrew.org)**

**CATERING VOLUNTEERS:** Beth El members are encouraged to volunteer to help with the many events catered at Beth El. We need help with food preparation, setup, serving and cleanup. Volunteers who serve at three of these events can receive a 10% discount for their own event. To volunteer, contact:

**Annette Kilian - 703-765-4671**  
**Mitchell Singer: 703-765-5428**

## FACILITY ARRANGEMENTS

Due to the large number of Bar and Bat Mitzvah events scheduled for the coming year, we strongly recommend that you make the necessary rental arrangements with Beth El's Executive Director as far in advance as possible. Reservations for the use of the synagogue facilities are accepted on a strictly first come-first served basis. Bar/Bat Mitzvah families have first call on rental of the Social Halls until twelve (12) months before their date. After that time, the social halls will be made available to outside renters.

### RATE SCHEDULE FOR USE OF BETH EL FACILITIES

*(Subject to Change)*

Rental fees are based on a four (4) hour rental. An additional \$150.00 charge will be added for each additional hour.

Afternoon events held on Saturday and Sunday must conclude, including clean-up, by 4:00 P.M. unless otherwise specified in the rental agreement.

Evening events on Sunday through and including Thursday must conclude, including clean-up, by 10:30 P.M.

Facility/Equipment/Service	Member
Sanctuary	No Charge
Bendheim/Billowitz:	
Rental	\$750.00
Deposit to Reserve Hall	\$375.00
Non-Refundable Deposit	\$200.00
Dance Floor	Included
Projector and Screen	\$ 75.00
Security Officers	Not Applicable
Billowitz	
Rental	\$300.00
Security Deposit	\$150.00
Non-Refundable Deposit	\$200.00
Dance Floor	Included
Projector and Screen	\$ 75.00
½ Social Hall	
Rental	\$500.00
Security Deposit	\$250.00
Non-Refundable Deposit	\$200.00
Dance Floor	Included
Projector and Screen	\$ 75.00
Security Officers	Not Applicable
Social Hall History Foyer	
Rental	\$350.00
Security Deposit	\$175.00
Non-Refundable Deposit	\$150.00
Multipurpose Room	
Rental (section 1, 2 and 3)	\$200, \$350, \$500
Security Deposit	\$100, \$175, \$250
Non-Refundable Deposit	\$100, \$175, \$250

Dishes, Flatware, Glassware	
BE Brotherhood Catering	2.50 per person
<b>Outside Caterer</b>	<b>5.00 per person **</b>

1. Rates for Beth El members are applicable only to members of more than six (6) months and whose dues are current as of the quarter in which function will be held.
2. "Dishes" includes: dishes, flatware, water glasses, wine goblets, salt & pepper shakers. It **does not** include any large silver items (trays, punch bowls, and chafing dishes, linens, paper goods, or foodstuffs). There will be an additional charge for these.
3. **\*\* For outside caterers, a security deposit of \$300 is required to cover equipment loss, breakage, and/or inadequate clean-up of the kitchen facilities. It is refundable in full if there are no charges for any of the above.**
4. **All Caterers using the Beth El kitchen must provide the office a Certificate of Insurance naming Beth El as co-insured.**

*THERE IS NO CHARGE FOR THE USE OF THE SANCTUARY OR THE CHAPEL FOR THE BAR/BAT MITZVAH SERVICE.*

## **FACILITY USE AND REGULATIONS**

### **A. FACILITIES**

1. Bendheim/Billowitz Social Hall - **up to 267 people** for seated or buffet dinners.
2. Kitchen - available to reheat food -- use of counter tops, refrigerator, ice machine.
3. Dishes may be rented from BE-WRJ.
4. Tables (round or rectangle) and chairs are provided.

### **B. PERIOD OF USE**

1. Reservations are for a period of four hours per use plus two hours of set-up time plus one hour of clean up time
2. Additional hours will be charged accordingly.

### **C. LIMITATIONS OF USE**

Persons reserving facilities agree:

1. To be governed by all house rules and any special requirements that may be established by the Building and Grounds Committee or any duly authorized official of the Congregation;
2. To be fully responsible for all loss or damage to any property of the Beth El Hebrew Congregation as a result of this function or the actions of any guests.

### **D. RESPONSIBILITY**

1. Beth El Hebrew Congregation and its employees assume no responsibility for loss or damage to any property brought into the building by individuals or organizations in connection with any activity. Beth El has only limited facilities for storing food and equipment for Temple programs, and has not facilities for private storage of food, liquor, wine, decorations, etc. Such items should not be brought into the building until the beginning of the set-up period of the event, unless special arrangements have been made with the Executive Director. Safeguarding of these items is the sole responsibility of the person or organization reserving the facility.
2. Lessee is responsible to see that the facility is left in a generally clean and tidy condition after the function. Any failure to comply with this condition may result in additional charges for custodial services beyond the normal charges included in the rental fee.

E. **RESTRICTIONS**

1. No shellfish or pork products may be served at any time.
2. During Passover no leavened or other prohibited foods may be served.
3. Smoking is prohibited in the entire building.
4. No decorations shall be placed on the walls, doors or floors that are fixed by tape, tacks, staples, etc.

F. **HOW TO RESERVE**

1. A non-refundable deposit must be made at the time of reservation. This will be applied to total cost of function.
2. **Set-ups must be provided by the lessee to the Temple office fourteen (14) days before the function. The set-up may be faxed to 703-370-7730.**
3. A copy of the room reservation form must be signed by the lessee.
4. **All fees must be paid no later than twenty-one (21) days prior to the function.**

## Beth El Hebrew Congregation – Bar/Bat Mitzvah Planning Guide

- 20 months prior to B'nai Mitzvah calendar year Bar/Bat Mitzvah application sent to your home...please return
- 14 months prior to B'nai Mitzvah calendar year Bar/Bat Mitzvah dates assigned
- 14 months prior to B'nai Mitzvah calendar year Review and accept the date or contact cantor to change date
- Sixth Grade year Expectations by end of school year:
  - Fluency with Hebrew Decoding
  - Leadership ability with Blessings
  - Working knowledge of Trope (music of Torah/Haftarah)
  - Comfort with Service Order
  - Familiarity with Music of the Liturgy of the Service
  - Honed Public Speaking Skills
  
- 10 months prior to B'nai Mitzvah calendar year Series of Parent Meetings to familiarize parents with B'nai Mitzvah procedures
- 18-12 months prior to Bar/Bat Mitzvah date Reserve your Hall
  - For Beth El Social Hall, reserve through Comptroller
  - Arrange for Caterer
  - Investigate bands and photographers/videographers for the reception
  - Book musicians or DJ for reception
  - Set date with photographer/videographer
  - Begin fulfilling service commitment (Parents should attend too!!!)
  
- 12 months prior to Bar/Bat Mitzvah date
  - Student must review blessings,
  - Practice Bar/Bat Mitzvah Hebrew decoding skills
  - Utilize Hebrew Summer School
  - 7<sup>th</sup> grade Blessings review tutors are available
  
- 7 months prior to Bar/Bat Mitzvah date Initial meeting with cantor to review blessings
  - Student must bring blessings up to leadership ability by 5 months prior to Bar/Bat Mitzvah
  
- 5-1/2 months prior to Bar/Bat Mitzvah date Initial meeting with rabbi
  - Rabbi goes through Bar/Bat Mitzvah process with family
  - Student receives notebook and CD
  
- 5-1/2 months prior to Bar/Bat Mitzvah date
  - Check on ushering and Oneg hostess dates
  - First tutoring session with cantor
  - Contact your tutor and set up regular meeting time
  
- 5 months prior to Bar/Bat Mitzvah date Plan table decorations and party favors for reception
- 4 months prior to Bar/Bat Mitzvah date Design and print invitations
  - Student leads part of a Shabbat morning worship service
  
- 2-1/2 months prior to Bar/Bat Mitzvah date Progress meeting with cantor
  - E-Mail biography: [EFEditor@Cox.net](mailto:EFEditor@Cox.net)**
  - Make arrangements for flowers and Oneg with Sisterhood**
  
- 2-1/2 months prior to Bar/Bat Mitzvah date
  - Progress meeting with cantor
  - Rabbi meets with student to prepare D'var Torah
  - E-mail list of hosts for Friday night Oneg: [Mmemoderne@aol.com](mailto:Mmemoderne@aol.com)**
  - E-mail sponsor names for Oneg & flowers: [schurch@bethelhebrew.org](mailto:schurch@bethelhebrew.org)**
  
- 3 weeks prior to Bar/Bat Mitzvah date Arrange seating for reception
- 2 weeks prior to Bar/Bat Mitzvah date Submit floor plan for social hall set-up if your reception is at Beth El
  - Parents write parents' blessing and Torah Passing speeches and Complete "Service Participation Sheet"
  
- 1-1/2 weeks prior to Bar/Bat Mitzvah date
  - 1<sup>st</sup> rehearsal with clergy
  - Bring "Service Participation Sheet"
  - Both parental speeches should be prepared
  
- 1 week prior to Bar/Bat Mitzvah date Family serves as ushers for Shabbat morning service
- ½ week prior to Bar/Bat Mitzvah date Final rehearsal with clergy

- After the Bar/Bat Mitzvah

Send thank you notes

Optional – send contributions to Beth El in honor of the simcha

Or to thank those who helped your child reach this day

Make donation to Mazon or other charity

Purchase gold leaf for Congregation's Tree of Life

**Continuation of 7<sup>th</sup> Grade Studies and on to Confirmation**

## Bar/Bat Mitzvah Budget Guide

### Beth El Fees:

- Religious School registration fee
  - Fair Share congregational membership dues up to date
  - Building Fund contribution up to date
  - Bar/Bat Mitzvah fee
  - Additional tutoring fees if necessary
  - Oneg Shabbat Sponsorship
  - Flowers Arrangements for Sanctuary/Social Hall
  - Optional Candelabra Rental (Dripless candles not included)
- 

### Optional and Other Budget Items for your Consideration:

- Hall Rental (Beth El or other)
- Caterer (Beth El Brotherhood or other)
- DJ/Entertainment
- Decorations/Party Favors
- Invitations/Thank you notes
- Photographer/Videographer
- Contributions to Charities and/or Beth El Special Funds

Date	B'nai Mitzvah	Parashah	Mom's Name	Dad's Name	Home Phone
Jan 01 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Jan 08 2011	Leor Clark	Bo	Nava Ezra	Tilden Clark	(703) 971-9726
Jan 08 2011	Sheir Clark	Bo	Nava Ezra	Tilden Clark	(703) 971-9726
Jan 15 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Jan 22 2011	Diana Haemer	Yitro	Leslie Haemer	Robert Haemer	(703) 550-6956
Jan 29 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Feb 05 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Feb 12 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Feb 19 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Feb 26 2011	Anna-Clair Brotman-Krass	Vayak'heil	Dana Brotman	Michael Krass	(703) 560-0818
Mar 05 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Mar 12 2011	Kaila Stein	Vayikra	Karen Stein	James Stein	(703) 768-0605
Mar 19 2011	Gabrielle Zang	Tzav	Amy Zang	Douglas Zang	(703) 299-0314
Mar 26 2011	Solomon Wiener	Shemini		Michael Wiener	(703) 967-8297
Apr 02 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Apr 09 2011	Zoe Campbell	M'tzorah	Arlene Tave	Colin Campbell	(703) 766-3893
Apr 16 2011	Camille Sommerfield	Acharei Mot		Mark Sommerfield	(703) 256-0459
Apr 23 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Apr 30 2011	Jacob Landa	K'doshim	Debra Landa	Joseph Landa	(703) 549-8787
May 07 2011	Madeleine Fortney	Emor	Janet Fortney	Scott Fortney	(703) 370-8777
May 14 2011	Jenna Silversmith	Behar	Barbara Silversmith	David Silversmith	(703) 323-6931
May 21 2011	Alexandra Zernik	Bechukotai	Susan Zernik	Chris Mastrangelo	(703) 941-4659
May 28 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Jun 04 2011	Isabelle Cohen	Naso	Joyce Cohen	David Cohen	(703) 538-3299
Jun 11 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Jun 18 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		
Jun 25 2011			<b>NO B'NAI MITZVAH SCHEDULED</b>		

Date	B'nai Mitzvah	Parashah	Mom's Name	Dad's Name	Home Phone
Jul 02 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Jul 09 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Jul 16 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Jul 23 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Jul 30 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Aug 06 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Aug 13 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Aug 20 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Aug 27 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Sep 03 2011	Shayna Stark	Shoftim	Euna Lilly-Stark	Robert Stark	(703) 781-0714
Sep 03 2011	Tristan Stark	Shoftim	Euna Lilly-Stark	Robert Stark	(703) 781-0714
Sep 10 2011	Phillip Flint	Ki Teitzei	Lidia Terziotti	Douglas Flint	(703) 799-3783
Sep 17 2011	Jacob Levine	Ki Tavo	Kaiya Levine	Todd Levine	(703) 337-4228
Sep 24 2011	Melanie Pincus	Nitzavim	Jamie Pincus	Roger Pincus	(703) 241-3890
Oct 01 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Oct 08 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Oct 15 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Oct 22 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Oct 29 2011	Sophia Naide	Noach	Laura Naide	Eric Naide	(703) 329-9391
Nov 05 2011	Steven Edelson	Lech-Lecha	Julie Edelson	Jeffrey Edelson	(703) 354-8688
Nov 12 2011	Alana Brodie	Vayeira	Amy Brodie	Jeffrey Brodie	(703) 780-7703
Nov 19 2011	Megan Johnson	Chayei Sarah	Lauren Johnson	George Johnson	(703) 527-1516
Nov 26 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Dec 03 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Dec 10 2011	Dylan Gottlieb	Vayishlach	Mary Gottlieb	Brian Gottlieb	(703) 764-1277
Dec 17 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>
Dec 24 2011					<b>NO B'NAI MITZVAH SCHEDULED</b>

