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# **Congregation Beth Shalom B'nei Mitzvah Guidebook**

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Dear Bar/Bat Mitzvah Candidate and Family:

**Shalom and Mazal Tov!** We look forward to celebrating with you as you become a bar/bat mitzvah. This packet is intended to answer any questions you might have about the B'nei Mitzvah Program at Congregation Beth Shalom. We suggest that you keep this packet handy and consult it often leading up to your family simḥa. We want to make this experience as joyous and meaningful as possible for your entire family.

**The b'nei Mitzvah preparations are not designed as preparation for a single day, but as preparation for a lifetime of involvement in the Jewish community.** The requirements, suggestions and information contained in this packet are designed with these goals in mind. The b'nei Mitzvah ceremony represents the gateway to one's entire adult Jewish life. Just as our children's secular education will continue through high school, college and beyond, so do we anticipate that your child's Jewish education will continue well after the CBS Shalom Corps and Sababa program.

We look forward to working with and getting to know each student and his or her family better. Your bar/bat mitzvah is important not only to us, but to the entire congregation. As we welcome each b'nei mitzvah into the community as an adult, we are ushering in our future.

As always, if you have any questions or concerns, please call the b'nei mitzvah coordinator at the synagogue – 302-654-4462, ext. 22.

We wish you mazal tov, good luck, on this important part of your life-long pursuit of Jewish learning and Jewish knowledge!

Shalom,  
Rabbi Michael Beals  
Cantor Elisa Abrams Cohn

## Historical Perspective

The first time the age thirteen is mentioned in the Torah is when Abraham's first son, Ishmael, has his ritual circumcision. The next historical reference to age thirteen is found in the Mishna of the 3<sup>rd</sup> century of the Common Era. The great scholar, Yehudah ben Tema used to say, "At five years the age is reached for the study of Scripture, at ten years for the study of Mishnah, at thirteen for the mitzvot..." (Pirkei Avot 5:25). As a result of this statement, young Jewish males began to study the mitzvot in preparation for turning thirteen.

Recognizing that a young woman also needed an opportunity to mark her entrance into Jewish adulthood, the idea of a Bat Mitzvah was introduced in France and Italy and spread quickly to other countries. In the United States, during the first half of the twentieth century, Mordecai Kaplan introduced the modern Bat Mitzvah when his daughter, Judith, reached the appropriate age. Congregation Beth Shalom of Wilmington is one of many Conservative Synagogues throughout the world which recognizes the important spiritual transition from childhood to adulthood at age thirteen for both our young men and women.

Throughout the centuries, various traditions of the b'nei mitzvah celebration have evolved. We include the following in your CBS experience.

1. **Aliyah:** The bar/bat mitzvah is called up to recite the blessings over the Torah reading. At a minimum, the student will chant the maftir section of the Torah (the final aliyah of the morning). Depending on ability, several or all of the previous portions may be chanted by the student. We welcome parents, family members, and friends to participate in the Torah chanting. Many parents chant from the Torah for the first time at their child's bar/bat mitzvah.
2. **Haftarah:** The prophetic lesson of the week, the Haftarah, follows the chanting of the Torah. Haftarah is derived from the Hebrew root which means "conclusion" and it concludes the Biblical lesson. Torah is from a different Hebrew root, meaning "instruction." The Haftarah almost always contains a thematic connection to the Torah portion.
3. **Parental Blessings:** The Shehecheyanu blessing along with a special blessing of release of responsibility are recited with the assistance of the rabbi. These prayers thank God for bringing us to this day and allowing us to celebrate this sim<sub>h</sub>a.
4. **B'nei Mitzvah D'var Torah:** It is traditional for the bar/bat mitzvah student to prepare and deliver a D'var Torah, a talk on the significance of their Torah portion.

5. **Seudah or B'nei Mitzvah Feast:** On the day of the bar/bat mitzvah a seudah or festive meal is usually sponsored by the family in honor of the child having reached the age of bar/bat mitzvah. It is traditional in our synagogue for the family to sponsor the Friday night Oneg and the Saturday Kiddush for the entire congregation.

6. **Tefillin:** Upon reaching bar/bat mitzvah, the student (both boys and girls), is entitled to wear tefillin when reciting the morning prayers on weekdays. Tefillin are not worn on Shabbat and Yom Tov and, therefore, are not worn at a Shabbat or Yom Tov bar/bat mitzvah. Our clergy are available to work with each family and student on this important ritual.

7. **Candy:** It is a tradition to gently toss soft candy, after the student completes the Haftarah chanting, symbolizing the desire for a sweet life.

## Eligibility

1. B'nei Mitzvah students will have completed at least five years of formal Jewish Education - beginning in second grade in a synagogue setting like Congregation Beth Shalom Hebrew School, or in a day school setting like the Albert Einstein Academy - by the time they reach bar/bat mitzvah. No student will receive bar/bat mitzvah instruction unless that student is currently enrolled and attending classes in Hebrew school through the 7<sup>th</sup> grade. The rabbi and cantor/director of education will evaluate all other situations.

2. **Families of the students for b'nei mitzvah must be members in good standing with the synagogue. That means all financial obligations (membership dues, tuition, and fees, including the b'nei mitzvah fee) must be met in full before bar/bat mitzvah lessons can start.** Similarly, all financial obligations must be kept up to date throughout the b'nei mitzvah process. Families with financial concerns or issues are encouraged to speak with the director of administration.

3. **B'nei Mitzvah Fee:** Congregation Beth Shalom's fee for b'nei mitzvah is \$850. This fee includes the following services:

- Weekly lessons with our staff beginning approximately one year before the scheduled date
- Study materials including a Shabbat siddur, humash, additional study documents, and candy on the day of the service
- Custodial services
- Rehearsal time
- B'nei Mitzvah Certificate from Israel
- B'nei Mitzvah Coordinator progress monitoring

The b'nei mitzvah fee does not include remedial tutoring in addition to the regularly scheduled lessons. This fee must be paid in full before lessons begin.

**The pages that follow delineate our requirements for b'nei mitzvah preparation.**

## Preparation

1. Each student will meet with the cantor or a CBS-approved tutor once each week for a lesson during the nine to twelve months preceding the b'nei mitzvah. It is the obligation of the student to study and prepare each assignment in accordance with the schedule prepared by the teacher.
2. Students and their families will meet with the rabbi early in their studies (preferably just before a school break) to discuss the Torah/Haftarah portion and other important material that will help the student prepare the D'var Torah. After these meetings, students will submit a draft of the speech to the rabbi (via e-mail) as part of the editing process. The student will also work with the rabbi to rehearse the presentation of the speech from the bimah.
3. Students and their parents are required to attend at least 18 Shabbat services during the year prior to the bar/bat mitzvah. At least 11 of these services must be Saturday morning. Regular attendance at services leads to a sense of comfort and understanding of the Shabbat services for both the parents and the students. Students may also attend morning minyan if they have days off from school or before their Sunday Shalom Corps sessions in order to help meet their requirement.
4. Students are encouraged to lead portions of the Shabbat morning service on a Shabbat prior to the bar/bat mitzvah for extra practice. This enables students and their families to become comfortable with our congregation and the bimah and for our Shabbat regular attendees to get to know the b'nei mitzvah families as well. Dates for these opportunities are arranged in advance with the cantor, usually within six weeks of the actual date of your simḥa.
5. On their b'nei mitzvah day, students are encouraged to lead as much of the service as possible. The amount depends not only on ability, but also upon the student's familiarity with our service. B'nei mitzvah students will **learn and lead portions or all of the following**: Haftarah and blessings, Maftir Torah portion and blessings, the Torah service, selected Friday night prayers, Musaf Service, and possibly additional Torah readings. Our cantor will determine the extent of each student's participation.
6. On the Thursday preceding the bar/bat mitzvah, the candidate is required to attend morning Minyan at 7:30am. The same Torah portions to be read on the upcoming Shabbat are read that Thursday, which gives the student a perfect opportunity to practice with the scroll in front of a small, friendly, supportive audience. The clergy will assist them with the laying of tefillin. This also reinforces the most important part of b'nei mitzvah, being part of our adult community of Jews. The student and family are welcome to stay for the breakfast nosh afterwards. It is customary for families to augment the breakfast as a gesture of their child's entrance into adulthood. All food brought in must be kosher. Page 15 contains details on our kashruth policy.

7. **Rehearsal:** B'nei mitzvah students and their families continue at the Synagogue on Thursday morning after minyan or meet Thursday afternoon from 4:30-6:00pm, the week of the b'nei mitzvah shabbat, to review Torah and Haftarah readings, practice select prayers, and discuss all the choreography that is necessary during the Shabbat service. The parent tallit presentation and b'nei mitzvah speech will also be rehearsed. **Families may have a photographer or videographer present** and families may wear the clothing they will wear on the upcoming Saturday. No photography is permitted in the building on Shabbat so this is a great opportunity to capture the event for posterity.

8. **Shalom Corps:** We want our students to continue their formal Jewish education starting with Shalom Corps and continuing through Sababa. Shalom Corps registration is required for all B'nei Mitzvah B'yachad students. It is an opportunity to learn, participate in Tikkun Olam activities, and socialize with other Jewish teenagers. Shalom Corps is also a youth group that features social outings and a time to hang out together after class. **This continued exposure to Jewish friends is the most effective way to ensure that lifelong Jewish relationships are valued and maintained.** Shalom Corps also helps students think of and develop their b'nei mitzvah projects and attempts to keep those projects active by passing them from one b'nei mitzvah student to another.

9. As adult members of the Congregation, post b'nei mitzvah students and their parents are invited and encouraged to continue participating in and leading Shabbat, minyan and holiday services after their b'nei mitzvah ceremony. Students, and in some cases their parents, have learned valuable skills that will serve them and the community for many years to come. Continued participation in our services reinforces the b'nei mitzvah education and contributes to the life of the congregation.

### Special Needs

Not every child may be able to meet some of these requirements due to special learning needs. If your family falls into this category, arrangements may be made to have a more modest bar/bat mitzvah ceremony during our regular Saturday morning service or at a Monday or Thursday morning minyan. We can customize the b'nei mitzvah experience for your child, but ask that you discuss this with the Education Director as early as possible.



## Unusual Situations

We recognize that there are special circumstances arise due to other events/activities in a student's life. We want to make sure that our students receive all of the education & preparation they need for their b'nei mitzvah. If your family falls into this category, please discuss this with our Education Director as early as possible.

## **Honors and Family Participation**

There are many opportunities for family and friends to participate in your simḥa, increasing the warmth and ruah, (spirit) of the event. Torah readings and leading parts of the service offer opportunities for the extended mishpaḥa (family) to participate in the celebration. There are options for non-Jewish celebrants as well.

**Aliyot:** The word "aliyah" (plural: aliyot) means "to go up," and this rite is meant to symbolize Moses' ascent to Sinai to receive the Torah, the ascent to the Temple in Jerusalem, and a personal spiritual ascent to the Torah. The Shabbat Torah portion is divided into eight readings, each of which is preceded and concluded with the aliyah blessing. The maftir (eighth) aliyah is given to the bar/bat mitzvah; the celebrating family may designate five of the remaining aliyot, choosing Jewish people to have the honor to recite the blessings before and after each reading is chanted. **Two aliyot are reserved for the general congregation.** Please be sure to provide the cantor with the Hebrew names of those taking the aliyot as part of your completed honors sheet found in this packet. Since those called to the Torah for an aliyah remain on the bimah for the subsequent aliyah as well, parents are usually called for the seventh aliyah in order to be on the bimah when their child is called to the Torah as a bar/bat mitzvah. Our congregation does not require that a Kohen be called for the first aliyah or for a Levi to be called for the second aliyah. In general, one or two people are called for an aliyah, which means that you may honor up to ten people in this way. We will be happy to provide a recording and transliteration of these blessings for anyone wishing to review them in advance of the event.

**Opening and closing the ark:** (This is a non-speaking part.) The curtain in the holy ark containing our Torah scrolls, meant to recall the curtain that God instructed Moses to install in the Tabernacle to shield the Ark of the Covenant, is opened as part of the processions that begin and conclude the Torah service. You may designate one or two people to open (and close) the ark at each of these points in the service, including up to four people with this honor.

All honorees for aliyot, male and female, shall wear a tallit and head covering, in keeping with our egalitarian principles.

**Hagbah & Gelilah:** The lifting (hagbah), re-rolling, and dressing (gelilah) of the Torah is a dramatic highpoint of the Shabbat morning service. The honoree lifts the Torah and, holding the two spindles vertically, turns around so that the congregation can see the columns of text. The person designated as hagbah must be able to lift a heavy scroll and should have experience with this honor. If they have never done it before they must come in to practice. The gelilah then helps guide the person to a seat on the bimah, rolls the scroll tightly, and redresses it in its Torah cover (handed to them by the gabbai.) You may designate one person for each of these honors.

**Reading Torah:** Adult family members often choose to enrich the family *simḥa* by joining the bar/bat mitzvah in chanting portions from the day's Torah reading. The rabbi and cantor are eager to assist in preparations for those wishing to participate in this way. Many parents of the bar/bat mitzvah chant Torah for the first time at the *simḥa* for their child. **All Torah readers must meet with the cantor within three weeks of the b'nei mitzvah to practice chanting their assigned aliyot. Out-of-town relatives may meet with the cantor via phone.**

**Leading Parts of the Service:** Siblings, relatives, or friends often lead *Ashrei* during the Torah service, or *Ein Keloheinu* and *Adon Olam* at the conclusion of the Musaf service.

**Gabbaim:** Gabbaim are the two people who stand to the left and right of the Torah while it is being read. They are volunteers who are familiar with the text and who will politely make corrections if the Torah is read incorrectly (they do not correct trope, however.) If there is a particular person that you would like to serve as a gabbai who is not a regular gabbai at CBS you may request one. The gabbai is asked to then speak with the clergy one month before the *simḥa*.

**Interfaith families:** We want our children to have strong Jewish identities that will create committed Jewish homes in adulthood. We also, as a synagogue community, want to be welcoming to interfaith families. How does this commitment to welcome interfaith families play out during the bar or bat mitzvah ceremony?

- **Friday night and Saturday morning services:** All English readings are open to both Jewish and non-Jewish family members as part of the available honors.
- **Tallit presentation:** The tallit may be presented to the child on the bimah, by both parents, regardless of their respective faiths.
- **Intergenerational Torah pass:** During the intergenerational Torah pass, the Non-Jewish parent and his parents, may stand on one side of the child, and as the Torah is passed down through the Jewish side, we take time to also talk about family values passed down through the non-Jewish side.
- **Parents' Aliyah:** During the parents' aliyah, the Jewish parent takes the Torah aliyah and the non-Jewish parent may sit on one of the seats of honor on the bimah, closest to the Torah. Following the aliyah, both the Jewish and non-Jewish parent may be blessed by the cantor and rabbi, and both parents can then witness their child being called up for the special maftir aliyah and blessing.

## Respecting Shabbat

**Dress should reflect the honor and dignity of the Sabbath.** It is our practice to dress modestly. Clothing that is overly revealing or abbreviated is not proper in a house of God. Please make sure your guests realize that it is inappropriate to enter our Sanctuary in clothing/dresses that reveal bare shoulders or midriffs. Please inform your guests, particularly your younger guests, of this. In choosing a dress for a bat mitzvah, consider that your daughter will be sitting on an elevated bimah. It is advisable to choose an appropriate hemline so that your daughter will feel comfortable when seated. Boys traditionally wear a suit/ sport coat, slacks, dress shirt, and tie.

**All b'nei mitzvah students** are required to wear a kippah and a tallit on the bimah. The tallit is presented to the student during the service. Learning how to put on tefillin (for both boys and girls) is part of our b'nei mitzvah preparation, although not actually worn during the Shabbat service. Tallitot are available through the synagogue gift shop.

**We ask that men and boys keep their head covered while they are in the Synagogue, whether or not they are in the sanctuary.** It is customary for Jewish men to put on a tallit before entering the sanctuary. This is a requirement for a Jewish man chosen to ascend the bimah to receive an honor. Non-Jewish men are asked to wear a kippah but should **not** put on a tallit. Jewish women are encouraged to wear a head covering and a tallit during services; non-Jewish women are encouraged to wear a head covering. Women are required to wear a head covering and tallit if they are chosen to ascend the bimah for a Torah-related honor.

**Smoking is not permitted** anywhere in the building or on Congregation Beth Shalom's grounds.

**Cell phone use, including texting and social media, is not permitted** in the synagogue on Shabbat (both Friday night and Saturday.)

In addition to not using cell phones on Shabbat, guests are also asked to refrain from photography, videotaping, and use of any other electronic devices. **Gifts should not be brought into the Sanctuary.** Please inform your guests beforehand so that they are not embarrassed by any of these practices.

## Planning Your Event

If you are expecting **more than 200 guests** to attend services, please advise our office at least **four weeks** prior to the event so that seating and prayer book arrangements can be made.

Kippot and tallitot are available for use at each service at the entrance to the sanctuary. If you wish, you may purchase and distribute kippot and women's head coverings to members and guests. Traditionally these personalized kippot are distributed to all congregants and your guests at the beginning of Shabbat morning services. It is not the tradition of our synagogue to distribute these kippot on Friday night. Our synagogue gift shop has access to a wide variety of kippot styles and colors.

Traditionally, we place a small biographical article about our b'nei mitzvah students in the monthly *Kol Shalom* which **precedes** the date of your child's *simḥa*. Please **email a bio and picture to [kolshalom@cbswilmde.org](mailto:kolshalom@cbswilmde.org)** least **two months** before the date of your child's *simḥa*. The *Kol Shalom* deadline is the 4<sup>th</sup> day of the preceding month.

Many families choose to distribute a special personalized program explaining the significance of the day and the symbolism of the service to guide those attending the celebration. We keep a file of these in the office to assist families interested in making one for their event. You are responsible for the production of this program. The clergy must review and approve a copy of your program before it goes to print one week before your *simḥa*. The ushers will distribute your programs with our synagogue weekly Shabbat bulletin. Please make sure to drop your programs off to the front office by the **Tuesday prior** to your event.

When preparing your invitation list, please remember to include the clergy and their spouses. We also strongly encourage you to invite your child's entire Hebrew school class. Invitations often include driving directions to the synagogue, and information about our traditions. Please refer to the section of this manual entitled "Respecting Shabbat".

If you expect many young guests at your b'nei mitzvah, you may consider hiring a babysitter. We can assist you with names of potential sitters and a room for childcare.

## Mitzvah Projects: Tzedakah & Gemilut Hasidim

The traditions of tzedakah (charity) and gemilut hasidim (acts of loving kindness) are integral parts of Jewish life. Both tzedakah and gemilut hasidim are required in order to have a b'nei mitzvah at CBS and to be a contributing member of the Jewish community! **The rabbi must approve all b'nei mitzvah projects before they begin and should be in a mature stage by the b'nei mitzvah date.** Most of our b'nei mitzvah students will develop an interest in a particular project during their involvement with the B'nei Mitzvah B'yachad Program. We are also trying to match students with a b'nei mitzvah project as early as 6<sup>th</sup> grade so this requirement will not be a burden for families. A Tikkun Olam representative will provide information regarding mitzvah project opportunities.

**Tzedakah Projects:** The symbolic significance of the b'nei mitzvah planning and carrying out their own tzedakah projects reinforces the ideal of personally taking on adult responsibilities. It is crucial that the student be an active participant in this mitzvah. Some of the ways of commemorating this event have included the student donating a portion of his or her monetary gifts for a specific charitable project, such as prayer books, children's books for the Congregation Beth Shalom Library, trees for Israel (JNF), the local food bank, children's hospitals in the area, Jewish Family Service, and other local charities. This should be the student's choice. We emphasize Jewish charitable organizations, as we know your students will have many opportunities to give to non-Jewish causes in the future.

**Gemilut Hasidim:** Giving of one's time through gemilut hasidim is just as important as giving tzedakah, because while the latter can be done passively, the former requires personal involvement and interaction. In the past, students have chosen such local institutions as the Kutz Home to create special visitation or performance programs. One student involved his pet in special visits, while another student used her technological skills to create a video for the residents. The Bernard and Ruth Siegel Jewish Community Center and Early Childhood Center at the Siegel JCC as well as our own Hebrew School *Ozerim* (teacher assistant) program are other avenues for student involvement.

In addition, our synagogue supports Mazon, a Jewish response to hunger. Mazon is an internationally recognized organization that collects food and funds for hungry people in our own country, in Israel and around the world. In this spirit, we urge you to donate a percentage of the cost of the celebratory meal (between 1 and 5 percent) to Mazon. Donation envelopes are available in the office.

## **Oneg Shabbat and Kiddush (Food and Flowers)**

It is customary at Congregation Beth Shalom for the families of the b'nei mitzvah students to sponsor an Oneg following Friday night services and a Kiddush luncheon following Saturday morning services for the congregation. Contact the executive director for more information or for financial assistance. Friday evening refreshments are to be pareve. Shabbat morning Kiddush is usually pareve or dairy; however, it may be meat if arrangements with the office have been made well in advance.

**Friday Night Dinner:** Some families elect to hold a private Friday night Shabbat dinner with family and out of town guests at the synagogue prior to or after services. Please inform the office six months in advance if your plans include this as there might be other events happening in the building (i.e. Tot Shabbat).

**The synagogue is Va'ad-approved kosher.** The office maintains a list of approved caterers. If you wish to use another caterer, it is your responsibility to make sure that the caterer you have selected provides the following requirements to our office well in advance of your event:

- Proof of Kashrut certification from the Va'ad of Delaware.
- Deposit

**The rabbi is the final authority for all kashrut issues at Congregation Beth Shalom.**

**All prepared food coming into the synagogue and must be marked kosher and be sealed,** i.e., it has been prepared by a kosher facility, sealed and marked, or purchased in a sealed container, marked kosher, and not opened prior to bringing it into the synagogue. Produce may be brought in, but should not be cut up or prepared in any way prior to bringing it into the synagogue kitchen. Should you wish to cater your own event at Congregation Beth Shalom, you would need to discuss the kashrut with the rabbi or one of the trained kitchen volunteers in the congregation. Arrangements can be made for you to do these preparations in our kitchen. A kitchen fee may be required for someone from the synagogue to oversee the use of the kitchen.

The family of the b'nei mitzvah usually provides floral arrangements and/or mitzvah baskets for the bimah and table decorations for the Oneg and Kiddush. JFS Mitzvah Baskets for Tzedakah are filled with non-perishable, kosher canned goods and wrapped decoratively to match your color scheme or theme.

The food in the baskets helps vulnerable members of our community and the fees support JFS programming. To arrange for Mitzvah Baskets, contact our office at (302) 654-4462. Congregation Beth Shalom also owns some artificial flower arrangements that may be used for the bimah or for table centerpieces.

**It is not required that the family provide flowers, decorations, or kippot.**

All food, flowers, kippot, decorations, and any items to be utilized during the weekend must be delivered to the synagogue by **12:00 p.m.** on the Friday of the simcha. The synagogue office closes at 3:00 p.m. on Friday. Nothing may be brought into or removed from the synagogue during Shabbat. Please note that although cooked food may be warmed on Shabbat, we do not allow cooking of food in the synagogue during Shabbat. Please make sure that your caterer is aware of these rules.

Please discuss your catering plans with the office staff at least **six months** in advance of your event. We would like to help make this a special and joyous event for your family. The office staff, however, are not party planners, and the responsibility of coordinating this event rests with the family. Feel free to ask the office staff for names of other families who have recently had b'nei mitzvot. You may call them for information and advice. The staff and volunteers are happy to help you; **communication is the key to having a smooth event.** Please make sure the office staff is aware of all of your arrangements.

**We encourage you to have your celebration party at Congregation Beth Shalom, either on Shabbat afternoon or in the evening.** Should you wish to have a private party for invited guests on the afternoon or evening of your celebration at the synagogue, please discuss the arrangements with the office staff. There are facility fees involved to help defray the cost of custodial staff, utilities, use of the kitchen and other facility equipment.

If your party is taking place before the conclusion of Shabbat, we allow live musical instruments as long as they are acoustic, do not drown out conversations, and are Jewish in music nature. Speak with the rabbi for information that is more specific. This applies until the conclusion of Shabbat (sundown, three stars in the sky).

If you are having a Saturday night party, we encourage you to include a *Havdallah* ceremony, marking the conclusion of Shabbat.



## **Hosting Classmates' B'nei Mitzvah...or How to be an Usher**

When entering the Synagogue, it is always pleasant to be greeted personally. We ask that each family who has a child in the b'nei mitzvah class act as a greeting family during one preceding b'nei mitzvah (Friday evening and Saturday morning). Two family members need to participate. The participants can be both parents or the parent and child. You may select a different set of greeters for both Friday evening and Saturday morning. Selecting family and friends to do this mitzvah is fine. Whenever possible, a member of the CBS Board will be available to assist the greeters.

Being a host family is rewarding and informative to you and provides a service that the b'nei mitzvah family appreciates. The basic duties of the greeters include:

1. Arrive at least 15 minutes prior to the beginning of services on both Friday night and Saturdays. Please check with the office several days before to make sure there are no changes in time.
2. Greet and welcome guests as they arrive at the door of the sanctuary with appropriate terminology (either "Shabbat shalom" or, if isn't shabbat, simply "Shalom".)
3. Hand each guest a Shabbat bulletin, siddur, and a humash. If the family has prepared an additional personalized program for guests explaining the service, please hand these out. For your convenience, we will have these on a table near the sanctuary.
4. Show people the holder for kippot and explain (for those unfamiliar with the practice) our custom of wearing a kippah out of respect for God.
5. Point out the tallit holder for any guests requesting a tallit (Jewish guests only).
6. Answer any general questions that guests may have, such as the location of the coatroom or restroom.
7. Ask that guests not enter or leave the sanctuary while the congregation is standing.
8. Try to maintain quiet in the foyer when adult conversation or children's play becomes too boisterous.

*Thank you for representing our traditions and synagogue in such a meaningful way.*