

TABLE OF CONTENTS

Introduction.....	2-3
• What it means to become a B'nai Mitzvah	
• Setting the Date	
• Non-Shabbat B'nai Mitzvah	
B'nai Mitzvah Instruction.....	4
• Participation for Service	
• The D'var Torah	
• Tutorial Sessions	
Other B'nai Mitzvah Requirements	5
• Religious School Attendance	
• Keshet Olam (Connection to the World)	
• Shabbat Attendance	
Responsibilities of the Family	6
• Membership	
• Workshops	
Administration & Planning.....	7-9
• <i>Kashrut</i> & Catering	
• <i>Kiddush</i> Policy	
• <i>Temple Emanu-El</i> Caterer	
• Flowers / Baskets	
• Entertainment	
• Photography and Videotaping	
• Deliveries	
<i>Shabbat</i> Protocols.....	10
• Distribution of Honors	
• Meeting with the Religious Practices Chairs	
Ritual Clothing, Dress, and Behavior	11
• Kippot	
• Tallit and Tefillin	
• Appropriate Dress	
Quick Reference Numbers.....	12
B'nai Mitzvah "Code of Conduct"	13-15
B'nai Mitzvah Honors Worksheet.....	16
B'nai Mitzvah Check List.....	17

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 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 this 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 12th Hebrew birthday and permits a male to be a *Bar Mitzvah* upon reaching his 13th Hebrew birthday. As we know the issue of gender identity is a sensitive topic for some, we 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 3-5 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 of this from the Temple office.

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 must begin no later than **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 later than **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.

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).

B'NAI MITZVAH INSTRUCTION

PARTICIPATION FOR THE SERVICE

B'nai Mitzvah candidates will be prepared to lead 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 D'var Torah

Candidates are encouraged to participate beyond these elements.

Other places for participation include:

- *P'sukei D'zimrah*: the beginning 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 or 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 the Rabbis 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 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. The Rabbi 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 five 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.

KESHER OLAM (Connection to the World)

Part of the *B'nai Mitzvah* process is participating in a **Kesher Olam** (Connection to the World) project. Temple Emanu-El has incorporated these projects into the 6th grade Religious School curriculum to help students construct, develop and carry out their projects. The nature of the Kesher 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) to discuss.

SHABBAT ATTENDANCE

In addition to the requirements above, every child must attend *Shabbat* youth services or a main service approximately once a month for at least three years prior to their *B'nai Mitzvah*. At the beginning of each school year, the Religious School publishes a list of when special Shabbat services are held. Weekly Friday night services take place at 6:15pm and Shabbat morning at 9:00am. By consistently attending Shabbat services, students will reinforce the prayers learned during Religious School and at Day School and will develop a comfort with the service that cannot be achieved otherwise.

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*.

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 2025, 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 a *Kiddush* or the Temple's portion of a *Kiddush* on a *B'nai Mitzvah* date for a donation of \$625 to the Temple's *Kiddush* Fund. *B'nai Mitzvah* families may also sponsor the Temple's portion of the *Kiddush* on their *simcha* date for a donation of \$625 to the Temple's *Kiddush* Fund. All *Kiddush* sponsorships and donations to the *Kiddush* Fund will be noted in the weekly announcements from the *bimah*, and in the *Madrikh*.

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 / BASKETS

All *B'nai Mitzvah* families are required to provide either two floral pieces or 2 donation baskets for the *bimah*. Families are encouraged to use donation baskets in lieu of flowers. Suggestions include:

- 1) Non-perishable food baskets available through the Temple and with a required donation to the Closter Food Pantry;
- 2) Sports Equipment Baskets donated to local non-profit organizations
- 3) For more information on donation basket options kindly contact the Temple office.

Florists that are currently approved by the Temple are:

- 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)
- X-Quisite Flowers & Events (914)-428-7212 (Contact Richard Amante).

Please check with the Temple office if you plan to use an alternative vendor.

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*. 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.

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 and both men and women must wear a tallit and head covering. A copy of these blessing 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 of 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

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

MEETING WITH THE RELIGIOUS PRACTICES CHAIR

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 Jewish 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* candidates are required to wear a *tallit* for their *B'nai Mitzvah*. All *B'nai Mitzvah* candidates 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

Temple Emanu-El..... 201.750.9997

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

Religious School..... 201.750.2959

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

Kenneth Ho	347.686.5347
Natural Expressions	212.616.5008
Anthony Vasquez	888.267.1923
Sarah Merians	212.633.0623

Sisterhood Judaica Gift Shop: Tallis, and more

Julie Fein, juliefein@gmail.com	917.673.7083
Yarmulkes.....skullcap.com.....kippot4less.com	

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 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 an appropriate length. At Temple Emanu-El, we require 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

English Name:
Hebrew Name:

Aliyah 2 —up to two (2) people

English Name:	Relationship to child:
Hebrew Name:	
English Name:	Relationship to child:
Hebrew Name:	

Aliyah 3 —up to two (2) people

English Name:	Relationship to child:
Hebrew Name:	
English Name:	Relationship to child:
Hebrew Name:	

Ark Opening, Up to four (4) people

1.	3.
2.	4.

Torah Carrier, one (1) person

1.

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.
----	----

Dressing/wrapping the Torah, one (1) person

1.

Please contact Rabbi Gabe Cohen at cohen@tecloster.org with any questions

B'NAI MITVAH CHECK LIST

DETAIL	ADDITIONAL INFORMATION
Individual Tutoring with Raquel.	Shelby Effron will contact you to set up appointments.
Your child should have chosen his/her Keshet Olam Project.	Your child should begin working on project. Contact Adam Schwartzbard to discuss. schwartzbard@tecloster.org
Please let Rabbi Gabe Cohen know if any member of your family would like to read Torah.	cohen@tecloster.org
Individual Tutoring with Cantor Singer.	Chareen Kramer will contact you to set up appointments. kramer@tecloster.org
* Call NVA about the Kiddush - 201-750-0333 . * Schedule B'nai Mitzvah Pictures. * Order Yarmulkes .	Parents call to speak with Les Friedman or Marty Magid. Parents call Julia Vazquez (vazquez@tecloster.org) and photographer to schedule. Sisterhood gift shop can help with Talis . Yarmulkes can be ordered on a skullcap.com or kippot4less.com or yarmulka.com
Meet with Rabbi Kirshner & Rabbi Gabe Cohen to work on B'nai Mitzvah speech	Chareen Kramer will contact you to set up appointments. Guidelines from the Rabbi will be emailed.
Order Bimah Flowers from florist or or prepared Food Baskets through the Temple.	A donation to the Closter food pantry can be made by sponsoring food baskets. Please let Chareen Kramer know what you have chosen. Checks for food pantry are made out to Temple Emanu-El
Bimah flowers delivered to the Temple. Give Yarmulkes to main office.	Yarmulkes /clips can be displayed on tray as well an invitation (if desired).