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## **INTRODUCTION TO TEMPLE EMANU-EL B'NAI MITZVAH PROGRAM**

*Mazal Tov!* You and your family are about to celebrate a significant milestone in your child's life. *B'nai Mitzvah* marks the time in a person's life when the larger community begins to view that person as an adult. In the Jewish tradition, a person who has reached the age of Bar or Bat Mitzvah is now capable of assuming more responsibilities, observing Mitzvot and laws from the Torah, participating in religious rituals, and being counted as part of a *Minyan* (prayer quorum).

The leaders and congregation of Temple Emanu-El are excited to share this joyous moment with your family and are here to help you prepare for the occasion as best we can. Planning for this event can seem overwhelming. The information in this booklet describes our Temple's policies and aims to answer any of the questions that you or your family may have. Should you have additional questions please do not hesitate to call the synagogue's leadership at (201) 750-9997.

### **WHAT IT MEANS TO BE B'NAI MITZVAH**

*B'nai Mitzvah* marks the transition in a person's life from childhood into Jewish adulthood. While traditionally the terms *Bar Mitzvah* or *Bat Mitzvah* have been used for the coming-of-age ceremony for boys and girls, the term *B'nai Mitzvah* in the plural better captures the flavor of this ceremony as we celebrate our children becoming adults. Therefore, we will refer to this ceremony and our students as being *B'nai Mitzvah* while still acknowledging and utilizing the terms *Bar Mitzvah* or *Bat Mitzvah* when appropriate. Post *B'nai Mitzvah* are expected to be responsible members of the Jewish community, capable of participating in and observing various traditions and rituals associated with being a Jewish adult.

### **SETTING THE DATE**

Selection of a date is made by the leadership of the Temple and is based on the child having reached his or her 12th or 13th Hebrew birthday. Jewish law permits a female to become a *Bat Mitzvah* upon reaching her 12<sup>th</sup> Hebrew birthday and permits a male to be a *Bar Mitzvah* upon reaching his 13<sup>th</sup> Hebrew birthday. We know that gender identity is a sensitive topic for some. We therefore welcome conversation with each family to determine the best path for the child and the family.

The process begins three years prior to *B'nai Mitzvah* when the synagogue sends out a request form in January for preferred dates. Parents are asked to send in 5 preferred dates along with other pertinent information that will help assist with the designation of dates. Dates are then assigned and distributed at the special *B'nai Mitzvah* Meeting for parents in March. Dates are not considered finalized until the Temple office receives the appropriate signed forms from the family.

Please note that Temple Emanu-El sees its sanctuary as a place where all are welcome to worship. We are welcoming of and sensitive to children (and adults) with special needs. Parents with children who have special needs can make arrangements for a *B'nai Mitzvah* by speaking with the Rabbi for Lifelong Learning to arrange for an individualized education plan (IEP) and a tailored *B'nai Mitzvah* celebration.

Certain dates are not available for scheduling a *B'nai Mitzvah*. No dates may be set between Independence Day and Labor Day. Other dates are usually unavailable but are subject to availability from year to year. Such dates often include dates during winter recess, certain civic holidays or during parts of the High Holy Day season, the *Shabbat* before *Rosh Hashanah* and *Shabbat Shuvah* (between *Rosh Hashanah* and *Yom Kippur*), or during the Festivals of *Pesach* or *Shavuot*. Children celebrating their 13th birthday during the summer will be scheduled for a *B'nai Mitzvah* in the fall.

The Senior Rabbi is the *Mara D'Atra* (Jewish law/*halakhic* authority) and spiritual leader of the congregation and its members. In the Senior Rabbi's absence, the Assistant Rabbi fulfills these roles subject to the Senior Rabbi's direction. The liturgical (musical) aspects of services and rites are led by the Cantor, under the direction of the Senior Rabbi. Each of our clergy is afforded the reasonable opportunity to serve the interests of the larger community, both Jewish and civic, as well as for study, scholarship, and research. For these reasons, and because of vacation schedules and other personal reasons, we cannot guarantee that all clergy will be present on the day of your child's Bar or Bat Mitzvah service. If a member of the clergy will be absent from your child's service, you will be advised in advance to the extent circumstances allow. In certain emergency situations, advance notice may not be possible.

Due to the large number of *B'nai Mitzvah*, there is a high likelihood that your child will be sharing his/her *B'nai Mitzvah* date with another child. Specific requests for a single *B'nai Mitzvah* cannot be guaranteed due to calendar restrictions. If your family will be sharing a date with another child, you will receive notification at the beginning of the planning process.

### **NON-SHABBAT B'NAI MITZVAH**

While the norm for *B'nai Mitzvah* at Temple Emanu-El remains a Saturday morning service, there are certain instances where it is possible to have a *B'nai Mitzvah* on a day other than Shabbat. These times are:

- **Rosh Chodesh**, a new month in the Hebrew calendar. *B'nai Mitzvah* are permitted on a *Rosh Chodesh* when it falls on a Sunday. Often families with *Shabbat* observant relatives will request such a date to accommodate their ritual needs. *Rosh Chodesh* services begin at **10:00 AM** in order to fulfill the *halakha* (Jewish Law) regarding reciting the *Shema* in the morning.
- **Mincha/Ma'ariv/Havdalah**, the afternoon and concluding services for Shabbat. Services will begin no **5:00 PM**. Furthermore, current policy requires the party/celebration to take place at the synagogue following the service using the exclusive caterer of Temple Emanu-El, Northern Valley Affairs. This service without any celebration to follow (either on site or otherwise) is scheduled only in extenuating circumstances and must be approved by the appropriate leadership.
- **Other days when Torah is read** which include Monday mornings, Thursday mornings, the intermediate days of the holiday of Sukkot, and Chanukah. American holidays such as Martin Luther King Jr. Day is an example of a Monday morning that could work. Such dates are also only used in extenuating circumstances.

Please note that unlike Shabbat services, the above service times do not occur at the same time as regular services and are only for invited guests.

**All the options above require prior conversation and authorization from synagogue leadership and/or clergy. Non-Shabbat B'nai Mitzvah are required to sponsor a Kiddush that is equivalent to a Shabbat Kiddush, or make an equivalent donation to the Temple Kiddush fund. (see page 8 for details, or contact Becky Skoff at [skoff@tecloster.org](mailto:skoff@tecloster.org)).**

## **B'NAI MITZVAH INSTRUCTION**

### **PARTICIPATION FOR THE SERVICE**

*B'nai Mitzvah* candidates will be prepared to lead and participate in the following parts of the service:

- Blessings for the *Tallit*
- The Shema, Shabbat morning Amidah and other parts of the Shabbat morning service
- Blessings for an *Aliyah* to the Torah
- *Maftir* or another portion of the Torah reading
- Blessings for the Haftarah
- Haftarah
- Deliver a speech/D'var Torah

Candidates are encouraged to participate beyond these elements.

Other places for participation include:

- *P'sukei D'zimrah*, the introductory service
- *Shacharit*, the morning service
- The Torah Service, taking out and returning the Torah to the Aron Kodesh (Holy Ark).
- Additional Torah readings

### **TUTORING SESSIONS**

At the start of tutoring, each child will receive a *B'nai Mitzvah* binder. The binder contains the necessary blessings and prayers your child will need to know, as well as the Torah and Haftarah readings unique to their date.

Students begin studying approximately 1 year before their *B'nai Mitzvah* date. Over the course of preparation, the students will learn in their Religious School class or Jewish day school, meet with a private tutor, the Cantor, and the Rabbis.

The first step of the *B'nai Mitzvah* learning process is done in our Religious School. Students in 6th grade will learn the required blessings for the Torah and Haftarah portions together in class. Students celebrating before 7th grade who are enrolled in a Jewish Day School will learn the blessings with a tutor or at school. When students are about 9-10 months away from the *B'nai Mitzvah*, they will begin studying their individual Torah reading and Haftarah chanting with a private tutor. Lessons meet weekly for 25 minutes and take place at the Temple. Sessions with Cantor Singer begin approximately 15 weeks before the *B'nai Mitzvah* date. All students will spend the final weeks leading up to their *B'nai Mitzvah* practicing with Cantor Singer.

One-on-one meetings with Rabbis Kirshner and Cohen begin approximately 4-6 weeks before the date of the *B'nai Mitzvah*, in order that the rabbis and students can work together on the final draft of the child's D'var Torah and discuss the meaning of becoming a Jewish adult.

### **THE D'VAR TORAH**

The *B'nai Mitzvah* d'var torah (speech) is a chance for students to share their own thoughts on their Torah and/or Haftarah portions, their becoming a *B'nai Mitzvah*, their Keshet Olam project, and family. The ideas and words of the speech should be that of the students', but we encourage parents to continually read drafts of the speech and to discuss the ideas in the speech with their child at home. Rabbis Kirshner and Cohen will help to create the final draft.

## **OTHER B'NAI MITZVAH REQUIREMENTS**

### **RELIGIOUS SCHOOL ATTENDANCE**

As a Conservative congregation, we operate under the educational code of the United Synagogue Commission on Jewish Education. As such, it is Temple Emanu-El's policy that every child must spend at least three years in the congregation's Religious School or a Jewish Day School or the equivalent of either institution, in order to receive a *Shabbat B'nai Mitzvah*. Only with years-long learning can a student be prepared with the Hebrew and service skills required of becoming a B'nai Mitzvah. Additionally, sustained participation in the Religious School over multiple years reflects a family's commitment to the community and serves as an important expression that this milestone is about more than a single celebration — it is a commitment to supporting our congregation and the Jewish people beyond the day itself.

### **KESHER OLAM (Connection to the World)**

Part of the *B'nai Mitzvah* process is participating in a **Keshet Olam** (Connection to the World) project. Temple Emanu-El has incorporated these projects into the 6<sup>th</sup> grade Religious School curriculum to help students construct, develop and carry out their projects. The nature of the Keshet Olam project program continues to be in flux and will change over time. Please contact the Director of Youth and Family Engagement, Adam Schwartzbard ([schwartzbard@tecloster.org](mailto:schwartzbard@tecloster.org)) or Rabbi Cohen ([cohen@tecloster.org](mailto:cohen@tecloster.org)) to discuss.

### **SHABBAT ATTENDANCE**

In addition to the requirements listed above, each student must attend either Shabbat Youth Services or the main congregational service approximately once per month for at least three years prior to their B'nai Mitzvah. At the beginning of each school year, the Religious School publishes a calendar highlighting special Shabbat services appropriate for students and families.

Regular service times:

- Friday Evening: 6:15 PM
- Shabbat Morning: 9:00 AM

Consistent participation in Shabbat services reinforces the prayers students learn in Religious School and Day School and helps them develop comfort and familiarity with the service — something that cannot be achieved through classroom learning alone.

### **Annual Attendance Requirements**

- 4th Grade: 4 services per year
- 5th Grade: 5 services per year
- 6th Grade: 6 services per year
- 7th Grade: 7 services per year

Regular attendance ensures that by the time students reach their B'nai Mitzvah, they feel confident, capable, and at home in the synagogue service.

## **RESPONSIBILITIES OF THE FAMILY**

### **MEMBERSHIP**

Families must be members in good standing of Temple Emanu-El for the year in which the *B'nai Mitzvah* is to take place, with dues and all other financial obligations to the Temple fully paid no later than **60 days** before the *B'nai Mitzvah*.

### **WORKSHOPS**

Families play an important role in the B'nai Mitzvah journey. Throughout the preparation process, parents and students will be expected to participate in occasional family workshops and synagogue programs designed to guide you spiritually, practically, and communally. These gatherings will be announced in advance during the years leading up to the B'nai Mitzvah and attendance is an expected part of the preparation process. They help families understand the meaning behind the ceremony, prepare for the responsibilities that come with it, and experience the milestone not just as a single day, but as part of a shared Jewish journey within the community.

## ADMINISTRATION AND PLANNING

### **KASHRUT & CATERING**

The celebratory meal following a *B'nai Mitzvah* ceremony should be a festive and joyous affair, designed to celebrate your child. We encourage you to make this a special, individualized experience for your family. Because the meal is considered a part of the Jewish ceremony itself, all social celebrations connected with the *B'nai Mitzvah*, held outside the home, whether for children or adults, should adhere to Jewish dietary laws (the laws of *Kashrut*).

### **KIDDUSH POLICY**

In keeping with the longstanding tradition of Temple Emanu-El, *B'nai Mitzvah* families are required to sponsor a *Kiddush* on their *simcha* date.

1. Northern Valley Affairs (NVA) is our exclusive caterer. Les Friedman and Marty Maged of NVA, (201) 750-0333, are available to help you plan your *Kiddush*. We encourage all families to consider making their celebration special by enhancing their *Kiddush*, adding a luncheon, or hosting their party at the Temple.
2. *B'nai Mitzvah* families are required to provide a minimum *Kiddush* for the invited number of their guests aged eight and over, subject to a 100-guest minimum, plus 50 congregants. In the event of a double *simcha*, each family is required to provide a minimum *Kiddush* for the invited number of their guests, subject to a 100-guest minimum, plus 50 congregants. The Temple will sponsor the per person basic *Kiddush* fee for additional congregants not invited to the *B'nai Mitzvah* (100 minimum). In all cases, an invited *simcha* guest who is also a congregant shall be included in the guest tally.

As of 2026, the per person price is \$16.50. This price is subject to increase a reasonable amount bi-annually according to inflation, CPI, etc. Please check in with Northern Valley Affairs 6 months prior to your *simcha* to receive a pricing update and discuss the details of your *Kiddush*/Meal.

3. Though family *Kiddush* sponsorship is required in all circumstances – including when the family is hosting a private party at another location immediately following services – no family will be denied sponsorship of a *Kiddush* on their *simcha* date due to **demonstrated** financial hardship. Families seeking a scholarship to defray the cost of a required *Kiddush* must contact the Temple's Executive Director **six months prior** to their *simcha* date.
4. *Should you wish to enhance your Kiddush*, options currently available, pursuant to a license agreement entered into between the Temple and its exclusive caterer, Northern Valley Affairs ("NVA"), are priced at \$26 and \$35 per person (subject to reasonable pricing increases). There is a list of set items and then a set of variable items from which congregants can choose from to enhance their menu (beyond the choice variables, no substitutions are permitted). In addition, individual add-on items are available on an *a la carte* basis. Add-on items must be ordered for the invited number of *simcha* guests', subject to a 100-guest minimum, plus 150 congregants.
5. In the event a family wishes to sponsor an enhanced *Kiddush*, the family is required to pay the cost differential for 150 congregants (The Temple covers 100 congregants, at the \$16.50 price). The caterer will provide a quote reflecting the pricing and enhancement options. At a double *simcha*, the basic *Kiddush* will be served unless the families reach a mutual agreement on a more extensive *Kiddush* menu.
6. *B'nai Mitzvah* families must certify to the caterer the number of *simcha* guests (all guests aged eight and over) expected eight days in advance of the *simcha* date. **Failure to report an accurate number may result in an inadequate food supply.**

7. Your B'nai Mitzvah service may be shared with other *smachot* (happy occasions), such as a baby naming, *aufruf*, special birthday or anniversary. Such celebrants are required to pay for their invited number of guests aged eight and over, with a 25-guest minimum. The *B'nai Mitzvah* family/families will control the menu options to be served.
8. Families with a non-Shabbat *B'nai Mitzvah* are required to host an equivalent Kiddush following their event, or, contribute an equivalent donation of a standard Shabbat Kiddush to the Temple Kiddush fund.
9. Congregants (or others) may sponsor the Temple's portion of a *Kiddush* on a *B'nai Mitzvah* date for a donation of \$500 for a co-sponsorship, or \$1000 for a sponsorship. These are donations to the Temple's *Kiddush* Fund, and are often in honor of a loved one, or to mark a special anniversary or birthday. There is no limit to the amount of *Kiddush* sponsorships on any given day. All *Kiddush* sponsorships and donations to the *Kiddush* Fund will be noted in the weekly announcements from the *bimah*, and in the *Madrikh*. Sponsorships at these levels have no impact on the menu for the day.

### TEMPLE EMANU-EL CATERER

We encourage all congregants to consider Temple Emanu-El and Northern Valley Affairs (NVA) for their *smachot*. NVA will hold the evening of your date for 90 days from the receipt of a *B'nai Mitzvah* date. To book the designated Saturday night with NVA, you will need to make a \$2000 deposit. After the 90-day period, affairs can still be reserved depending on availability. Such deposits shall be fully and immediately refundable to the congregant any time up to 18 months prior to the date reserved. In the event a Congregant seeks a refund of a deposit less than 18 months before the scheduled affair, NVA will make such a refund provided it books a new comparable event for the previously booked date.

In the event that both families on a shared *simcha* date are interested in reserving the Saturday night date, priority shall be determined by NVA through a fair and equal chance methodology. After the 90-day period, bookings by NVA are on a first to reserve basis.

### FLOWERS / DONATION FOOD BASKETS

All B'nai Mitzvah families are required to provide either two floral arrangements or two donation food baskets for the *bimah*. Families are strongly encouraged to choose the prepared food donation baskets instead of flowers.

#### 1: Donation Food Baskets

- Non-perishable food baskets are prepared by the Temple.
- A \$300 donation is required, which supports the Closter Food Pantry.
- Donations are made to Temple Emanu-El, and the Temple will forward the check to the food pantry along with a letter from the Rabbi.

#### 2: Floral Arrangements

If you choose flowers, please use one of the Temple's approved florists:

- **Empty Vase, Closter** – (201) 750-7181 (Contact: Jimmy)
- **Monsoon Flowers, Cresskill** – (201) 250-8110
- **Wildflowers, Englewood** – (201) 592-8875
- **Dean Street Greenery, Closter** – (201) 816-0100 (Contact: Chris)
- **KC Creations** - (201) 218-7298 (Contact: Kathy)

If your child is celebrating his/her *B'nai Mitzvah* as part of a double *B'nai Mitzvah* celebration, the two families must jointly decide on the flower arrangements and share the cost. Flowers must be delivered to the Temple by noon on the Friday before the *B'nai Mitzvah* or *Erev Yom Tov*. Please be aware that nothing may be brought into or removed from the synagogue on *Shabbat* or Holy Days.

## **ENTERTAINMENT**

Entertainers performing at a *Shabbat* luncheon affair (such as acapella singers, storytellers, etc.), whether open to the congregation or not, must abide by the congregation's policy of *Shabbat* observance. In cases where there will be entertainment on *Shabbat*, all equipment must be set in advance of *Shabbat*. No adjustments to equipment, including microphones and lighting, will be permitted on *Shabbat*.

No musical instruments or recorded music may be played on *Shabbat*. Orchestras and/or entertainers at a reception in the synagogue after *Shabbat* concludes may not bring their equipment into the congregation on *Shabbat*. They may bring in and test their equipment before noon on the Friday before, provided the synagogue office is notified in advance, or they must wait until the conclusion of *Shabbat*.

## **PHONES, ELECTRONIC DEVICES, PHOTOGRAPHY AND VIDEOTAPING**

In accordance with *halakhah* (Jewish law), electronics such as phones, ipads and cameras are prohibited on *Shabbat*. With the exception of those who need electronics because of special needs, families and their guests must adhere to the principles of *Shabbat* in all their activities concerning the *B'nai Mitzvah* while on the synagogue grounds. This includes respecting the synagogue's policies prohibiting the use of cellular phones, text messaging, cameras and other electronic devices while in our building on *Shabbat* and informing your guests of the same in advance of your *simcha*. Use of phones and other electronic devices is distracting for clergy, congregants and *B'nai Mitzvah* and also disrupts the *Shabbat* spirit that we aim to cultivate.

Accordingly, cameras, video and audio recorders are not allowed in or around the synagogue on *Shabbat*. Arrangements may be made for picture taking in the Sanctuary at rehearsal or another time. Please schedule a time with the Synagogue office, 201-750-9997, to have your pictures taken during office hours.

For those who celebrating your *B'nai Mitzvah* on Saturday night as part of a mincha/maariv/havdalah service, please be aware that all of the rules of *shabbat* regarding use of electronics still apply during the first part of the service prior to Havdalah. Photography is not permitted until the conclusion of *shabbat*.

For your convenience, the Temple has automatic cameras that are controlled by the streaming service Boxcast, which records *Shabbat* Morning Services, which is approved by the Rabbi. The system records the entire *Shabbat* morning service in the main sanctuary. In keeping with *halakhah* (Jewish law), the video equipment may not be adjusted during *Shabbat* and on occasion the system fails. The link to watch services is available directly on our website, [Shabbat at Home - Temple Emanu-El](#). A link will also be provided to you by the Temple Office no later than 30 days prior to the *B'nai Mitzvah* date. Assuming the service records properly, a downloadable link will be provided to you from the Temple.

## **DELIVERIES**

In order to ensure that deliveries are not made on *Shabbat* (or Festivals), all deliveries, such as food, drink, flowers, caterer's equipment, etc. should be made to the synagogue by noon, on Friday or *Erev Yom Tov*. Please notify the synagogue office in advance about the nature and number of deliveries expected.

**POWER OUTAGES**

In the event of a power outage, it may be necessary to either cancel services or move them to an alternate location. Regarding *s'machot* (happy occasions) scheduled at the synagogue, Temple Emanu-El will make best efforts to assist congregants with renting a generator at the congregant's expense. However, use of a generator is at the discretion of the Temple's Executive Director and can only be used if all building safety systems are fully operational through the use of emergency power. In the event a generator fails, and emergency power is lost the building must be evacuated immediately. An event cannot continue with the use of candles.

## SHABBAT PROTOCOLS

### SHABBAT MORNING SERVICES

*Shabbat* morning services at Temple Emanu-El begin promptly at 9:00 a.m. and conclude by approximately 11:30am. The *B'nai Mitzvah* family is expected to arrive 15 minutes early to prepare for the services and to celebrate your child's first time wearing a tallit. The family should be seated in the first row. The *B'nai Mitzvah* children sit on the *bimah*. Guests receiving honors must be present by 9:15 a.m. Of course, all guests are requested to come on time in order to be properly seated. No one may enter during specified points in the service or when the Sanctuary doors are closed. Greeters will be at the back of the sanctuary to assist with flow of traffic.

At Temple Emanu-El, we do not have guests throw candy to celebrate B'nai Mitzvah. The only time that candy is thrown on Shabbat morning is for couples celebrating an *aufruf*.

**We also ask that you inform your guests of our policies prohibiting the use of cellular phones, text messaging devices, cameras and other electronic devices on Shabbat.**

### DISTRIBUTION OF HONORS

There are a number of honors and *aliyot* distributed to men and women during the course of the *Shabbat* morning services. As discussed below, the Rabbi meets with families to complete an "*Aliyah Form*" (copy included below). Honors and *aliyot* are the same regardless of whether your child is having a single *B'nai Mitzvah* or is sharing with another child. Each family is entitled to 13 honors (including *B'nai Mitzvah* child) as follows (no additions allowed):

1. One Torah *aliyah* – for the B'nai Mitzvah child (**1 honor**)
2. Two additional Torah *aliyot* for the family. Up to two people that are Jewish according to Jewish law may participate in each Torah *aliyah*. (**4 people**) All those called to the Torah must be familiar with the Torah blessings. Men must wear a tallit and head covering, and women are encouraged to do so as well. A copy of these blessings may be obtained from the Temple and prepared in advance;
3. Hakafah – one person to carry the Torah around the sanctuary (**1 person**)
4. *Gelilah* honor (dressing the Torah), honoree will be instructed in how to wrap the Torah (**1 person**)
5. One Ark opening (**up to 4 people share this honor**);
6. One English prayer reading (**up to 2 people**).

We ask that all people receiving honors dress appropriately for the service. (i.e. We do not allow any person to receive an honor that is wearing sleeveless, wearing shorts etc.)

Guests who are not of the Jewish faith may receive the following honors:

- Opening the ark
- Reciting the English prayer

Please note that while we adhere strictly to the number of people who can receive an honor, younger siblings and cousins under the age of Bar/Bat Mitzvah can participate in certain roles such as leading Adon Olam or Hamotzi, and this will not count against your total number.

Those celebrating their *Bat/Bat Mitzvahs* during a *Rosh Chodesh* or a *Havdalah* service should consult with the rabbi.

### **Friday Night Services**

The majority of the B'nai Mitzvah preparation process is focused on Shabbat morning. With that said, many of the prayers are the same for both Friday night and Saturday, and so B'nai Mitzvah children are often able to apply what they have learned to Friday night services without having to learn anything additional.

We understand that some families may have other obligations that preclude them from joining for Friday night services. If that is the case, please communicate that information to a member of the clergy in the days leading up to the B'nai mitzvah so that we can plan accordingly.

### **Final Preparations for the Shabbat Morning Service**

*B'nai Mitzvah* families will meet with the Rabbi approximately four weeks prior to the *B'nai Mitzvah* to discuss the distribution of honors and to ask any additional questions. In the back of this booklet there is a copy of the Aliyah Form. As you fill out the form, please make sure to have the **full Hebrew Names** of all participants receiving an aliyah, including the person's Hebrew name, and their parents' Hebrew names. Please submit this form to the rabbi or office staff at least one week before the B'nai Mitzvah date.

## RITUAL CLOTHING, DRESS AND BEHAVIOR

### HEAD COVERINGS

Men are required to wear kippot (yarmulkes/head covering) when seated in the sanctuary. Women are also welcome to wear a head covering.

Personalized kippot (yarmulkes) for the *B'nai Mitzvah* may be provided, or generic kippot can be found at the entrance to the sanctuary.

### TALLIT AND TEFILLIN

All people of the Jewish faith are encouraged to wear a tallit (prayer shawl) when coming up to the bimah. Tallitot are available at the entrance of the sanctuary.

All *B'nai Mitzvah*, regardless of gender, are required to wear a *tallit* for their *B'nai Mitzvah*. All *B'nai Mitzvah* are encouraged to purchase a set of *tefillin* (*tefillin* is not worn on Shabbat). These ritual items are available through our Sisterhood Gift Shop. Instructions on the use and meaning of *tefillin* and *tallit* will be provided during the *B'nai Mitzvah* classes.

### APPROPRIATE DRESS

The *B'nai Mitzvah* should dress to reflect their coming of age and leadership of the community at this special occasion.

For those identifying as boys, suits are required. For those identifying as girls, dresses should be of an appropriate length and shoulders should be covered before the tallit is put on. Jeans, cargo pants, t-shirts, tank tops, and sneakers are not considered appropriate. At Temple Emanu-El, we require all girls to wear a *tallit* on the bima and offer the option of wearing a *kippah* if they desire. For those whose gender identities fall into a different category, we ask that the family engage in a conversation with the clergy to help best determine the dress for that day.

All guests, regardless of age, should be dressed appropriately for the occasion. For boys and men, suits or sports jackets are encouraged. For younger guests, collared shirts are appropriate.

For girls and women, shoulders should be covered and dresses and skirts must be of modest length – this means to the knee or below and heels should allow them to stand and walk comfortably and normally.

**QUICK REFERENCE NUMBERS**

<b>Temple Emanu-El.....</b>	<b>201.750.9997</b>
Rabbi David-Seth Kirshner.....	ext. 204
Assistant Rabbi Gabe Cohen... ..	ext. 304
Cantor Israel Singer.....	ext. 205
Becky Skoff, Executive Director.....	ext. 206
Chareen Kramer, Executive Assistant to Clergy.....	ext. 207
Julia Vazquez, Director of Operations .....	ext. 202
Tiffany Garavito, Director of Marketing	ext. 201
Tracy Anser, Member Service Associate.....	ext. 249

<b>Religious School.....</b>	<b>201.750.2959</b>
Rabbi Jeremy Ruberg, Rabbi for Lifelong Learning .....	ext. 251
Adam Schwartzbard, Director of Youth Engagement .....	ext. 209
Shelby Effron, Administrator for Lifelong Learning .....	ext. 208

**Catering**

Northern Valley Affairs, Les Friedman & Marty Maged..... **201.750.0333**

**Bima Flowers and Kiddush Flowers/Decor**

Dean Street Greenery.....	201.816.0100
Empty Vase.....	201.750.7181
Monsoon Flowers.....	201.250.8110

**Photographers**

Natural Expressions .....	212.616.5008
Anthony Vasquez .....	888.267.1923
Sarah Merians .....	212.633.0623

**Sisterhood Judaica Gift Shop: Tallis, and more**

Julie Fein, <a href="mailto:juliefein@gmail.com">juliefein@gmail.com</a> .....	<b>917.673.7083</b>
Yarmulkes..... <a href="http://yarmulka.com">yarmulka.com</a> .... <a href="http://skullcap.com">skullcap.com</a> ..... <a href="http://kippot4less.com">kippot4less.com</a>	

## **B'NAI MITZVAH "CODE OF CONDUCT"**

The *B'nai Mitzvah* service is our symbolic way to usher a child into the adult Jewish community. While our Religious School and Day Schools transmit values, learning and skills within the limits of the school day, the parent(s) is/are the primary educator(s) from birth, who assume(s) the responsibility of role model and teacher in the home environment. It is in the best tradition of our people that parents use the *B'nai Mitzvah* celebration as an opportunity to guide and shape their child/children's responses to the challenges of life.

The school has a responsibility as well. Classmates and friends from school make up our school *Kehilah* (community). Because a *B'nai Mitzvah* is a community *simcha*, we offer these guidelines for students and parents. It is our hope that our important religious events are gratifying to the *B'nai Mitzvah* candidate, the family, the synagogue and Religious School, and to the Jewish community.

### **SYNAGOGUE DECORUM**

This day is a highlight in a family's life. Appropriate behavior is expected of all students as part of this exciting day. Parents should remind their children before they attend the *B'nai Mitzvah* of a classmate or friend that while present at the service, they need to demonstrate respect for the synagogue and support for their fellow student or friend. This is done by refraining from talking or using phones during the service, by fully participating in the service, and by refraining from frequent entering and exiting from the sanctuary. We suggest a review and reminder of these expectations before attending the synagogue service, emphasizing the importance of participating positively throughout the entire service.

### **RECEPTION/PARTY**

From the perspective of Jewish law and custom, a *B'nai Mitzvah* party is a *seudat mitzvah*. The theme, one could say, is self-evident: we are celebrating the fact that a young man or woman has accepted responsibility for the *Mitzvot*. One's behavior at such a meal should certainly reflect the celebratory nature of the party, without abusing property or person.

We suggest that parents remind their children and guests that the reception is an opportunity for all guests to celebrate this important religious event. It is wholly inappropriate to damage property, deface decorations, or engage in mischief.

### **SHABBAT ATTIRE**

*Shabbat* services are filled with beauty and dignity, so it is appropriate for the *B'nai Mitzvah* and their guests to dress in a manner that reflects dignity, beauty and modesty. Boys should dress in a suit and tie, wear a *tallit* (if post-*Bar Mitzvah* age and ascending the bima) and *kippah* (*yarmulke*/skull cap) and dress shoes. Girls should wear a skirt and blouse or dress that covers their shoulders and has a modest neckline, and is of appropriate length. At Temple Emanu-El, we require Bat Mitzvah girls to wear a *tallit* on the bima and offer the option of wearing a *kippah* if they desire.

**TEMPLE EMANU-EL B'NAI MITZVAH PROGRAM "CODE OF CONDUCT" SIGNATURE FORM**

Parents bear responsibility for their own child's behavior at the service and at the party/reception.

I have read and agree to the terms of the B'nai Mitzvah Handbook and the Code of Conduct. I understand that no B'nai Mitzvah date will be considered final until I have signed and returned this form to the Temple Emanu-El office.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please sign above and mail back to the Temple office in the enclosed envelope.***

# B'NAI MITVAH HONORS FORM

Name of Bar/Bat Mitzvah child \_\_\_\_\_ Bar/Bat Mitzvah Date \_\_\_\_\_

**Three (3) Aliyot—One (1) FOR THE BAR/BAT MITZVAH CHILD & TWO (2) FOR THE FAMILY**

**Aliyah 1—Bar/Bat Mitzvah Child**

<b>English Name:</b>
Hebrew Name:

**Aliyah 2 —up to two (2) people**

<b>English Name:</b>	<b>Relationship to child:</b>
Hebrew Name:	
<b>English Name:</b>	<b>Relationship to child:</b>
Hebrew Name:	

**Aliyah 3 —up to two (2) people**

<b>English Name:</b>	<b>Relationship to child:</b>
Hebrew Name:	
<b>English Name:</b>	<b>Relationship to child:</b>
Hebrew Name:	

**Ark Opening, Up to four (4) people**

1.	3.
2.	4.

**Torah Carrier, one (1) person**

1.
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**English Prayer, up to two (2) people will recite ONE prayer together.**

Will recite ONE of: Prayer for Country (page 177) or Prayer for Peace (page 178)

1.	2.
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**Dressing/wrapping the Torah, one (1) person**

1.
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Please contact Rabbi Gabe Cohen at [cohen@tecloster.org](mailto:cohen@tecloster.org) with any questions

# B'nai Mitzvah Checklist

## To-Do Timeline & Planning Guide

DONE	DATE	DETAIL	ADDITIONAL INFORMATION
<input type="checkbox"/>	10 months prior	Individual Tutoring with Raquel Zypman.	Shelby Effron will contact you to set appointments (effron@tecloster.org)
<input type="checkbox"/>	6-9 months prior	Choose Keshet Olam Project.	Contact Adam Schwartzbard (schwartzbard@tecloster.org).
<input type="checkbox"/>	3-6 months prior	Notify Rabbi Gabe Cohen if a family member would like to read Torah.	Email: cohen@tecloster.org
<input type="checkbox"/>	3-4 months prior	Individual Tutoring with Cantor Singer.	Chareen Kramer will contact you (kramer@tecloster.org).
<input type="checkbox"/>	3 months prior	Call Northern Valley Affairs regarding Kiddush.	Speak with Les Friedman or Marty Magid — 201-750-0333
<input type="checkbox"/>	2 months prior	Schedule B'nai Mitzvah pictures in the Sanctuary	Contact Julia Vazquez (vazquez@tecloster.org) and your photographer.
<input type="checkbox"/>	2 months prior	Order Yarmulkes.	skullcap.com   kippot4less.com   yarmulka.com   etsy.com
<input type="checkbox"/>	4-6 weeks prior	Meet with Rabbis Kirshner & Rabbi Cohen to work on Bar Mitzvah speech.	Speech Guidelines will be emailed.
<input type="checkbox"/>	1 month prior	Order Bimah flowers OR send check to sponsor bima food baskets.	Notify Chareen Kramer. Checks made out to Temple Emanu-El.
	1 week prior	Email picture to Tiffany Garavito for digital screen.	garavito@tecloster.org
<input type="checkbox"/>	Friday by 3:00pm	Deliver Yarmulkes and Bimah flowers to Temple.	Yarmulkes/clips may be displayed on tray outside Sanctuary.

All information is also available in the B'nai Mitzvah Handbook.

Link to livestream of B'nai Mitzvah Service: <https://tecloster.org/shabbat-at-home/>