



TEMPLE ISAIAH B'NAI MITZVAH HANDBOOK

Welcome to the *B'nai Mitzvah Handbook*. It is our hope that this handbook will help answer many of the questions you may have, but please know that we are here to help make this process as smooth as possible so that the experience of your child becoming a Bar/Bat Mitzvah can be the beautiful and meaningful *simcha* (joyful event) that it is. We are excited to participate in this journey with you.

B'NAI MITZVAH HANDBOOK TABLE OF CONTENTS

SECTION 1: SYNAGOGUE PROCEDURES AND POLICIES

Page 3: Synagogue Contributions, Age requirements for a Bar/Bat Mitzvah

Page 4: Bar/Bat Mitzvah Fees

SECTION 2: STUDENT PREPARATION AND PARTICIPATION

Page 4: Education Requirements, Tutoring Cancellation Policy, Attendance at Services

Page 5: Rehearsals, Friday Night Before the Bar/Bat Mitzvah Ceremony

Pages 6: Parts of the Service

Page 7: Mitzvah Activities

SECTION 3: ADDITIONAL INFORMATION

Page 7- 8: Bimah Decorations, Invitations, Imprinted invitations and Kippot, Videography and Photography

SECTION 4: CELEBRATIONS IN THE SOCIAL HALL OR AUDITORIUM

Pages 8-11: Oneg Shabbat and Kiddush, Social Hall Rental

Page 11-16: Rules & Guidelines for Catered Functions

SECTION 5: TIMELINE (A Summary)

Page 16-17: The B'nai Mitzvah Process

SECTION 6: APPENDICES

Page 18-25: Appendix A: 13 Mitzvot Program

Page 26-27: Appendix B: Giving *Tzedakah*: Jewish Organizations that Help

Page 28: Appendix C: The Books of the Bible.

Page 29: Appendix D: Miscellaneous Information (Tallitot, Kippot)

* All fees printed are accurate as of 2024 and are subject to change

SECTION 1: SYNAGOGUE PROCEDURES AND POLICIES

In keeping with the communal aspect of Jewish worship, all services conducted in the Temple Isaiah Sanctuary are open to the entire congregation. Participation by the Bar/Bat Mitzvah is an important part of the Shabbat worship experience. A Bar/Bat Mitzvah service is not a private ceremony intended only for the families of the celebrants. All worshippers are welcome to all Shabbat services as well as the Friday night Oneg Shabbat receptions.

B'nai Mitzvah services are held on Saturdays at 10:00 AM.

Bar or Bat Mitzvah families are encouraged to help sponsor the Oneg Shabbat the Friday night before their service. The donation is \$180 and is not included in the current B'nai Mitzvah fee. Your name will be listed on the Friday night Shabbat pamphlet as being one of the Oneg Shabbat hosts.

SYNAGOGUE CONTRIBUTIONS

After a Bar or Bat Mitzvah ceremony, it is customary to make a contribution to the Sunshine Fund that is most meaningful to the family. Contributions, as with so many other elements relevant to a Bar/Bat Mitzvah, are a personal family decision. There is no predetermined amount, but our Temple Administrator can advise you of current practices.

AGE REQUIREMENTS FOR A BAR/BAT MITZVAH

Students are usually 13 years old by the day of their Bar/Bat Mitzvah, but tradition allows for the service to take place up to one month prior to that date. You may also choose to wait until later for your ceremony. This can be discussed with the Rabbi.

BAR/BAT MITZVAH FEES

Temple Isaiah has a Bar/Bat Mitzvah fee of \$1075.00 This fee is to defray some of the expenses of the B'nai Mitzvah program which includes seven months of private tutoring, rehearsals in the sanctuary, and all printed materials. The fee of \$1075.00 is due seven months prior to the date.

Dates are not confirmed until your **Date Acceptance Letter is received**. As always, if there are extenuating circumstances or financial hardship, please let our office know so payment arrangements can be made.

SECTION 2: STUDENT PREPARATION AND PARTICIPATION

EDUCATION REQUIREMENTS

At Temple Isaiah, each student must undergo a minimum of four years of Hebrew and religious instruction, or the equivalent, to be eligible for a Bar/Bat Mitzvah ceremony. During this time, students will acquire the Judaic knowledge and prayer skills that will enable them to lead traditional parts of a Shabbat service comfortably and with understanding and meaning. ***Please consult with the Rabbi, as extenuating circumstances are always taken into consideration.***

Approximately seven months before the ceremony, a prospective Bar/Bat Mitzvah and his or her family attends intake meetings with the Rabbi in which the student's service is outlined and the corresponding *Torah* and *Haftarah* portions are explained, so that tutoring can commence.

Tutoring begins approximately seven months before the ceremony (or earlier to include allowances for summer camp or special needs). **One-on-one Bar/Bat Mitzvah tutoring is vital** and it is different from optional supplemental tutoring for Hebrew school.

One-on-one Bar/Bat Mitzvah tutoring is in addition to Hebrew school classes. Students meet with the Rabbi approximately once every week for 30-minutes. Appointment times vary, and the Rabbi determines the schedule with the Bar/Bat Mitzvah student's family. In addition, the student [and at times the parent(s)] will meet with the Rabbi to develop a D'var Torah (talk), discuss service honors and help build a personal connection.

Since many aspects of a Bar/Bat Mitzvah service are based on custom and not law, services can be modified to complement the student's abilities. **PLEASE SEE APPENDIX G for "Bar/Bat Mitzvah Tutoring Guidelines".**

Special Needs: If your child has special needs and you know that he or she will require additional time to prepare, we will be happy to work with you and your child sooner than the seven months prior. It would be helpful for us if you can provide us with your child's IEP in advance so we can help your child in the best way possible. Our goal is to make this the most positive, affirming and special experience for everyone.

RABBI CANCELLATION POLICY

Please be respectful of the Rabbi's and other congregants' schedules. Please notify the Temple Isaiah office or Rabbi directly as soon as possible if you cannot make your regularly scheduled appointment.

ATTENDANCE AT SERVICES

In the months preceding a Bar/Bat Mitzvah, families should make it a practice to attend Shabbat services so that everyone, especially the prospective Bar/Bat Mitzvah, becomes familiar with Shabbat rituals and with the congregation. Being at ease in the synagogue goes a long way towards easing tension the day of the ceremony.

When attending, as often as possible, students will be given a small part in the service to become comfortable leading.

REHEARSALS

The Rabbi will conduct a rehearsal with each Bar/Bat Mitzvah child the week of the ceremony. The time of the rehearsal will be coordinated with the rabbi.

FRIDAY NIGHT BEFORE THE BAR/BAT MITZVAH CEREMONY

At the Friday night service, upcoming Bar/Bat Mitzvah children will be called up to lead the *Kiddush* and the Bar/Bat Mitzvah families will be called up to lead the candle lighting. The students may lead some additional prayers during the service as well.

As a way to enrich the B'nai Mitzvah experience for the whole family, please feel free to invite family and friends to celebrate with us on the eve of your child becoming Bar/Bat Mitzvah. In addition, we encourage B'nai Mitzvah families to sponsor the *Oneg Shabbat* at this service in honor of their child becoming Bar/Bat Mitzvah. The fee for sponsoring the *Oneg Shabbat* is \$180.00.

PARTS OF THE SERVICE

Opening/Closing the Ark Younger, pre-Bar/Bat Mitzvah children are often chosen, although it is quite appropriate that an adult family member (not chosen for another honor) be asked to do this. Jewish or non-Jewish family or friends may partake.

Undressing/Dressing Torah Scroll Jewish or non-Jewish family or friends may assist in this honor.

Passing the Torah from Generation to Generation Family members and the Bar/Bat Mitzvah will participate in "Passing the Torah from Generation to Generation" where the Rabbi passes the Torah down from one generation to the next by touching the *Sefer Torah* (Torah Scroll) to the shoulder of each member of the family as they stand on the bimah. Grandparents, parents and the Bar/Bat Mitzvah will form a line along which the Torah Scroll is passed from generation to generation.

Torah Reading The Bar/Bat Mitzvah reads a section of the week's Torah portion. Family members may choose to participate in the service by reading Torah as well. If someone wishes to do so, please let the Rabbi know as soon as possible. A recording can be provided. All Bar/Bat Mitzvah students recite the blessings before and after their Torah reading.

Honors/Aliyot Blessings are recited before and after each Torah portion is read; reciting these blessings is referred to as "having an *aliyah*." The family of a Bar/Bat Mitzvah child is allotted several *aliyot* (the plural of *aliyah*). Three aliyot are customary for our congregation. It is customary, though not required, that Jewish grandparent(s) and/or parent(s) recite(s) an aliyah. The Bar/Bat Mitzvah always recites the final aliyah.

Haftarah The *Haftarah* is a reading from the Biblical Prophets, and it accompanies each week's Torah portion. Students chant some verses from the weekly *Haftarah* portion and the blessings that accompany it.

Kaddish Families may submit names of recently departed loved ones, or the names for whom *yahrzeit* (anniversary of a loved one's death) is being said. Names will be read by the Rabbi from the bimah before Mourner's Kaddish.

D'var Torah The Bar/Bat Mitzvah delivers an explanation of the Torah portion, or *d'var Torah*. This enables the congregation to have an understanding of the Torah portion.

Family Participation Family members are called up to the bimah to recite blessings before and after the Torah readings. We have copies of the text in Hebrew and in transliteration. We can also provide a recording of the blessings.

All family members are welcome to participate in the service regardless of their religious affiliation, though certain roles require a person to be Jewish. For more information about the participation of persons of other faiths, please contact the Rabbi.

MITZVAH ACTIVITIES

1. Part of the responsibility we take on when becoming a Bar/Bat Mitzvah is *Tzedakah*, righteous action. At Temple Isaiah students are required to complete “13 Mitzvot” in honor of becoming a Bar/Bat Mitzvah. This program will be reviewed in Religious School, but the fulfilling of the projects will be done on the students own time.

See Appendix A: 13 Mitzvot Program for Bar/Bat Mitzvah Candidates

2. **Mitzvah Project** Each student is required to choose and perform a project of community service in an area approved by the Rabbi, which is important to the student.

3. **Tzedakah** – We also encourage each student and his/her family to choose a specific organization to whom they will make a donation in honor of their Bar/Bat Mitzvah (and/or consider asking your guests to make donations as well). This may be incorporated into the Mitzvah project.

See Appendix B: Giving Tzedakah: Jewish Organizations that Help

SECTION 3: ADDITIONAL INFORMATION

BIMAH DECORATIONS

At Temple Isaiah it is customary for families to decorate the bimah for a Bar/Bat Mitzvah service with either flowers or a donation food basket. You may choose either of these options or you may choose to do both! Whether it will be flowers or a food basket is the decision of the family.

Flowers When flowers are chosen to decorate the bimah, the family is responsible for contacting a florist and ordering flowers. Please be sure to contact the Temple Isaiah office with flower delivery information.

IMPRINTED INVITATIONS, KIPPOT AND GIFT ITEMS

Families often order *Kippot* (*yarmulkes*) imprinted with the Bar/Bat Mitzvah’s name and the date on them. Uninscribed kippot are provided by the synagogue, and these are made available to all family members and guests. (See **Appendix D: Miscellaneous Information for purchasing information**).

VIDEOGRAPHY AND PHOTOGRAPHY

There is no photography allowed in the sanctuary during the service. You may choose to arrange with your photographer and the Temple to take photographs either: (a) earlier the week of the service; or (b) earlier the morning of the service. All photography must be finished no later than 9:30 AM. To schedule a time for formal picture taking in the sanctuary you must call the synagogue office at (631) 751-8518. Our services are live streamed, with a camera fixed on the bimah. If you would like an enhanced streaming service with the utilization of multiple cameras, angles, and closeups, the charge will be \$250.00.

Section 4: CELEBRATIONS IN THE SOCIAL HALL

ONEG SHABBAT AND KIDDUSH

If you would like to sponsor an **After Services Kiddush Reception** for this joyous occasion, please call the Temple office to be sure that the room is available for the date of your Bar/Bat Mitzvah.

After Services Kiddush Reception:

Buffet style set-up in the social hall.

Time: 2-hour time limit.

Fee: \$150.00 **per hour**.

After Services Kiddush Reception includes: coffee, tea, sugar, all paper goods, challah, and wine (upon request). Any additional items are your responsibility to order (see *caterers*). **Please note:** you will be billed an extra \$100.00 if your Kiddush Reception exceeds the 2-hour time limit.

Caterers

It is your responsibility to contact the caterer, place your order with them, pay them, and follow-up a few days before to reconfirm your order, date of delivery, and to make any other arrangements that are necessary.

You may choose to use any caterer. You **must**, however make sure that the caterer sends Temple Isaiah (Attention: Administrator) a Certificate of Insurance naming Temple Isaiah as an additional insured at least 45 days prior to your Kiddush Reception (Comprehensive General Liability: \$1,000,000; Workman's Compensation & N.Y.S. Disability as prescribed by law; and Liquor Legal Liability Combined Single Limit: \$500,000)

Mazon

In accordance with the Jewish principle of helping the hungry, at your time of celebration, we would encourage you to add 3% or more of your own costs to Mazon, an organization that helps feed those in need.

Please fill out the form below and mail it to the Temple office
at least 45 days prior to your Bar/Bat Mitzvah date.

NAME: _____ PHONE: _____/_____
DAY EVENING

DATE OF BAR/BAT MITZVAH: _____

___Yes, I would like to have a Kiddush Reception. (Reminder: Have you requested that your caterer send us a copy of their Certificate of Insurance?)

Caterer: _____/_____

Approx. # of guests: _____/_____
ADULTS CHILDREN

Do you want wine/juice? _____ Yes _____ No

Fee enclosed for Kiddush Reception: _____

Additional for Mazon to feed the hungry: _____ Total enclosed _____

Erev Shabbat Dinner:

Buffet style set-up in the social hall.

Time: 1 1/2-hour time limit.

Fee: \$150

The Erev Shabbat Dinner includes: coffee (please supply your own milk if you are serving dairy), tea, sugar. Paper goods are available upon request. Custodial coverage is included in the fee. Custodians will set up the room before and clean the room after. You will be responsible for the food set up and food clean up.

Caterers

It is your responsibility to contact the caterer, place your order with them, pay them, and follow-up a few days before to reconfirm your order, date of delivery, and to make any other arrangements that are necessary. Dinners must be Kosher style (no pork products, no shellfish and meat and dairy cannot be mixed).

You may choose to use any caterer. You **must**, however, make sure that the caterer sends Temple Isaiah (Attention: Admin.) a Certificate of Insurance naming Temple Isaiah as an additional insured at least 10 days prior to your Shabbat Dinner (Comprehensive General Liability: \$1,000,000; Workman’s Compensation & N.Y.S. Disability as prescribed by law; and Liquor Legal Liability Combined Single Limit: \$500,000).

Please fill out the form below and mail it to the Temple office.

NAME: _____ PHONE: _____/_____

DAY EVENING

Date of Shabbat Dinner: _____ Approx. # of guests _____

Caterer: _____/_____

Fee enclosed for Shabbat Dinner: _____ Additional for Mazon to feed the hungry: _____

Total: _____

SOCIAL HALL AND ROOM RENTAL

TEMPLE ISAIAH HOUSE RULES

1. All persons wishing to use the Temple buildings or grounds must first clear the date, specific area, and equipment with the Temple office. Permission is granted to use only the area, room(s), and equipment designed for the purposes requested.
2. All groups using the facilities are encouraged to park cars at right angles to curbs (facing into curb), wherever possible. Adjacent street parking is to be avoided except when all on-site spaces are filled.
3. The congregation assumes no responsibility or liability for damage or loss of personal property of others while on the congregation's premises and all such personal property including motor vehicles left on the premises shall at all times be at the owner's risk.
4. Smoking is not permitted in any part of the building.
5. No Temple equipment of any kind can be removed from the premises except with written consent of the Board of Trustees.
6. Proper decorum and reasonable standard of behavior shall be maintained by all persons and organizations using the Temple premises while in or near the buildings or adjacent areas. The following curfews are to be observed:
 - a. Weekdays and Sunday Evening: Midnight
 - b. Saturday, & Holiday Evenings: 1 AM
7. Rearrangement, alteration, or additions of furnishings or decorations shall not be made without approval of the House Committee.
8. Tacks, nails, screws, tapes, adhesives or any other means of fastening shall not be driven into or in any way placed in contact with the walls, ceilings, floors, or other structural areas of the buildings or gardens.
9. Any plans for temporary lighting, stage equipment, sound equipment and/or decorating (floral or otherwise) must be submitted to the Board of Trustees. Inflation of balloons and set up of equipment must be completed before services begin.
10. No pork or shellfish can be served anywhere in the Temple. No dairy or meat served at the same meal.(see pg. 16, #8 for full dietary guidelines).

11. All persons or organizations and caterers, having the use of the whole or any portion of the buildings or grounds or of the kitchen, shall leave the same, including all kitchen equipment and other physical property clean and undamaged. They must see to the removal of all garbage to the dumpster provided, immediately following the conclusion of the meeting or affair. They shall indemnify the congregation for all loss, cost and damage for failure to do so.
12. All deliveries to and removal from the kitchen shall be made by way of the two doors on the north side of the Temple immediately adjacent to the kitchen.
13. Notice of any special equipment to be brought in for a meeting or function must be given to the Temple office. If permission is granted, it must be removed immediately after conclusion of the affair. It cannot be stored in the Temple except by written permission of the Building Committee.
14. When alcoholic beverages are served, it is requested that such beverages be served in moderation. However, it is mandatory that when any form of alcoholic beverage is being distributed, served, or consumed at a catered function, the caterer must comply with the liability requirements as set forth on the enclosed documents. There shall be no exceptions to this rule.
15. No person or group shall give any gratuity to a Temple employee. In the case of extraordinary service rendered, a gratuity can be presented through the Temple treasurer only.
16. Any person or organization claiming to be aggrieved by a section or decision of the House Committee has the right of appeal to the Executive Board of Temple Isaiah.

RULES & REGULATIONS OF TEMPLE ISAIAH GOVERNING CATERED FUNCTIONS

1. **TIME LIMITATIONS FOR CATERED FUNCTIONS** – The following time period limitations shall govern all catered functions conducted at the Temple catering facility.
 - a. Afternoons: 12 noon to 5 PM
 - b. Weekday and Sunday evenings: 5 hour maximum. Music must cease by midnight.
 - c. Friday evenings: Affairs cannot be held.
 - d. Saturday evenings: One hour after sundown to 1 AM. Music must cease by 1 AM.
2. **FUNCTIONS FOR NON-TEMPLE MEMBERS** – Non-Temple members may have catered or non-catered functions at the Temple catering facility in accordance with these Rules and Regulations provided that the type of function and the party on whose behalf the function is being held are first approved by the Temple.
3. **RESPONSIBILITIES OF CATERER**

- a. Set up and break down of all tables and chairs in room used for catering. Set up should be completed prior to the commencement of services.
- b. Tables and chairs are to be put back in their proper storage area.
- c. All floors (kitchen, social hall) must be swept, mopped clean, and left spotless and in the same condition in which they were found by the caterer.
- d. If the lobby is used, the floor must be swept, mopped clean, and left spotless.
- e. All appliances that were used shall be cleaned (e.g., stove, refrigerator, etc.).
- f. All counters and sinks shall be cleaned.
- g. Any and all appliances belonging to the Temple shall be cleaned and returned to their proper storage area (e.g., coffee urns, dishes, etc).
- h. All garbage and other debris shall be removed from the building and placed in the proper receptacles outside.
- i. Any deviation from the above will result in a surcharge to the family/organization renting the room, the rate being at the discretion of the Temple.

4. **SECURITY DEPOSIT OF FAMILY/ORGANIZATION RENTING ROOM – RESPONSIBILITY FOR CLEAN-UP, CATERER, AND GUESTS** – Ninety days prior to the affair, the family/organization shall post with the Temple a security deposit in the amount of \$300. Temple facilities must be left in the same condition prior to the event. It is the family's/organization's responsibility that the Temple grounds be clean after the affair, and no damage made to the facility. The caterer or party planner is responsible to the family/organization for cleaning after the affair, and to return each room used to its pre-party condition. In the event that any damage is done to the building, or the grounds inside or outside are left in an unacceptable manner (which includes litter), the full security deposit, or a portion thereof, will be forfeited due to the cost of repair or clean up by our staff. In the event that the family/organization does not remit a security check to the Temple, the affair may be canceled.

5. **DANCE FLOOR** – A fee of \$120 will be assessed for setting up and dismantling the dance floor. The Temple must be notified in advance if you will be using a dance floor.

6. **INSURANCE** – One month prior to the date of the catered function, each caterer shall furnish certificates of insurance to the Temple evidencing the following minimum insurance coverages, with **Temple Isaiah reflected as an additional insured** on all policies other than Workmen's Compensation.

- a. COMPREHENSIVE GENERAL LIABILITY* - \$1,000,000 combined single limit which would apply to bodily injury or property damage. Coverage should also be included for personal injury and product liability in the same amount as specified above.
- b. WORKMAN'S COMPENSATION & N.Y.S. DISABILITY* – As prescribed by law.
- c. LIQUOR LEGAL LIABILITY COMBINED SINGLE LIMIT* - \$1,000,000. This coverage is mandatory when any form of alcoholic beverage is being distributed, served, or consumed at a catered function.

*Each such policy shall provide for ten days prior written notice of cancellation or termination of such policy.

There shall be **no** exceptions to the above rule. Any caterer unable to meet all of the above insurance requirements, including liquor, will not be allowed to cater at Temple Isaiah.

7. **FOOD RESTRICTIONS** –The following guidelines MUST be observed whenever food is served in the Temple or on the premises. This includes, but is not limited to, dinners, luncheons, breakfasts, brunches, meetings, etc.
- No foods containing pork or shellfish may be brought into the Temple or onto the property.
 - No foods or condiments containing milk or milk-products may be served during any meal at which any meat is served.
 - Baked goods containing milk or milk-products are permitted for the dessert/coffee course of any meal, once all traces of any meal containing meat have been cleared away. A fruit alternative is suggested.
 - Milk may be served with coffee/tea, once all traces of any meal containing meat have been cleared away.
 - In addition to milk, a certified-parve, non-dairy milk substitute must be made available with coffee/tea following any meal containing meat.
 - During Passover, ONLY baked goods certified as *Kosher for Passover* may be served.
8. **KOSHER FUNCTIONS** – In the event of a glatt Kosher function to be held at the Temple catering facility, the Temple agrees to respect the kosher food storage isolation in the Temple kitchen for the period of storage.
9. **NO WAIVER** – Failure of the Temple to enforce any provision of these Rules and Regulations for any particular catered function shall not constitute a waiver of the Temple’s right to strictly enforce such provision for any particular catered function.
10. **BUILDING AND GROUNDS REGULATIONS** – Each caterer on the panel agrees to abide by rules and regulations governing the use of Temple buildings, equipment, property, and grounds.

Under no circumstances will we accept any deviation from this policy.

Room Rental Fees

Function	<u>Fee</u>	<u>Comments</u>
Kiddush	<ul style="list-style-type: none"> ● 2 hr maximum ● Families will be billed \$100 if Kiddush exceeds 2 hr limit ● Nonmembers: \$150/hr 	Temple provides challah, wine (upon request), tables, chairs, paper plates, plastic utensils, paper cups, full coffee service, set up and clean up.
Reception-afternoon (must end and be cleaned up by 6 PM)	<ul style="list-style-type: none"> ● Members: \$5.00 p.p. ● Nonmembers: \$7.50 p.p. ● Minimum Fee: \$500 ● Dance floor fee: \$150 	Temple provides tables, chairs (bar and cocktail tables if requested), and custodial coverage. \$45/hr additional custodial fee if clean-up goes beyond 6PM.
Reception-evenings (beginning no earlier than 6 PM; set up can be earlier if room is available)	<ul style="list-style-type: none"> ● Members: \$5.00 p.p. ● Nonmembers: \$7.50 p.p. ● Minimum Fee: \$750 ● Dance floor fee: \$150 	Temple provides tables, chairs (bar and cocktail tables if requested), and custodial coverage. \$45/hr additional custodial fee if clean-up goes beyond midnight.
Weddings-Sanctuary only (2 hr limit)	<ul style="list-style-type: none"> ● Members: No Charge ● Nonmembers: \$450 ● \$45/hr custodial charge if 2 hr time limit is exceeded 	Temple provides chuppah, sanctuary, and place for bride to change, custodial coverage.
Nonprofit groups School & Main Building-Sat – Thurs	<ul style="list-style-type: none"> ● Social hall \$200 ● \$65/hr per classroom ● \$400 bldg-multiple day rate 	Coffee service will be provided for an additional \$75.
Other groups School & Main Building- Sat – Thurs	<ul style="list-style-type: none"> ● Social hall \$300 minimum ● \$70/hr before 7 PM per classroom ● \$100/hr after 7 PM per classroom ● \$500 bldg/multiple day rate 	Coffee service will be provided for an additional \$70.
	<ul style="list-style-type: none"> ● 	

Notes:

1. No room booking will be allowed on Saturday before sundown, except Bar/Bat Mitzvah receptions.
2. No room bookings will be allowed on Friday after 3 PM in either building.
3. Bookings for Sunday will be no earlier than 1:30 PM, unless specific permission has been granted by the Building Chair and Religious School Principal.
4. All bookings are to be cleared by the Temple office before committing to them to prevent calendar conflicts.

THE B'NAI MITZVAH PROCESS

A Timeline

Religious Education Begins

- Formal Religious Education begins in Kindergarten, and Hebrew Education begins in 4th Grade. In these classes, children learn the fundamentals of Judaism. Topics in classes include Bible, ethics, Israel, God, history, *mitzvot* and holidays. Hebrew studies prepare children to participate in synagogue worship as well as celebrations at home.

Two Years before the Bar/Bat Mitzvah service

B'NAI MITZVAH DATE SELECTION

- Letters are sent home to families who choose three dates/times for the Bar/Bat Mitzvah date
- Once the Temple receives these requests, dates are assigned and families are notified of their assigned dates.

One to Two years prior to the Bar/Bat Mitzvah service

B'NAI MITZVAH FAMILY MEETING

- Families meet with the staff to receive an overview of the B'nai Mitzvah process and to discuss general B'nai Mitzvah questions.

During the 7th Grade Year:

B'NAI MITZVAH FAMILY EDUCATION CLASSES

- Families meet with the staff to discuss the meaning and background of becoming a Bar/Bat Mitzvah, specifics of the service flow, and logistics of the process of becoming a Bar/Bat Mitzvah, opportunities beyond the classroom for students after Bar/Bat Mitzvah.

7 Months before the Ceremony (or possibly longer if summer months are included)

B'NAI MITZVAH INTAKE MEETING with the Rabbi

- Families have meetings with the Rabbi at which the Bar/Bat Mitzvah program is reviewed, the Torah and Haftarah portions are assigned, and the child's role in the service and mitzvah activities are discussed.

For the Next 7 months

- Tutoring takes place

The Week of the Ceremony

- Rehearsal in the sanctuary with the Rabbi. This is with parents, child, and any other family members who are able to be there. This will take about 1 hour.

The Day of the Ceremony

- Families arrive at Temple Isaiah 45 minutes prior to their service. They will meet with the Rabbi at 9:30 in order to review the Honor's Sheet and go over any last minute concerns.

After the Bar/Bat Mitzvah

- Participate in Classes, and Teacher Assistant opportunities at Temple Isaiah.
- Confirmation takes place at the end of 10th grade.
- Graduation takes place at the end of High School.

MAZAL TOV!



CONTACT INFORMATION

Thank you for reviewing this packet of information.

Important email addresses:

Rabbi Joshua Gray: rabbijosh@templeisaiahsb.org

Penny Gentile: administrator@templeisaiahsb.org

Irva Steinweis: school@templeisaiahsb.org

We, at Temple Isaiah, share with you the joy of your upcoming *simcha*.

13 Mitzvot Program

For Bar/Bat Mitzvah Candidates Appendix “A”

Actions that Create a Jewish World



As part of a student's preparation for their Bar or Bat Mitzvah at Temple Isaiah, they are expected to participate in, and complete, the 13 Mitzvot Program. Students are required to complete mitzvot in at least 3 categories. A mitzvah must be approved by The Religious School Principal for the student to receive credit as part of this program.

Numerous suggestions are provided below, but **this booklet is only a guideline** for the projects the student needs to complete. Approved substitutions can be made at any time.

Suggestions for 13 Mitzvot Program

Ritual Observances

- Shabbat observance (*i.e.*, candle lighting, Kiddush, Motzi) on a regular basis.
- Attend Friday night or Saturday Morning Shabbat or holiday services at Temple Isaiah.
- Attend a Shabbat service at a different synagogue and prepare a chart naming the synagogue and listing similarities and differences.
- Set aside time for family study/discussions about Shabbat/festivals on a regular basis.
- Participate in a Havdalah service at home.
- Recite the Shema, V'ahavta, and Motzi on a regular basis.
- Help plan and serve a Seder meal, help lead a Seder and chant the "Four Questions" in Hebrew at the Seder.
- Build a sukkah at home.
- Visit a hospital, shelter or nursing home to distribute Chanukah gifts and sing Chanukah songs.
- Plant a tree in honor of Tu B'Shevat.
- Visit a hospital, shelter or nursing home to distribute shalach ma'not gifts for Purim.
- Put a mezuzah on the entrance to your room. (Instructions are available in the Religious School office).
- Visit the grave of a member of your family and say kaddish at the graveside.

Study

- Research a period of Jewish history, Jewish people in another area of the world, history of Bar/Bat Mitzvah, a specific Jewish holiday, etc.
- Read a book written by a Holocaust survivor.
- Set aside a half-hour a week on a regular basis for family study.
- Interview someone who emigrated to America
- Take a tour of Ellis Island and the Statue of Liberty.
- Visit the Museum of Jewish Heritage in New York City.
- Visit the Jewish Museum in New York City.
- Visit the American Jewish History Museum in Philadelphia
- Visit the U.S Holocaust Memorial Museum in Washington, D.C.
- Visit a Jewish themed exhibit at a non-Jewish museum.
- See a Jewish themed show and write a one paragraph summary.
- Write a short review about a Jewish film or book.
- Watch 5 Jewish YouTube videos or Jewish podcasts and write about them.

Other

- If you are not a vegetarian, try not eating meat for a week. Write a paragraph or two about your experience.
- Resolve to only use products that have not been tested on animals and/or do not contain animal derivatives. (You can get a list from the American Society for the Prevention of Cruelty to Animals.)
- Attend a URJ summer camp.
- Study a section of Torah with a friend.
- Select the three most aggravating people in your life (don't tell anyone who they are) and refrain from speaking about them in public for a time period decided upon by you and Religious School staff. Write a paragraph or two describing this experience.
- Do not tell any jokes that degrade anyone for a time period decided upon by you and Religious School staff. Write a paragraph or two describing your experience.
- When you sit with your friends at the lunch table in school, refrain from talking about any of your classmates or teachers for a time period decided upon by you and Religious School staff. Write a paragraph or two describing this experience.

Service Projects-

- Volunteer at a Jewish home for the elderly or another nursing home on a regular basis.
- Send cards or letters to an elderly person on a regular basis
- Help an elderly person: cleaning, running errands, raking leaves, writing letters, reading to them regularly.
- Organize a collection of non-perishable food, disposable diapers, or personal-care items for the Temple Isaiah Food Pantry.
- Visit with children at a local hospital.
- Beautify the community by participating in community clean-ups or Temple Isaiah grounds clean-ups and plantings.
- Volunteer to assist at local charitable events.
- Assist with Special Projects in the Religious School.
- Help serve a Passover lunch at a senior citizen center or nursing home during Passover.
- Design and participate in a Service Project of your choice as approved by Religious School staff.

MY 13 Mitzvot Projects

Please provide a brief description of each mitzvah that you fulfilled:

Mitzvah 1:

____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 2:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 3:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 4:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 5:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 6:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 7:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 8:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 9:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 10:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 11:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 12:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Mitzvah 13:

_____ Student's Signature:

Parent's Signature: _____

Date Mitzvah Fulfilled: _____

Giving *Tzedakah*

Jewish Organizations That Help

Appendix "B"

The Blue Card

171 Madison Avenue, Suite 1405

(212) 239-2251

New York, NY 10016

info@bluecardfund.org

www.bluecardfund.org

The Blue Card is the only agency in the United States that provides cash to needy Holocaust survivors and, when necessary, to their psychologically-affected children.

UJA Federation of New York

130 East 59th Street

(212) 980-1000

New York, NY 10022

donorcenter@ujafedny.org

www.ujafedny.org

The UJA Federation offers a safety net for vulnerable people of all ethnic and religious backgrounds. Through their network of agencies, they feed the hungry, shelter the homeless, train the unemployed, empower the disabled, and extend a compassionate hand to the elderly. In cases of natural and other disasters, the UJA Federation helps support and organize aid.

Jewish National Fund42 East 69th Street

(888) JNF-0099

New York, NY 10021

www.jnf.org

Since 1901, JNF has evolved into a global environmental leader by planting 250 million trees, building over 210 reservoirs and dams, developing over 250,000 acres of land, creating more than 1,000 parks, providing the infrastructure for over 1,000 communities, bringing life to the Negev Desert, and educating students around the world about Israel and the environment.

COEJL, Coalition on the Environment and Jewish Life116 East 27th Street, 10th Floor

(212) 532-7436

New York, NY 10016-8942

www.coejl.org

COEJL deepens the Jewish community's commitment to the stewardship of creation and mobilizes the resources of Jewish life and learning to protect the Earth and all its inhabitants.

MAZON - A Jewish Response to Hunger

10495 Santa Monica Boulevard, Suite 100

(800) 813-0557

Los Angeles, CA 90025

www.mazon.org

Mazon is a national nonprofit organization dedicated to preventing and alleviating hunger among people of all faiths and backgrounds. Temple Isaiah is a MAZON partner and supports MAZON by donating three percent of the cost of meals we serve here.

Rock and Wrap It Up!

405 Ocean Point Avenue

(877) 691-3663

Cedarhurst, NY 11516

info@rockandwrapitup.orgwww.rockandwrapitup.org

The Rock and Wrap It Up! Program boxes up all prepared but untouched meals following rock concerts, sporting events, and school events, then delivers them to local food banks and charitable agencies. Rock and Wrap It Up! also collects and distributes toiletries and cleaning products from hotels, schools, and other participating donors.

Rabbi's Discretionary Fund

Temple Isaiah	(631) 751-8518
1404 Stony Brook Road	rabbijosh@templeisaiah.org
Stony Brook, NY 11790	

This fund is used to aid individuals and families in our community as well as organizations in the New York area, in the United States, and in Israel. In most cases, its purpose is to help people to do something that they couldn't do on their own without support from the fund.

***Yad LaKashish*/Lifeline for the Old**

PO Box 28	info@lifeline.org.il
Jerusalem, 91000, ISRAEL	www.lifeline.org.il

Yad LaKashish: Lifeline for the Old is a nonprofit organization empowering and supporting over 300 elderly and disabled Jerusalem residents on a daily basis. *Yad LaKashish* provides a creative work environment and invaluable support services, giving the elderly a sense of purpose and community as well as financial assistance. They make beautiful Jewish ritual objects, including talitot and talit bags, challah covers, and keepot.

American Friends of Magen David Adom

352 Seventh Ave., Suite 400	(866) 632-2763	(212) 757-1627
New York, NY, 10001	info@afmda	
	www.afmda.org	

The MDA National Blood Services Center provides 100% of the blood needs of the Israel Defense Forces and 95% of the blood needs of Israel's hospitals. MDA has over 119 Emergency Medical Stations and 11 dispatch stations in communities throughout Israel. Many of these have been built or upgraded by American Friends of Magen David Adom. With AFMDA support, all MDA Station personnel undergo training every year in order to keep their skills current. MDA also trains over 50,000 people a year in first aid basics and more sophisticated paramedical skills.

The Books of the Bible (*Tanach*)

Appendix “C”

Torah-Pentateuch

Genesis
Exodus
Leviticus
Numbers
Deuteronomy

Micah
Nahum
Habakkuk
Zephaniah
Haggai
Zechariah
Malachi

Prophets—*N’vi-im*

Former Prophets

Joshua
Judges
Samuel I & II
Kings I & II

Latter Prophets—Major

Isaiah
Jeremiah
Ezekiel

Latter Prophets—Minor

Hosea
Joel
Amos
Obadiah
Jonah

Writings—*Chetuvim*

Psalms
Proverbs
The Five Scrolls
Song of Songs
Ruth
Lamentations
Ecclesiastes
Esther
Daniel
Ezra
Nehemiah
Chronicles I & II

Miscellaneous Information

Appendix “D”

Where do I shop for a Tallit?

www.Judaicawebstore.com

Kolbo Fine Judaica: www.kolbo.com; 1-800-238-8743

Yussel's Place: www.yusselsplace.com, 516-223-7050 or 855-YUSSELS, in Merrick

Unique Judaica: www.uniquejudaicagifts.com, 516-364-8311, 216 Jericho Turnpike, in Syosset

Where do I shop for a kippah?

www.yarmulkes.com; www.skullcap.com; www.kippas.com; www.kippah.com; www.kipot.com