

B'nai Mitzvah Guide

Congregation B'nai Israel
Northampton, Ma

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Welcome Letter

“Pray as if everything depended on God.
Act as if everything depended on you.”

Abraham Joshua Heschel

Dear Families,

Mazel Tov on your child’s upcoming Bar/Bat Mitzvah. It is our privilege to help you celebrate this sacred time.

The ceremony is the gateway to years of Jewish living and experience. It is our intention to promote quality programming for your children throughout their middle school and high school years as we deepen our relationship to them through the study of Jewish text, engagement in social justice and tikkun olam, connections with each other, and creative learning.

Over the course of the next two years, we will meet to talk about the meaning and responsibilities of becoming a Bar/Bat Mitzvah. Please reach out to B’nai Mitzvah Coordinator and Assistant Director Molly Bajgot to coordinate a time to meet and review these attached materials.

I look forward to speaking with you soon. And – once again – Mazel Tov!

B’shalom,

Rabbi Justin David
584-3593 ext. 208
rabbi@cbnorthampton.org

B'nai Mitzvah Timeline

2 years out – pick a date

12 months out – Meet with Rabbi as family, engage a tutor (in consultation with Rabbi and/or DJL), devise mitzvah project (in consultation with Rabbi and/or DJL), ask family members to read Torah (if desired – please let Rabbi know)

6 months out Meet with the Executive director to talk logistics, kiddish catering, etc.

4 months out – Bar/bat mitzvah meets with Rabbi twice to work on D'var Torah

3 months out – Meet with Gabbai to discuss aliyot, Torah honors, and Torah readers (if any besides bar/bat mitzvah) – Executive Director or Rabbi will tell you who Gabbai is, acquire tallit (prayer shawl) for bar/bat mitzvah

2 months out – write parent blessing (see guidelines in handbook), begin to prepare program (template in CBI office)

1 month out – communicate with Executive Director re: kiddush, number of guests, flowers (if desired)

3 weeks out – finalize aliyot and honors with Gabbai, order special kippot (if desired)

2 weeks out – send final copy of D'var Torah to Rabbi, print brochure at Paradise Copies

1 week out – review, refresh, reflect and get ready to celebrate!!

Scheduling B'nai Mitzvah Date

CBI Scheduling Policy

Our first line of business is finding a date for your B'nai Mitzvah. Look at the calendar, think about big family events, who you want to make sure can be there, and other life markers and symbolism before making your decision. It is common practice to book your b'nai mitzvah date 1-2 years out from the expected date.

Once you have a date in mind, contact the Executive Director to discuss what dates are available in the coming year: Ben Cuperman, director@cbinorthampton.org.

Once the Director is notified of the date, they will check to ensure that the Rabbi is also available for that date. As soon as possible, make sure to confirm your date.

Please note CBI Policies:

- B'nai Mitzvah families are asked to join the synagogue as members and for their b'nai mitzvah student to be enrolled in the current ALMA class
- All financial accounts with CBI must be current to schedule a date for your child's B'nai Mitzvah date. Financial statements are sent out quarterly and all members should be aware of their account balance. If you need a current statement, please contact the synagogue office.

Ritual Paths Toward Becoming B'nai Mitzvah

Traditionally, becoming a bar or bat mitzvah, a “child of the commandments,” was automatic. As it says in Pirke Avot, a rabbinic text from almost 2000 years ago, “at 13, one is “bar mitzvah,” which is to say, fully obligated to participate in the be held accountable to the imperatives of Jewish tradition.

In our day, we have come to mark b'nai mitzvah as a rite of passage, giving young people the opportunity to develop and share a kind of mastery as they are on the cusp between childhood and adolescence. The celebration of reaching the age of mitzvot is fairly modern – probably only about 200 years old – and it's amazing to think of how certain elements of celebrating b'nai mitzvah such as chanting from the Torah and Haftarah (Prophetic biblical literature), and leading part of communal Shabbat remain, despite seismic cultural changes.

At CBI, we have a long history of inviting young people to master the art of synagogue leadership to the best of their ability. As a first step, we provide young people with a meaningful experience of Jewish literacy in one specific and achievable area. Hopefully, this experience plants a seed that will inspire future explorations in Jewish life and learning in years to come.

While we recognize that while mastering the traditional complement of synagogue skills on a Shabbat morning helps a young person and family form a bond with the community, there is tremendous variation in what b'nai mitzvah and their families find meaningful. Additionally, we understand that a young person's learning style and innate abilities may or may not be ideally suited to mastering the traditional complement of synagogue skills of decoding Hebrew and singing in front of a group, no matter how much we emphasize "process" over "performance."

Many young people and their families may find the traditional model to be an exciting and worthwhile means of drawing close to God, Jewish community and the Jewish people. But in order to maximize the experience and joy of celebrating a young person reaching the age of mitzvot, we would like to offer a variety of paths towards preparing for this moment when a young person takes their place in community. Here are some of those options outlined:

1. Mastery of traditional skills of the synagogue on Shabbat morning

This is the "traditional" bat or bar mitzvah. Although most b'nai mitzvah choose one or two parts of the service to lead, we offer b'nai mitzvah the option to lead all of the service if they would like. This service involves the willingness to focus on a variety of specialized skills over the course of a year with the assistance of a tutor, the Rabbi and outside resources. Typically, the skills consist of the following:

- Reading from the Torah (the final, maftir aliyah, but more if desired)
- Chanting from the Haftarah (the Prophetic reading corresponding to the Torah portion)
- Sharing one's response to the Torah portion through a short "d'var Torah"
- Leading part of the service, usually the Torah service and the "Musaf" service at the end, though the beginning "Shacharit" is also available.

- Advantages: A young person who takes on this kind of preparation will be familiar with a service in almost any synagogue they walk into. When they leaves for college and encounters a different service, all the elements should be familiar. There is also a way in which the young person and family are embraced by the community through such a service. The young person would be very much a part of an experience that happens week to week, with their contribution greatly appreciated by scores of people who regularly worship on Shabbat.

- Variations: Adjustments can always be made to this service. A young person can do more or less. A lengthy Haftarah can be shortened. A special poem, song or chant can be added. While there is a structure, there is also great room for variation.

2. Shabbat morning, with emphasis on the D'var Torah

Some people of any age find it very difficult to learn the specialized skills of chanting from the Torah and leading services. This is not an issue of cognitive ability, but simply neurological wiring. If a young person finds it overly onerous and stressful to learn a Torah and Haftarah portion, we offer the opportunity for a young person to study the meaning of the Torah portion in greater depth, and then to present a longer (10 minute) D'var Torah on Shabbat morning. The

format and structure of such a presentation can be varied, but it will reflect the in-depth study of the Torah portion and its commentaries, mentorship from our CBI Rabbis and tutor, and of course the unique insights and interests of the b'nai mitzvah. Investing this much time in a d'var Torah does not preclude ritual leadership as well, but it can be a special focus where learning synagogue skills feels overly burdensome.

- **Advantages:** Emphasizes the young person's strengths rather than shoehorning them to master skills that feel overly burdensome. Provides a meaningful experience of "Talmud Torah," which our tradition understands as essential to everything. Exercises both the intellectual and emotional/social/spiritual capacities of a young person. The community, beyond invited guests, would be enthusiastic and supportive.
- **Variations:** There is a lot of flexibility for how a young person may present his/her ideas: as a 10-minute d'var Torah, as a couple of shorter divrei Torah, as a guided teaching/discussion, as a dialogue with the Rabbi. The time after services, after Kiddush, can also be a time to extend the d'var Torah with a community dialogue and/or response from community rabbis or other learned community members.

3. Shabbat morning celebration, with emphasis on Tikkun Olam service

Most often, the most important service to others is private. It can be transformative for someone of any age, particularly a young person, to devote themselves to a project that challenges them to give of themselves. The moment of becoming b'nai mitzvah and celebrating with the community can become precisely about this work – not to call attention to the accomplishment, but to celebrate a young person discovering and activating this part of him/herself. To celebrate becoming a bar/bat mitzvah in this way, a young person would focus on presenting a meaningful reflection of her/his project in the context of a Shabbat morning service, in lieu of ritual leadership.

- **Advantages:** If the young person has a passion for service, this celebration is tailor-made to them. An alternative for a young person who finds the ritual preparation too onerous. The support of an enthusiastic and appreciative community, beyond invited guests. The opportunity for ongoing engagement after b'nai mitzvah.
- **Variations:** There are many ways for the young person to share his/her project as part of a Shabbat morning. Some examples include giving a short or long d'var Torah, giving a presentation after services and during Kiddush, a presentation at the very beginning of services to "bring us in" to the moment, a presentation the Sunday before or after Shabbat, to which the whole community is invited. Ritual leadership is also possible, even though it does not have to be the primary emphasis.

4. Shabbat celebration, with emphasis on creative ritual leadership

While the traditional liturgy and chanting from the Torah and Haftarah are poetic and meaningful, contemporary Jewish practice has provided an expanded repertoire of modes for prayer. It is fitting, then, that a young person have the opportunity to learn and lead some of these modes. A young person may choose to lead the congregation in meditation, chanting wordless melodies (niggunim) or meditative Hebrew phrases, or lead communal singing of

particular prayers or texts. Depending on the service, a young person may want to incorporate the use of sacred drumming or musical accompaniment. Such an emphasis does not preclude other kinds of traditional participation, but given the time and energy involved in preparing oneself, the emphasis may be different.

- Advantages: the excitement of doing something original and creative; the enthusiastic support of the community; a young person feeling s/he is doing something in her/his “own voice.”
- Variations: While Shabbat morning is traditionally the most robust time for having a service, this kind of leadership lends itself to a Friday Evening, Kabbalat Shabbat service as well. There is no set model, so each celebration will be unique.

A combination of these options is also available to curate!

No celebration of becoming a bar/bat mitzvah needs to be wholly one thing. With these options, one can mix and match. To fully discuss your options and decide upon which path, or combination of paths, is best for your child and family, please speak with Assistant Director Molly Bajgot, Rabbi David or Rabbi Jacob, who will work together to insure that your family will have a meaningful experience of ushering your child to becoming b’nai mitzvah.

Tutoring & Tutors

Soon after confirming your date, the next step is locating a tutor for the b’nai mitzvah. Tutoring often begins 10-12 months out, depending on the students needs. Your tutor is expected to meet with your student once a week for one hour to learn their Torah and Haftarah portions, blessings, and other parts of the service in order to lead on their big day.

Below is a list of tutors that CBI students and families have experience working with. They are all wonderful! We have found that the personal relationship between tutor and student can be one of the most meaningful things about a b’nai mitzvah. Please let us know if you have any specific needs or requests for a tutor, and the b’nai mitzvah coordinator can help you to identify a tutor that could be a good fit for your family.

The financial responsibility for the tutoring rests with the parents (estimated \$40-50/hour), however, CBI is happy to provide financial assistance when needed. Parents are also responsible for making contact with the tutor and arranging a tutoring schedule.

Once a tutor has been selected, please notify the B’nai Mitzvah Coordinator of your choice.

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Marlene Rachelle

marlenerachelle@gmail.com
917-968-4595

Marlene Rachelle is a b'nai mitzvah tutor, family educator and musical family service leader and teacher at Beit Ahava, the JCC in Springfield and Temple Beth El in Longmeadow.



She enjoys working with b'nai mitzvah students: helping them not only to prepare for the actual service, but also to evoke a genuine understanding by finding personal meaning in prayer, Torah and more. Marlene aims to inspire questions about Jewish identity as well as a strong connection to the community at large.

With an undergraduate degree in Communications, Marlene was a Senior Producer at MTV Networks for over a decade before going back to school and receiving a Master's degree in Jewish Education from the Jewish Theological Seminary. She has also taught and developed programming for Hebrew schools, Nehirim, and the JCC in Manhattan.

Ruthie Weinbaum ruthie432@gmail.com

(413) 459-7899

Ruthie Weinbaum loves to tutor students for their b'nai mitzvah. She is a student at Amherst Regional High School. She has been a member of CBI since the day she was born, and began leading the Torah Service when she was 9 years old. She loved studying for her bat mitzvah, and hopes to share the excitement of the experience with everyone she tutors. She spends her free time participating in theater productions, dance classes, and choirs.



Deena Rubin

deenarubin@gmail.com
(413)-345-5132

Experience:

Deena has joyfully taught Hebrew for over 41 years starting in 1977. She has tutored more than 100 students in preparation for their B'nai Mitzvah. She lived, studied, and worked in Israel for over 4 years. She taught Hebrew to a class of people converting to Judaism, to special needs campers at Camp Ramah, and classes in CBI and



JCA. In her time with CBI she led a teen group on Saturday nights. She also has experience teaching learning disabled students and was one of the few people trusted by JCA to receive these students. She also taught Hebrew at the Defense Language Institute Foreign Language Center, translated a book into Hebrew (Alef Bet Israel) for Behrman House Publishing, and remains so proficient in Hebrew she sometimes thinks and dreams in Hebrew.

Specialties:

Children, Teens, Adults, Learning Disabled, and those preparing to prepare for their B'nai Mitzvah.

Nili Simhai

nili@abundancefarm.org

917-749-1998



Nili Simhai currently serves as the Director of Outdoor Education for Abundance Farm. Nili was Director of Teva, a leading Jewish environmental education organization, for fourteen years. Nili has been recognized for her leadership in training and counseling hundreds of educators in the tenets of Jewish environmental education. One of her current passions is outdoor classrooms in Jewish institutions. She runs tutoring sessions at CBI, and is happy to work both with b'nai mitzvah students as well as their family members who want to be more prepared, or who want to pick up a new skill (e.g., torah reading, learning the service,

general Judaics prep, etc.). She has done joint sessions for kids and parents and also sessions just for parents.

She is happy to work with families who feel their kids are just starting their journey, or who need a little extra encouragement, as well as kids who are real go getters, or who want to get creative in their approach to the service.

Meeting with the Rabbi

A B'nai Mitzvah is an opportunity for a family to draw closer to the rituals, wisdom and spiritual depth of Jewish tradition. Often, the preparation involves a learning process for parents as much as for children. As a Jewish rite of passage, a b'nai mitzvah occurs within the concentric circles of self, family, Jewish community and the Jewish people, in service to humanity as a whole. Meeting with the rabbi gives families a chance to reflect on personal and spiritual goals in preparing for b'nai mitzvah.

To help families along the path to bar/bat mitzvah, a structure of three meetings is recommended:

1. **A family meeting:** 10 months before the b'nai mitzvah, with time for everyone together as well time individually for the parents to meet with the rabbi. This meeting should last 1 hour - 1 hour and 15 minutes.
2. **Two between the student and rabbi:** Two meetings, 4-6 months before the b'nai mitzvah to study the parashah (Torah portion) and Haftara (prophetic reading). These meetings give a young person an experience in exploring a text and making it their own, with the help of commentaries ancient and contemporary. Each of these meetings should run 45 – 50 minutes. By the end of the second meeting, the child will most likely leave with an outline of their ideas, to be worked on at home. The final draft must have the approval of the rabbi.
3. **A final family meeting:** before the *simchah* (joyous occasion) with the entire family to check in, review the process and coordinate any final logistics.

(Please know that, outside the structure of these meetings, the rabbi is available to families and B'nai Mitzvah at any time.)

Scheduling Meetings with the Rabbi:

Please contact our Office Manager Cynthia White at office@cbinorthampton.org to schedule times to meet with the Rabbi.

B'nai Mitzvah Project

During the time of becoming a b'nai mitzvah, it has become a common practice to engage in a Mitzvah Project, something that gives back to the community. Often this is interpreted as a community service project: running a clothing, book, or food drive. These are great projects, and here at CBI we want to encourage b'nai mitzvah students to design a b'nai mitzvah project that resonates with who they are, what they want to explore, and how they want to participate in our community as young people entering their Jewish adulthood.

This could look like:

- Connecting with Abundance Farm and finding out about a long-term project to contribute to the farm
- Connecting with the Tikkun Olam Committee and finding out about a social justice or organizing project that they could support/participate in
- Committing to something within the synagogue such as helping to cook kiddish five times over the year; helping roll the Torah scrolls to the correct place for 5 weeks, attending Wednesday night ma'ariv minyan a certain amount of time to help make minyan (if already 13).

- Running a food drive or fundraiser for a local organization
- Many many more creative options

We encourage the student and family to discuss together and with the B'nai Mitzvah coordinator about what kind of commitment and project the student could do. **This is good to take on about 9 months out from the B'nai Mitzvah** to give the student plenty of time to complete.

It's possible for the B'nai Mitzvah project to be very complementary to the learning that your student is doing throughout this lifecycle event. The better it matches their skills, the more they will be able to draw from the experience going forward.

Other info: podcast for families who want to look at B'nai Mitzvah differently -- [click here](#)

B'nai Mitzvah Brochure

What is the brochure?

Most B'nai Mitzvot at CBI occur during Saturday morning services, a time when our community also comes to join you and your community at your child's b'nai mitzvah. This brochure provides everyone important information about the day: your child's name, the date of the day, your child's Torah portion, who is receiving honors, and more. The brochure is handed out at the door to orient everyone to the big day.

When should I do this?

This is a detail to make sure to work out **1-2 months before the B'nai Mitzvah**.

How do I design it?

You can find **templates** for the B'nai Mitzvah brochure enclosed in this packet, and the word files can be emailed to you directly from the B'nai Mitzvah Coordinator. There is the option to write the date and name of the b'nai mitzvah in hebrew. If you need assistance typing in Hebrew, let the Coordinator know so they can assist you.

How do I print them?

The printing of the brochure is the responsibility of the family. We suggest using Paradise copies, the local print shop!

Then what?

Make sure to bring them with you on the day of, and have greeters hand them out at the door!

Kiddush

After the ceremony, your guests and the CBI community will join together in the Social Hall to share in kiddush lunch. Common practice is to have a big spread of food options and desert, plus a coffee and tea bar. You should estimate to provide food for 100 CBI members in addition to your number of invited guests (as the event date approaches, about two months before, a more accurate estimate will be available.)

There are a few options when planning your B'nai Mitzvah Kiddish:

1. Make it yourself (you or your friends cook here in the kosher CBI kitchen)
2. You hire a cook (who knows how to use our Kosher kitchen)
3. You hire a caterer (who is Certified Kosher)

Below these options are broken down to help you make the best informed decision for your family.

1. Doing it Yourself

If you decide to do the Kiddush yourself we are happy to assist you in this important part of your b'nai mitzvah. The executive director will be pleased to go over with you all the Kashrut rules, for example, what foods may and may not be brought into the kitchen. Preparing a Kiddush is straightforward when one knows the basics. The Executive Director or a member of the Kiddush team will go over all kitchen operations with you.

Other members of the synagogue would also be happy to help you prepare menus that would cost significantly less than a catered event.

Cost:

There is a \$250 charge from CBI for the following: wine, grape juice, coffee and tea; tablecloths and dish towels (including cleaning them after your event); all paper goods (paper cups, napkins, Kiddush cups), a CBI staff person who professionally cleans the dishes, kitchen, social hall as well as shut and secure the building after the event. (This charge is basically our cost).

We ask that you make a security deposit of \$100, to be returned after your event (in the case of anything broken during the space rental).

Included at no charge are: Tables and chairs, setup and breakdown of tables and chairs, kitchen equipment, dishes, flatware, and serving dishes.

When Preparing the Kiddush Yourself

The Kitchen Committee offers a Kitchen Orientation to help familiarize members of the congregation with the regulations, practices and layout of the kitchen.

You must schedule kitchen time on your reservation form at least 2 months in advance of the event.

Wine, challah and grape juice must be provided and all must be kosher.

Mark all items stored in the refrigerator or on the counter clearly with your name and date of event.

Tables, Tablecloths & Paper Goods

The synagogue owns 12 round tables and 10 long tables. Rental cloths to fit the round tables should be 90" round. Tablecloths to fit the banquet tables should be 60"x120". You can also buy paper tablecloths. Thanks to the generosity of two previous B'nai Mitzvah families and the Sisterhood, CBI owns several long and round tablecloths. Please check with the synagogue office if you wish to request their use. If you use the synagogue's linens you will be responsible for their laundering after your Kiddush. A refundable deposit may be required.

Senior Table

There are a growing number of seniors that cannot make it to the food tables. In our effort to meet the growing needs of our CBI community's seniors, we request that small bowls of each food item could be prepared, for 8-10 seniors, and put on the round table that is on the window side of the social hall, closest to the sanctuary. Please use the "Reserved for Seniors" sign that is in the kitchen.

Clean-Up

The family is responsible for bringing all remaining food as well as all dishes, cups, and serving pieces back to the kitchen for cleaning. Unless you have friends or relatives able to work in the kitchen and social hall during services, you will want to hire kitchen help to work during Shabbat services for food preparation, set-up and clean-up. In most instances you will need two helpers who will work 4-5 hours.

Please arrange for someone to check the building, especially the stage and library, for abandoned plates of food left from the Kiddush. Leftover food can be taken out of the kitchen after Shabbat.

Social Hall Set Up

Please inform the synagogue office how many guests are expected at least one week prior to your Bar/Bat Mitzvah as we need to know in advance to prepare the sanctuary and enough food tables in the social hall for your event.

CBI has a lot of experience with the use of space in the social hall for kiddish of different sized groups. You do not have to design the space yourself. Please let the office know if you do have some particular preferences and we will try to accommodate with you. There is no problem with an outside caterer suggesting a particular set up, as long as the needs of the Congregation, including our Seniors, are met.

Please contact the CBI office if you are self-catering your Kiddush, but need help with set-up and clean-up on the Shabbat of your Bar/Bat Mitzvah. The synagogue has people on staff who may be available to help – you will pay their costs directly to the synagogue.

Do-It-Yourself Kiddish Checklist:

- Inform CBI office of table and social hall set-up at least one week prior.
- Hire Caterer or kitchen help (see Kiddush Resource List)
- Purchase necessary goods:
 - Paper goods (paper plates, napkins, plasticware)
 - Table coverings (round tables 5' diameter, rectangular tables 30" x 8')
- Pick flowers: flowers are by personal choice and are not required by CBI. (If you do plan on having arrangements for *bimah* - approximately 2' tall)
- Purchase food, including:
 - three 750 ml bottles of Kosher wine
 - three 32 oz. bottles of kosher grape juice
 - 4 challot unsliced
 - coffee, half & half, sugar

- Remove leftover food after Shabbat

2. Hire a Cook

If you want to hire a caterer who is not on the list the Executive Director would be pleased to work with you to ensure that your caterer of choice is approved. Once a caterer is approved the Executive Director or a member of the Kiddish team will meet with the caterer for an orientation of the kitchen. They would then be responsible for the list of what you would be responsible for if you were catering it yourself.

3. Hire a Cater

If you wish to hire a caterer you can choose a caterer from the attached list of approved kosher caterers. If you want to hire a caterer who is not on the list the Executive Director would be pleased to work with you to ensure that your caterer of choice is approved. Once a caterer is approved the Executive Director or a member of the Kiddish team will meet with the caterer for an orientation of the kitchen.

The caterer will provide you with menus at a variety of prices that can accommodate your needs. We also have several suggested menus, depending on what you are willing to spend (see addendum). We can and are happy to help you with menu choices.

Approved Kosher Caterers:

Aviv Catering

Roberta Jutstein
Jeffrey Ginsberg
413-374-1240
chefrjg@aol.com

Chez Josef

Mark W Sparks
413-786-0257
marc@chezjosef.com

Bete Avon

Dawn LaRochelle
413 394-4185
dawn@beteavonkoshercatering.com

Creations by Cheryl

Cheryl Blonder
413-567-8891

Golden Catering

Bianca Cuperman
954-249-2114
bgharpaz@gmail.com

JCA Project Rehovot

Karen Loeb
413-253-0336 work
413-575-0774 cell

Holyoke Hummus Company

John Grossman & Dawn Cordiero
413 225 1755
info@holyokehummuscompany.com

Meital Catering

Springfield, MA
413-221-2078
meitalcatering@hotmail.com

The following is provided by CBI to the caterer:

- Tables and chairs
- One freestanding fridge
- Two gas ovens, Two Pizza Ovens, all cooktop burners
 - Glass dishes, Glass cups, flatware, metal Kiddush cups, serving bowls, serving trays, cookware

The following are the caterer's responsibility:

- Tablecloths, napkins, paper products
- Kosher grape juice, wine, Challah, paper Kiddush cups if needed
- Serving pieces, coffee services
- Leaving the facility in a clean and orderly fashion, including, but not limited to:
- Dismantling and removing all equipment; clearing tables; washing all dishes, utensils, and serving pieces; sweeping and mopping the floors; removing refuse; and removing all decorative material.

4. Other Options:

If neither hiring a caterer nor doing the Kiddush by yourself (or with friends) is possible for you please speak with either the Executive Director, the Rabbi or the President of the synagogue and we will provide suggestions.

Please note: *CBI dues do not go toward Kiddushim. Bar and Bat Mitzvah Kiddushim have always been, and continue to be, paid for through the generosity of our members.*

Kashrut Rules in CBI Kitchen

It is the policy of the Congregation to maintain Kashrut in its kitchen and building. Please review carefully the “Rules of Kashrut and Kitchen Procedures” section below.

Only caterers approved by the synagogue may bring food into the kitchen. All food preparation must be done on the premises. A list of caterers familiar with our kitchen can be found on the “Kiddush Resource List” page of this packet.

Rules of Kashrut and Kitchen Procedures

It is the policy of the Congregation to maintain Kashrut in its kitchen, building and grounds and at all functions on its premises. All questions will be resolved by the Rabbi, who is the final authority for what food items may be brought to the synagogue.

Arrangements for use of the kitchen by an individual or organization must be made in advance through the Executive Director. Supervision by a representative of the synagogue may be required

The kitchen as it is currently set up is for dairy only. You must consult the Executive Director if you plan to prepare a meat meal. (Dairy items are coded with blue, meat items with red and parve, yellow)

Only kosher edibles may be brought into the Synagogue kitchen and building. No utensils for cooking or home-prepared foods of any kind may be brought into the building from the outside.

All packaged and prepared foods must have a kosher symbol (heksher) on it. Opened packages of food may not be brought from home, even if you have a kosher home. This includes herbs and spices unless they are fresh.

The sink and dish-cleaning area adjacent to the dishwasher are dairy. Only non-Jews can operate the dishwasher on Shabbat. All soaps and detergents must have the mark of supervision.

The refrigerator may be used for the storage of both dairy and meat, provided that no food is ever in direct contact with the surfaces of the refrigerator.

The coffee makers are designated as parve and may be used with either dairy or meat meals.

Any food to be served on Shabbat must be cooked before Shabbat. Foods which are to be served warm may be warmed on Shabbat, provided that the burner is lit by a non-Jew as part of their regular duties within the Synagogue.

Coffee may be prepared in the electric coffee pots. Tea water is to be heated in the electric coffee makers and not boiled on the stove.

Food may not be carried in or out of the building on Shabbat. Food is to be carried in before Shabbat and leftovers removed after Shabbat.

Table Linens, Tents, Party Supplies:

Northampton Rental Center

59 Service Center Rd.

584-5072

1-866-584-5072

Taylor Rental

301 Russell St. (Rt. 9)

Hadley MA 584-4184

Honors & Role's Worksheet

There are many ways to honor people who have been important in your child's life during their B'nai Mitzvah. In order to help your family share this important simcha (joyous celebration) with other relatives and friends, you may request persons to receive a number of honors during the service. Some honors are spoken; some involve specific liturgical tasks. For some, we will

need to know the person's Hebrew name, and whether the honoree is a Kohen, Levi or Yisrael (ancestral grouping). **Each person should receive no more than one honor. You are under no obligation to fill all of the honors listed below.** Family members or guests are welcome to lead parts of the service or to read from the Torah **with the prior approval of the Rabbi.**

Aliyot (blessings during the Torah reading): Persons receiving these honors must be Jewish. Two honorees may be called for the same aliyah. Parents of the B'nai Mitzvah may be called together (usually for the 7th aliyah) or separately. These honors require chanting blessings in Hebrew. **Please make sure that persons given these honors can chant the blessings competently, using Hebrew characters or transliteration. Please remember to assign an aliyah to the previous b'nai mitzvah student. Please remember to leave one aliyah available for synagogue needs.**

Please share this worksheet with the Gabbai (Torah reading coordinator) for your particular Shabbat. The office will let you know whom to contact.

Aliyot:

English Name

Hebrew Name

- 1. (Kohen) _____
- 2. (Levi) _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. Maftir (B'nai Mitzvah) _____

Torah Readers:

English Name

- 1. _____
- 2. _____

3. _____
4. _____
5. _____
6. _____
7. _____

(Non-speaking honors; please be sure persons are able to perform the tasks):

Hagbah (English Name only) _____
 (lifting and displaying the scroll when the reading is completed)

Gelilah (English Name only) _____
 (wrapping the Torah)

Other honors during the Torah Service (honorees must be Jewish)

English Name only is required:

1. Opening the Ark to take out the Torah _____
2. Carrying the Torah before the reading _____
3. Carrying the Torah after the reading _____
4. Opening the Ark to put away the Torah _____
5. Prayer for the State of Israel (read in Hebrew) _____

English Readings: these readings may be led by anyone attending the service

5. Prayer for Peace _____
6. Prayer for Our Country _____

Greeters/Ushers: Please designate two persons to serve as greeters/ushers; ***your greeters should be people who are familiar with the CBI community and can therefore provide a warm, informed and enthusiastic welcome

(at least from 9:15 – 10:15 am)

7. _____

8. _____

Post B'nai Mitzvah Aliyah for your child: Saturday _____
Date

Post B'nai Mitzvah Torah reading for your child: Saturday _____
Date

Future Honor: _____
Honor Requested Date

***Please submit 2 copies of this Honors Worksheet to the CBI Office**

*If you are giving a family or friend an Aliyah at the B'nai Mitzvah and they do not know what to do, do not fear! We have an Aliyah outline that can be made available to them. Ask your B'nai Mitzvah Coordinator for it to send out to your loved one.

Parents' Prayer

When the child has finished reciting the Haftarah, the congregation joins the family in reciting the *She-heheyanu*, expressing gratitude for reaching this moment. Please see *Siddur Sim Shalom*, p.712. Parents may also add their own words of blessing, **not to exceed one minute**. While it is welcome to include thoughts that highlight the uniqueness of each child, we ask that parents not share an extended list of a child's attributes and accomplishments. The rabbi is happy and eager to assist parents in preparing this blessing.

Dress Rehearsal and Photoshoot

Rehearsals in the Sanctuary and photo shoots are to be reserved in advance with the Executive Director. The tutor is the person responsible for handling the Torah scroll if needed. Another option would be for the synagogue staff (Rabbi or Executive Director if they are available) to assist. Photography or rehearsals cannot be done on a Yom Tov – Jewish holiday.

Other Items to Consider

Kippot

A recommendation has been received recently from one of our families if you are planning on ordering kippot on line: www.greenfieldjudaica.com. The family found them very pleasant to deal with, and they did a beautiful job in record time.

Logistics

- Make hotel reservations well in advance
- Contact Band or DJ well in advance if desired
- Invitations (we strongly encourage inviting all Rimonim students)
- Flower purchase for synagogue if desired
- A map enclosed with invitations

Invitations

As you send out invitations to your guests, you can include a few things that will be helpful for them, especially if they are not Jewish or have not yet attending a B'nai Mitzvah. Below are some options of things to include.

Please respect our customs by instructing all guests to arrive when the service begins, at 9:30, and not at 10:00, just before the bar/bat mitzvah begins to lead the service.

: cf' HYYb'; i Yglg' UHbX]b['U6 Uf# UhiA]mj U 'Uh7 6 =E7 cb[fY[U]cb '6 BU] =gfUY'

We are delighted that you are able to join us. Shabbat, the Sabbath, is a very special day for us that we celebrate in a very particular manner. We join together in community to pray, celebrate, socialize and eat!

We hope that you feel free to participate in whatever way feels comfortable for you. Feel free to sing along, reflect on the words in the prayer book, meditate or just be an observer a way of worship that may be new to you. If you have questions about anything, feel free to ask our Rabbi after services.

Our services begin at 9:30 and end around 12:00. If this seems long, please know that your friend has spent many hours over many months and years preparing for this day. If you need to take a short break, please do so after the rabbi's sermon, about 11:30-11:40. But do be sure to return to the sanctuary for the end of the service.

There will be a section of seats reserved especially for teens. You may enter the sanctuary from the double doors and head for the reservation signs on the far side of the room.

Please know that the synagogue is a “cell phone and texting free zone” on Shabbat. If you need to call home, please do so outside the synagogue.

Thank you in advance for reading this and respecting our sacred customs!

General Information & Ritual Guidelines Regarding B’nai Mitzvah Preparations

8 YWfi a

While we are an informal congregation, we ask everyone to be mindful of the whole synagogue campus as a reflective and spiritual space.

8 fYgg’7 cXY

During the course of the year, students will have a chance to lead certain parts during our regular services. Our school committee has expressed the hope that parents will see that, when their child is practicing on the bimah, s/he will dress appropriately and in a way that enhances the reflective mood of Shabbat.

HY Yd\ cbYg’cb’G\ UVUhi

Telephones should not be used on Shabbat except for emergencies. D`YUgY’Ug_`nci f` [i Yglg’lc’fi fb’cZzH Yf’Wf`d\ cbYg’UbX’dU[Yfg’k \]Y]b’h YgmbU[c[i Y”

9`Ywf]W][\ hg’cb’G\ UVUhi

Lights are turned on and off on Shabbat. The Rabbinical Assembly has a Responsa, which allows the use of electric lights on Shabbat. The reasoning is that turning on a switch is not igniting a fire, but merely allowing current (which already exists) to flow. Turning on the switch does not create the current. It is similar to allowing water to flow by turning on the sink, a practice that everyone allows. It is a mainstream Conservative practice that fits the Congregation well.

Please accept our congratulations and support as you plan your upcoming B’nai Mitzvah celebration!

What to Do if You Are Given an Aliyah

(adapted from *The Synagogue Survival Kit* by Jordan Lee Wagner)

On Saturday morning, there are seven aliyot or spoken honors given. If you are honored with one, here is what to do:

- Wear a tallit (gabbai can provide one)
- Listen for your Hebrew name or the number of your Aliyah to be called. The number is the last word the gabbai will say:

1-kohein, 2-levi, 3-shlishi, 4-revii, 5-chamishi, 6-shishi, 7-sh'vii, 8- maftir

- When you reach the bimah, you'll find a framed paper with the blessings on it. Stand in front of the Torah to recite the blessings.
- Use the fringes of your tallit or the white sash used to wrap the Torah to touch the Torah in the place where the Torah reader indicates and kiss the fringes or the sash. The Torah will then be closed. Hold onto the handles of the Torah and then start the blessings:

You: *Barchu et Adonai ha-mevorach.*

Congregation: *Baruch Adonai ha-mevorach le-olam va-ed.*

You: *Baruch Adonai ha-mevorach le-olam va-ed.*

You: *Baruch atah Adonai, Eloheynu melech ha-olam,
asher bachar banu mi-kol ha-amim,
ve-natan lanu et Torato.
Baruch atah Adonai, noten ha-Torah.*

Congregation: *Amen*

- Now the Torah is read. Hold onto the Torah handle that is closest to you, while the Torah reader chants the Torah and look on. It's considered polite and proper to read over his shoulder.

- After the Torah reading is finished, touch the tallit or sash to the place where the Torah reader indicates and again kiss the fringes or the sash.
- The Torah is then closed and covered. Hold both handles of the Torah and say the final blessing:

You: *Baruch atah Adonai, Eloheynu melech ha-olam,
asher natan lanu Torat emet,
ve-chayey olam nata be-tocheynu.
Baruch atah Adonai, noteyn ha-Torah.*

Congregation: *Amen.*

- You're not finished yet. Move over to the other side of the podium, next to the person checking the Torah readings, and wait until the next person finishes their aliyah. Then you may sit down.